

COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR SUMMERFEST IN CAMPUSTOWN

BACKGROUND:

The Campustown Action Association (CAA) plans to hold its 7th annual Summerfest on June 3, 2017. The event involves activities for children, live music, and a beer garden. Organizers plan to close the 200 block of Welch Avenue (from Chamberlain to Hunt Street) and Chamberlain Street from Welch Avenue to the Chamberlain Lot Y exit from approximately 7:00 a.m. to 10:00 p.m.

Reserved spaces in Welch Lot T will not be affected and those users will be able to enter and exit their spaces through the alley west of Welch Avenue. Fire Station #2 will not be affected by the arrangement of these closures.

The Public Works Department will provide barricades for the event, and organizers will obtain a noise permit through the Police Department. CAA will contact affected businesses by going door-to-door, distributing flyers, and through email contacts.

Organizers are requesting the following actions by City Council on June 3:

- Closure of the 200 block of Welch Avenue and Chamberlain Street from Welch Avenue to the exit of Chamberlain Lot Y between 7:00 a.m. and 10:00 p.m.
- Closure of parking spaces in the 200 block of Welch Avenue, on Chamberlain Street between Welch Avenue and the Chamberlain Lot Y exit, Welch Lot T, and Chamberlain Lot Y between 7:00 a.m. and 10:00 p.m.
- Waiver of parking meter fees (\$202.50 loss of revenue)
- Access to City-owned electric outlets and waiver of fees for electricity use (approximately \$5 loss of revenue)
- Blanket Temporary Obstruction Permit
- Blanket Vending License
- Waiver of fee for Blanket Vending Permit (\$50 loss to City Clerk's Office)
- Approval of 5-Day Class B Beer Permit with Outdoor Service

CAA has requested a waiver of the fees for parking, electricity use, and the blanket Vending License. The Ames Chamber of Commerce is providing liability insurance coverage for this event, since the CAA is an affiliate organization of the Chamber.

ALTERNATIVES:

1. Approve the requests as outlined above for Summerfest on June 3, including the waivers of fees for parking, licenses, and permits.
2. Approve the requests for street and parking lot closures, the Temporary Obstruction Permit and the beer permit, but require reimbursement to the City for lost revenue to the Parking Fund, Electric Fund, and City Clerk's Office.
3. Do not approve the requests.

MANAGER'S RECOMMENDED ACTION:

Campustown Action Association's Summerfest has been a successful event, and staff feels comfortable that the event will continue to be successful this year. In addition, it is important that CAA is successful in promoting the Campustown area through events and activities like Summerfest.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests as outlined above for Summerfest on June 3, including the waivers of fees for parking, licenses, and permits.



campustown
action
association

April 14, 2017

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

RE: Summerfest in Campustown 2017

Dear Honorable Mayor Campbell and City Council,

The Campustown Action Association (CAA) is planning to hold the seventh annual Summerfest in Campustown on Saturday, June 3rd from 3pm to 9pm. Information about the event can be found on the Special Event Application we submitted, but there are three waivers that we are requesting at this time as well as the resolutions and motions outlined in the application. We ask for resolutions approving the waiver of electricity costs for the 200 block of Welch Avenue, the waiver of parking meter fees for the entire day (200 block Welch, portion of Chamberlain, Lot Y and Lot T), and a waiver of fee for the Blanket Vendor Permit.

Thank you for your consideration of these requests and continued support of Campustown. We look forward to seeing you on June 3rd.

Sincerely,

Karin Chitty
Executive Director, Campustown Action Association



CITY OF

Ames SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name Summerfest in Campustown

Description The 7th annual Summerfest will be a free event held in the 200 block of Welch Avenue and a portion of Chamberlain, just east of the clock tower, on Saturday, June 3rd. Summerfest is meant to be an open house to the Campustown neighborhood, showcasing all the wonderful businesses we offer.

Family-friendly activities hosted by our members will run from 3-7PM in the big-top tents and will include face painting, balloons, petting zoo, root beer garden and many more. We will also be joined by the Ames PD, Ames Library, Fire Station #2 and the ACVB. There will be an "active" area on Chamberlain and in parking lot Y which will include inflatables, a trike obstacle course, giant twister and more.

The live music and beer garden will run from 3-9PM and be located on Welch Avenue in front of the old Battles building. The stage will face north in an effort to keep excess noise from affecting the residents on the south end of Welch Ave.

The activities bring many families to Summerfest in Campustown. The live music draws students and residents from adjacent neighborhoods. We truly feel that our event has appeal for the entire community.

Event Category

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

Anticipated Attendance

Total 1,250 Per Day _____

DATE/TIME

Setup	Date <u>6/3/17</u>	Time <u>7:00 am</u>	Day of Week <u>Saturday</u>
Event Starts	Date <u>6/3/17</u>	Time <u>3:00 pm</u>	Day of Week <u>Saturday</u>
Event Ends	Date <u>6/3/17</u>	Time <u>8:00 pm</u>	Day of Week <u>Saturday</u>
Teardown Complete	Date <u>6/3/17</u>	Time <u>10:00 pm</u>	Day of Week <u>Saturday</u>

Rain Date, if applicable _____

Rain Location, if applicable _____

LOCATION

- Region**
(Select one or more)
- Main Street Cultural District (Downtown)
 - 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
Campustown - Campustown Action Association: (515) 450-8771
Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org
director@amescampustown.com
eventauthorization@iastate.edu

CONTACTS

Host Organization

Campustown Action Association

Local Contact (Required) *Must be present during event*

Name: Karin Chitty

Address: 119 Stanton Ave. #602

Telephone: (515) 292-4528

Cell phone: (515) 451-7503

Must be available by cell phone during event

Email: karin.chitty@amescampustown.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? 7

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

Applicant License Application ()

Name of Applicant:	<u>S & G Global, LLC</u>				
Name of Business (DBA):	<u>S & G</u>				
Address of Premises:	<u>200 block of Welch Ave.</u>				
City	<u>Ames</u>	County:	<u>Story</u>	Zip:	<u>50014</u>
Business	<u>(515) 441-0460</u>				
Mailing	<u>PO Box 1336</u>				
City	<u>Ames</u>	State	<u>IA</u>	Zip:	<u>50014</u>

Contact Person

Name	<u>Matthew Goodman</u>				
Phone:	<u>(515) 441-0460</u>	Email	<u>mg@fightnngburrito.com</u>		

Classification Class B Beer (BB) (Includes Wine Coolers)

Term:5 days

Effective Date: 06/03/2017

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

Status of Business

BusinessType:	<u>Limited Liability Company</u>				
Corporate ID Number:	<u>303197</u>	Federal Employer ID	<u>20-2024740</u>		

Ownership

Matthew Goodman

First Name: Matthew

Last Name: Goodman

City: Ames

State: Iowa

Zip: 50014

Position: President

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>Illinois Union Insurance Company</u>				
Policy Effective Date:	<u>06/03/2017</u>	Policy Expiration	<u>06/08/2017</u>		
Bond Effective	Dram Cancel Date:				
Outdoor Service Effective	Outdoor Service Expiration				
Temp Transfer Effective	Temp Transfer Expiration Date:				