

COUNCIL ACTION FORM

SUBJECT: **OCTAGON ART FESTIVAL REQUESTS**

BACKGROUND:

The Octagon Center for the Arts plans to host the Octagon Art Festival in downtown Ames on Sunday, September 25, 2022. The event is scheduled to begin at 10:00 a.m. and conclude at 4:00 p.m. Booths selling art work, crafts, and food items will be in operation that day.

To facilitate this event, the following items are requested:

1. Closure of the following streets, from 5:00 a.m. to 6:00 p.m.:
 - a. Main Street, east of Clark (not blocking Wells Fargo Driveway) to just west of Duff Avenue (allowing traffic to access parking lot behind businesses)
 - b. Douglas Avenue, 5th Street to Main Street
 - c. Kellogg Avenue, south of the alley to Main Street
 - d. Burnett Avenue, south of the alley to Main Street
2. Waiver of costs for electricity during the event (estimated at \$10)
3. Approval of a Blanket Temporary Obstruction Permit for the Central Business District
4. Approval of a Blanket Vending License for the duration of the event
5. Waiver of fee for Blanket Vending License (\$50)

Since the event occurs on a Sunday, there is no potential loss of parking meter revenue. Notification signs will be placed on parking meters on Saturday evening after 6:00 p.m. Public Works will provide the necessary barricades for the street closures. A noise permit will be obtained through the Police Department. Insurance coverage for the event has been provided by The Octagon Center for the Arts.

Ames Main Street has been informed of the Art Festival and is in support of the event. Additionally, Octagon staff has contacted affected businesses door-to-door. Signatures confirming the notification have been obtained from nearly all affected businesses. Fewer businesses are open in the downtown area on Sundays as compared to other days of the week.

ALTERNATIVES:

1. Approve the requests from The Octagon Center for the Arts for the Art Festival on September 25, 2022, including: closure of various streets from 5:00 a.m. to 6:00 p.m., blanket Vending License and waiver of fee for Vending License, Blanket Temporary Obstruction Permit for sidewalks adjacent to closed streets, and waiver of costs for electricity during the event.
2. Approve the requests, but require payment for the Blanket Vending License and reimbursement for electricity use.
3. Deny these requests.

CITY MANAGER'S RECOMMENDED ACTION:

This is the 51st year that the Octagon has held the Art Festival. There will be more than one hundred artists on hand with unique, hand-crafted artwork for sale, live entertainment, and local food vendors. No admission is charged, and Festival organizers expect 10,000 people to attend. Ames Main Street has expressed its full support of the event.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, as described above.



SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name **Octagon Art Festival**

Location/Address **Main Street/Downtown Ames**

Region (Select one or more)

- Ames Main Street (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 Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 232-2310
 Campustown Action Association: (515) 232-2310
 ISU - Events Authorization Committee: (515) 294-1437

director@amesdowntown.org
 sarahd@ameschamber.com
 eventauthorization@iastate.edu

TIMELINE

Setup Date **9/25/22** Time **5 am** M T W R F Sa Su
 Event Starts Date **9/25/2022** Time **10 am** M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

The 51st Octagon Art Festival will take place in downtown Ames on Sunday, Sept 25 from 10-4 pm. Visual arts, children's art areas, food vendors and performing arts form the foundation of the festival. about 10,000 people attend our festival. 90-100 artists will showcase artwork.

Event Ends Date **9/25/22** Time **4 pm** M T W R F Sa Su
 Teardown Complete Date **9/25/22** Time **6 pm** M T W R F Sa Su

Event Category

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

Rain Date Rain Location

Yes No Is this an annual event? If yes, how many years? **51**

For Office Use Only

Documents Received

Date: **6.30.22**

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate **12-22**
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees

Special Events Meeting

Date **7-12-22**

Time **11:00**

Room **235**

Documents Sent:

- Alcohol License ABD
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other

Departments Included

- City Manager: Brian Phillips and Tashak Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Orles
- Electric: Mark Imhoff
- Fire: Jason Ziph or Ritch Higgins
- Parks & Rec: Craig Keefman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Sarah Dvorsky
 AMS: Sarah Dvorsky
 ISU: Events
 Authorization Committee

City Council Meeting

Date **7.26.22**

Added to Agenda with CAF
 Approved Y N

Reminder Date _____

CONTACTS

Sponsor/Applicant Name Octagon Center for the Arts

Address 427 Douglas Ave

City Ames

State IA

Zip Code 50010

Daytime Phone 515-232-5331

Cell Phone 515-291-8512

E-mail director@octagonarts.org

Alternate Contact Name [Redacted]

Daytime Phone [Redacted] Cell Phone [Redacted]

E-mail [Redacted]

ATTENDANCE

Anticipated Daily Attendance 10000

Yes No

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:

[Redacted]

ORGANIZATION STATUS/PROCEEDS

For-Profit

Bona Fide Tax Exempt

Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts: [Redacted]

Are vendor or other fees required? If yes, please provide amounts:

Range from free to \$100

Percentage of net proceeds going towards fundraising 100 %

Percentage of net proceeds going towards for-profit entity 0 %

SECURITY

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization [Redacted]

Address [Redacted]

City [Redacted] State [Redacted] Zip [Redacted] Phone [Redacted]

Email [Redacted]

OCTAGON CENTER FOR THE ARTS

Octagon Center for the Arts • 427 Douglas Ave. Ames, IA 50010 • 515.232.5331 • www.octagonarts.org

June 30, 2022

Mayor and City Council
515 Clark Ave.
Ames, IA 50010

Honorable Mayor and City Council,

On Sunday, September 25, the Octagon Center for the Arts is hosting the 51st Annual Octagon Art Festival in Downtown Ames Main Street Cultural District.

The purpose for the celebration is: *An event to showcase the various artists representing the creative talent in Ames and the Midwest, to celebrate the richness and enjoyment that art provides through visual expression, highlight the beauty of Ames' community and people while sharing the wonderful Downtown Ames experience with visitors from all over Iowa and neighboring states.*

The Octagon Arts Festival will officially begin Sunday, September 25 at 10 a.m. and conclude at 4 p.m. Octagon staff members have already notifying businesses on Main Street about street closures for this festival.

Sunday, September 25: Octagon Art Festival

5 - 6 am: Setup, barricades setup to close streets in downtown

10 am: festival open to public

4 pm: festival closes to public, teardown

6 pm: streets cleared of artists, streets reopen

Following is a list of specific Octagon Arts Festival requests for consideration by the Ames City Council:

Closed Streets

The following street closures are requested to cover from 6 am - 6 pm on September 25. **(Please view map)**

- Main Street will be closed from just East of Clark (not blocking Wells Fargo driveway) to just West of Duff Avenue, allowing traffic to access parking lot behind businesses.
- Douglas Avenue will be closed up to 5th Street.
- Kellogg Avenue will be closed up to 5th Street (still allows garbage transportation through alley way)
- Burnett Avenue will be closed just past the Alley (still allows garbage transportation through alley way).
 - * Burnett Ave block (area in between USbank and Everts Flowers) will be location of the **Chalk the Block** community project organized by the Ames Public Art Commission.
- Barricades are requested for all intersections. Barricades will be staffed at all times after their placement.

Octagon event volunteers will man barricades to facilitate the flow of emergency vehicles if need be.

Utilities

•Costs for electricity needed for the Arts Festival are requested to be waived. This involves electricity from City facilities on Main Street, Douglas Avenue, Kellogg Avenue, and Burnett Avenue, including connection costs.

Blanket Temporary Obstruction Permit

•A temporary obstruction permit is requested for the central business district to allow businesses to be included in the festival atmosphere and display merchandise in front of the stores, obstructing a portion of the sidewalks. Artists and vendors will be setting up booths in the streets, allowing enough room down center of street for traffic of emergency vehicles should they be needed.

Noise Permit

•A noise permit is being requested to allow the playing of music, as well as other entertainment, in the Downtown Area from 10 a.m. on Sunday, September 25, through 4 p.m. Two entertainment areas will be set up. Main Entertainment Area near Tom Evans Park. Smaller entertainment area will be located at Main and Douglas, near Cynthia Duff Walkway.

Food Vending Permit

Approximately ten-twelve food vendors will be offering culinary options to festival visitors. Focal area for the food vendors will be centered in the Kellogg and Main Street intersection.

- The Octagon is requesting that the food vending fee be waived.
- The Octagon is also requesting about 6-8 picnic tables from Park and Rec to be used near the food vendor area along Kellogg. Last year these were provided by Parks & Rec and set up a few days before event.

Small Banner display

• The Octagon is again requesting to place approximately 5 or 6 vinyl banners that are 3 ft by 5 ft in size at the street corner pylons along Main Street intersections. Both the Main Street Cultural District and the Octagon have displayed these banners in past years to promote public events taking place in the Main Street Cultural District. These banners would be securely installed, with zip ties, at end of August and promptly taken down day after event.

On behalf of the Octagon Center for the Arts, we appreciate the City of Ames supporting artistic and cultural experiences such as the Octagon Art Festival. We invite the mayor and city council members to stop by the festival on Sunday, September 25 from 10 am – 4 pm in downtown Ames.

Much gratitude,



Heather Johnson
Executive Director
Octagon Center for the Arts
427 Douglas Avenue
Ames, IA 50010



June 23, 2022

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street is proud to offer its support for the Octagon Art Festival on September 25, 2022. We also endorse the closure of the streets to make this event happen, including Main Street and any additional streets to keep vendors and attendees safe.

Events of this nature help Downtown Ames achieve its vision of making it the primary destination of Central Iowa by creating an economically vibrant district with unique living, dining, and entertainment experiences.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Dvorsky', with a large, looping flourish at the end.

Sarah Dvorsky
Executive Director
Ames Main Street