

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM KHOI FOR “4B” CELEBRATION

BACKGROUND:

KHOI Community Radio plans to host a basketball, barbeque, and books birthday celebration (“4B”) on Saturday, August 13, to celebrate its four-year anniversary. The event will consist of a street gathering in front of the KHOI studios on the 400-block of Douglas Avenue, where a 3-on-3 street basketball tournament will be held. A food truck will provide barbeque, and a book sale will be held inside the station offices.

To facilitate this event, organizers have made the following requests:

- Closure of the 400 block of Douglas Avenue from 9:00 a.m. to 10:00 p.m.
- Closure of eight metered parking spaces and a waiver of parking meter fees (\$14.40 loss to the Parking Fund)
- A blanket Temporary Obstruction Permit
- A blanket Vending License and a waiver of the fee (\$50 loss to the City Clerk’s Office).

A DJ will provide musical entertainment during the event. A Noise Permit application has been submitted to the Police Department. A certificate of insurance has been obtained. Organizers have indicated they will go door-to-door with event information within the affected area.

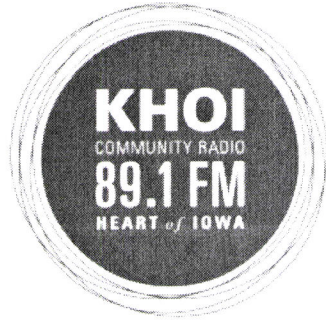
ALTERNATIVES:

1. Approve the KHOI 4B requests, including street and parking closures, a blanket Temporary Obstruction Permit, a blanket Vending License, and waiver of fees as stated above.
2. Approve the requests, but require reimbursement for the lost parking revenue and for the Vending License.
3. Do not approve the requests.

MANAGER'S RECOMMENDED ACTION:

The proposed event is a celebration of a local non-profit’s anniversary. The event is open to the public, and KHOI has successfully held other events in the downtown area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the KHOI 4B requests, including street and parking closures, a blanket Temporary Obstruction Permit, a blanket Vending License, and waiver of fees as stated above.



August 4, 2016

Honorable Mayor Campbell and City Council
Ames City Hall
515 Clark Avenue
Ames, IA 50010

Dear honorable Mayor Campbell and City Council,

KHOI community radio is planning to hold our birthday bash August 13 from 11am-10pm. During this event, we are planning on having a basketball tournament and live performances amongst other things that can be found in the Special Event Application that we submitted. During this event, we plan on closing the street from the stop sign at the intersection of Douglas and 5th St. down to the just south of KHOI and Heroic Ink. *Street closing starting at 9am.*

We have received a noise permit from the Ames Police Department and have provided proof of insurance. For this event, we would like to request a waiver of fees for the vending license so that we are able to have our book sale, sale pies, and have food catered from Willies BBQ. Businesses throughout the Main St. area have been well informed about this event on the 13th and have received flyers that most if not all have hung in their windows. Also Heroic Ink, Octagon Art Center and all other businesses that this street closure would affect have been informed of our intentions and have expressed excitement.

Thank you for your consideration and we hope to see you on Aug. 13 at our 4B celebration.

Viveca Dillard
Volunteer/Event Coordinator
KHOI Community Radio



Noise Permit

Police Department

*Caring People
Quality Programs
Exceptional Service*

(This Permit will allow the permittee to exceed the specified sound level limitation pursuant to Chapter 16.6 of the Ames Municipal Code subject to the terms and limitations hereinafter stated.)

NAME/ADDRESS/PHONE: Viveca Dillard
NUMBER OF PERMITTEE: 410 Douglas Ave
Ames, IA 50010
vdillard91@gmail.com 773-230-5443

PERMIT LIMITED TO FOLLOWING LOCATION: 400 block of Douglas Ave.

PERMIT LIMITED TO THIS DATE & TIME: August 13, 2016
9am – 10pm

ACTIVITY & NUMBER OF PARTICIPANTS: KHOI 4B Celebration
100

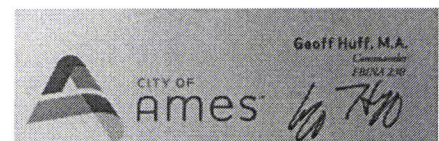
DEVICES TO BE USED TO PRODUCE/AMPLIFY SOUNDS: Speakers and amplifiers

NATURE OF SOUNDS TO BE PRODUCED/AMPLIFIED: Live Band

NAME/ADDRESS/PHONE NUMBER OF PERSON(S) RESPONSIBLE:
(If Different from Above)

OTHER: 70 DECIBELS FOR THE TERM OF THE PERMIT.

SPEAKERS ARE NOT TO BE PLACED IN WINDOWS FACING OUT; WHEN SPEAKERS ARE OUTSIDE, THEY ARE TO REMAIN LOW TO THE GROUND.



Electronic Signature
Signature of Applicant
DATE GRANTED: August 4, 2016

KHOI'S BIRTHDAY BASH



WHEN

August 13th, 2016

11 AM – 9 PM (Basketball begins at Noon)

WHERE

410 Douglas Avenue

50010 Ames, Iowa

LIVE MUSIC BY

Dimakash, Vinyl Vagabonds, & MORE TBA

WWW.KHOIFM.ORG

CALL 515-292-2878 FOR MORE INFO

**ALL AGES
EVENT**

**3-ON-3
BASKETBALL**

\$24 Per Team

**Call 515-292-2878 to sign up
with team name and name of
players**

**Bring money to 410
Douglas Avenue**

**1st Place will receive Aquatic
Center Passes**

BOOK SALE

**Bring money to check out
our book sale of all genres!**

**If you have books to donate
bring them to the station**

WILLIE'S BBQ

**Food will be supplied by the
delicious Willie's BBQ food
truck!**

**All proceeds will go to
KHOI Radio in honor of
our 4th birthday! We
would love it if you
could come celebrate
with us!**



CITY OF

Ames

SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name KHOI 4B Celebration

Description

KHOI is celebrating our 4yr anniversary with basketball, barbeque and books.

A 3 on 3 basketball tournament with about 10 teams competing against each other. Food will be provided by either food truck or from one of our personal volunteers. This event will take place August 13th from 12 (noon)-9pm with a booksale inside the station on Saturday & Sunday Aug. 14th.

Event Category

- Athletic/Recreation
- Concert/Performance
- Exhibits/Misc.
- Farmer/Outdoor Market
- Festival/Celebration
- Other (please explain)
- Parade/Procession/March

Anticipated Attendance

Total 100 Per Day _____

DATE/TIME

Setup	Date <u>8/13/16</u>	Time <u>9am</u>	Day of Week <u>Saturday</u>
Event Starts	Date <u>8/13/16</u>	Time <u>3pm</u>	Day of Week _____
Event Ends	Date <u>8/13/16</u>	Time <u>9pm</u>	Day of Week _____
Teardown Complete	Date <u>8/13/16</u>	Time <u>10pm</u>	Day of Week _____

Rain Date, if applicable _____

Rain Location, if applicable _____

LOCATION

- Region Main Street Cultural District (Downtown)
(Select one or more) Campustown District
 Iowa State University Property
 City Parks
 Other (please explain)

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Main Street Cultural District: (515) 233-3472 events@amesdowntown.org
Campustown - Campustown Action Association: (515) 450-8771 * director@amescampustown.com
Iowa State University - Events Authorization Committee: (515) 294-1437 eventauthorization@iastate.edu

CONTACTS

Host Organization

KHOI

Local Contact (Required)

Must be present during event

Name: Vivica Dillard

Address: 410 Douglas Ave

Telephone: (515) 292-2878 (KHOI office phone)

Cell phone: (773) 230-5443

Must be available by cell phone during event

Email: khoiradio@gmail.com / willard91@gmail.com

At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.

Yes No

Is this an annual event? How many years have you been holding this event? _____

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. Farmers' Market, 4th of July, etc.)?

If yes, please list