

**COUNCIL ACTION FORM**

**SUBJECT:** REQUESTS FOR “CRAFTS & DRAUGHTS IN CAMPUSTOWN”

**BACKGROUND:**

The Campustown Action Association (CAA) has proposed hosting a new fall event called “Crafts and Draughts in Campustown.” This event is intended to take place in lieu of the Friday Afternoon Celebration that took place the past four years. Crafts and Draughts will take place on Saturday, October 15, 2016 from 1:00 p.m. to 6:00 p.m. Organizers propose hosting artists to facilitate crafts for all ages, food vendors, a beer garden, and live acoustic music in Chamberlain Lot Y and on a portion of Chamberlain Street. Participants must be 21 to enter the beer garden.

To facilitate this event, organizers are requesting the closure of Chamberlain Lot Y and Chamberlain Street from Welch Avenue to the Fire Station No. 2 rear driveway from 7:00 a.m. to 7:00 p.m. on October 15, including a waiver of fees and enforcement for 19 metered parking spaces (\$95 estimated loss to the Parking Fund). CAA is also requesting a blanket Vending License and waiver of fee for the license (\$50), waiver of electricity costs for the use of City electrical outlets (approximately \$5 loss to the Electric Fund), and a blanket Temporary Obstruction Permit for the area.

A Class B Beer Permit with Outdoor Service has been applied for in order to provide alcoholic beverage service at the beer garden.

Public Works will provide barricades for the event, and organizers will obtain a noise permit through the Police Department. A private security firm has been hired to assist with the event.

**ALTERNATIVES:**

1. Approve the requests made by CAA for the “Crafts and Draughts in Campustown” event, including the waiver of fees.
2. Approve the requests as made by CAA, but require reimbursement for the lost revenue for parking, electricity use, and the Vending License.
3. Do not approve the requests.

**MANAGER’S RECOMMENDED ACTION:**

Campustown Action Association has had a successful track record of hosting events. A private security firm has been hired to manage security for the beer garden. This

proposed event is intended to be family-friendly and will take place primarily during daylight hours.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests made by CAA for the “Crafts and Draughts in Campustown” event, including the waiver of fees.



campustown  
action  
association

Campustown Action Association  
119 Stanton Ave, Suite 602  
Ames, IA 50014

August 23, 2016

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

RE: Crafts & Draughts 2016

Dear Honorable Mayor Campbell and City Council,

The Campustown Action Association (CAA) is planning to hold a new event called Crafts & Draughts on Saturday, October 15, 2016 from 1-6pm. Information about the event can be found on the Special Event Application we submitted. We also ask for resolutions approving the waiver of electricity costs for the 2400 block of Chamberlain, including the Campustown Court area, the waiver of parking meter fees for Lot Y and the indicated area of Chamberlain from 7am – 7pm, 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 October 15th.

Sincerely,

Karin Chitty  
Executive Director

**SUMMARY OF EVENT****DESCRIPTION****Event Name** Crafts & Draughts in Campustown**Description** The Campustown Action Association will be hosting a new Fall event focused on all ages including Alumni, Ames residents, and college students. The event will be held Saturday afternoon October 15 from 1 PM to 6 PM in Lot Y and on part of Chamberlain (east of clock tower to Fire Station driveway).

Lot Y will host crafts for all ages, a beer garden, live acoustic music and craft tables lead by area artists with activities for most ages. The beer garden will be secured by one wall being 206 Welch Ave building and fencing on three sides. We have also hired Haven Protection to serve as perimeter and in garden security.

Chamberlain will house the Campustown food vendors wishing to participate. CAA vendors with already "in place" outdoor food permits will be allowed to vend while others will have samples on hand for folks to taste. The south sidewalk on Chamberlain will also have a couple of craft tables.

**Event Category**

- |  |   |
|--|---|
| <input type="checkbox"/> Athletic/Recreation             | <input type="checkbox"/> Concert/Performance    |
| <input type="checkbox"/> Exhibits/Misc.                  | <input type="checkbox"/> Farmer/Outdoor Market  |
| <input checked="" type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Other (please explain) |
| <input type="checkbox"/> Parade/Procession/March         |   |

**Anticipated Attendance**Total 300 Per Day \_\_\_\_\_**DATE/TIME**

<b>Setup</b>	Date <u>10/15/16</u>	Time <u>10:00 am</u>	Day of Week <u>Sat</u>
<b>Event Starts</b>	Date _____	Time <u>1:00 am</u>	Day of Week _____
<b>Event Ends</b>	Date _____	Time <u>6:00 am</u>	Day of Week _____
<b>Teardown Complete</b>	Date _____	Time <u>7:00 am</u>	Day of Week _____

**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: Anne Taylor or Karin Chitty

Address: 119 Stanton Ave #602

Telephone: (515 ) 292-4528

Cell phone: (515 ) 290-6487 Anne

*Must be available by cell phone during event*

Email: anne@dogtownu.com 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? \_\_\_\_\_

☒ ☐ 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 ( )**

<b>Name of Applicant:</b> <u>The Fighting Burrito LLC</u>		
<b>Name of Business (DBA):</b> <u>Crafts &amp; Draughts</u>		
<b>Address of Premises:</b> <u>Lot Y and Chamberlain</u>		
<b>City</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>
<b>Business</b>	<u>(515) 441-0460</u>	
<b>Mailing</b>	<u>PO Box 1336</u>	
<b>City</b> <u>Ames</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50014</u>

**Contact Person**

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

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

**Term:** 5 days

**Effective Date:** 10/15/2016

**Expiration Date:** 01/01/1900

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

Outdoor Service

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>294974</u>	<b>Federal Employer ID</b> <u>20-1213211</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**

<b>Insurance Company:</b> <u>Founders Insurance Company</u>	
<b>Policy Effective Date:</b> <u>10/15/2016</u>	<b>Policy Expiration</b> <u>10/20/2016</u>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective</b>	<b>Temp Transfer Expiration Date:</b>