

**COUNCIL ACTION FORM**

**SUBJECT: REQUESTS FOR SUMMERFEST IN CAMPUSTOWN**

**BACKGROUND:**

Campustown Action Association (CAA) plans to hold its 9<sup>th</sup> annual Summerfest on June 1, 2019. 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 for June 1:

- 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 for the closed area (A loss of \$285 to the Parking Fund)
- 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 and waiver of fee (\$50 loss to City Clerk's Office)
- Approval of 5-Day Class B Beer Permit with Outdoor Service

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 1, including the waiver of fees.
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 parking meter revenue, a blanket Vending License, and the usage of electricity.
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 1, including the waiver of fees.



campustown  
action  
association

March 12, 2019

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

RE: Summerfest in Campustown 2019

Dear Honorable Mayor Haila and City Council,

The Campustown Action Association (CAA) is planning to hold the ninth annual Summerfest in Campustown on Saturday, June 1st from 3pm to 9pm. Information about the event can be found on the Special Event Application we submitted, but there are several waivers we are requesting at this time, in addition to 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 1st.

 Sincerely,

Karin Chitty  
Executive Director, Campustown Action Association



## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Summerfest in Campustown

**Description**

The 9th 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 1st. Summerfest is meant to be an open house to the Campustown neighborhood, showcasing all the wonderful businesses Campustown offers.

Family-friendly activities, hosted by our members, will run from 3-6PM 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, ISU PD and the ACVB. There will be an "active" area on Chamberlain and in parking lot Y which will include inflatables, a trike obstacle course and more. The activities bring many families with children to Campustown.

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 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 1500 Per Day \_\_\_\_\_

### DATE/TIME

|                          |                      |                      |                             |
|--------------------------|----------------------|----------------------|-----------------------------|
| <b>Setup</b>             | Date <u>6/1/2019</u> | Time <u>7:00 AM</u>  | Day of Week <u>Saturday</u> |
| <b>Event Starts</b>      | Date <u>6/1/2019</u> | Time <u>3:00 PM</u>  | Day of Week <u>Saturday</u> |
| <b>Event Ends</b>        | Date <u>6/1/2019</u> | Time <u>9:00 PM</u>  | Day of Week <u>Saturday</u> |
| <b>Teardown Complete</b> | Date <u>6/1/2019</u> | Time <u>10:00 PM</u> | Day of Week <u>Saturday</u> |

**Rain Date, if applicable** NA

**Rain Location, if applicable** NA

## 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                      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** Campustown Action Association

|                                 |                   |  |
|---------------------------------|-------------------|--|
| <b>Local Contact</b> (Required) | <b>Name</b>       | <u>Karin Chitty</u>                    |
|                                 | <b>Address</b>    | <u>119 Stanton Ave. #602</u>           |
|                                 | <b>Telephone</b>  | <u>515-292-4528</u>                    |
|                                 | <b>Cell Phone</b> | <u>515-451-7503</u>                    |
|                                 | <b>Email</b>      | <u>karin.chitty@amescampustown.com</u> |

**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