

COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR “CRAFTS & DRAUGHTS IN CAMPUSTOWN”

BACKGROUND:

The Campustown Action Association (CAA) is planning to host its second annual Crafts and Draughts in Campustown on Saturday, October 7. Organizers propose hosting artists to facilitate crafts for all ages, food vendors, a beer garden, and live acoustic music in the 200 block of Welch Avenue from 1:00 p.m. to 6:00 p.m.

To facilitate this event, organizers are requesting the closure of Welch Avenue from Chamberlain Street to Hunt Street and the east half of Welch Lot T from 7:00 a.m. to 7:00 p.m. on October 7, including a waiver of fees and enforcement for 11 metered parking spaces (\$49.50 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. Organizers will obtain a noise permit from the Police Department. A private security firm has been hired for the event.

ALTERNATIVES:

1. Approve the requests as made by CAA, 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 a Vending License.
3. Do not approve the requests.

CITY 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 as made by CAA, including the waiver of fees.

Applicant License Application ()

Name of Applicant: <u>Craft Haulers LLC</u>		
Name of Business (DBA): <u>Craft Haulers LLC</u>		
Address of Premises: <u>217 Welch Ave.</u>		
City <u>Ames</u>	County: <u>Iowa</u>	Zip: <u>50014</u>
Business	<u>(515) 519-2337</u>	
Mailing	<u>915 Timberline Dr.</u>	
City <u>Polk City</u>	State <u>IA</u>	Zip: <u>50226</u>

Contact Person

Name Kevin Kibby	
Phone: (515) 519-2337	Email kevin@crafthaulers.com

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

Term:5 days

Effective Date: 10/05/2017

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>527632</u>	Federal Employer ID <u>81-3449806</u>

Ownership

Kevin Kibby

First Name: Kevin

Last Name: Kibby

City: POLK CITY

State: Iowa

Zip: 50226

Position: Owner - Manager

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Cincinnati Specialty Underwriters</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:



SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name Crafts & Draughts in Campustown

Description

The Campustown Action Association will be hosting the 2nd annual Crafts & Draughts in Campustown, focused on all ages including Alumni, Ames residents, and college students. The event will be held Saturday, October 7 from 1 PM to 6 PM in the 200 block of Welch Avenue. CAA and area artists will host craft tables for all ages. There will also be a beer garden and live acoustic music. Campustown food vendors will provide samples and/or full service depending on permits. The event is free and open to the public.

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

Anticipated Attendance Total 750 Per Day _____

DATE/TIME

Setup Date 10/7/2017 Time 7:00 AM Day of Week Saturday

Event Starts Date 10/7/2017 Time 1:00 PM Day of Week Saturday

Event Ends Date 10/7/2017 Time 6:00 PM Day of Week Saturday

Teardown Complete Date 10/7/2017 Time 7:00 PM Day of Week Saturday

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 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

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



campustown
action
association

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

August 24, 2017

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

RE: Crafts & Draughts 2017

Dear Honorable Mayor Campbell and City Council,

The Campustown Action Association (CAA) is planning to hold the 2nd annual Crafts & Draughts in Campustown on Saturday, October 7, 2017 from 1-6pm. Information about the event can be found on the Special Event Application we submitted to the City of Ames staff. We also ask for resolutions approving the waiver of electricity costs for the 200 block of Welch Avenue, including the Campustown Court area, the waiver of parking meter fees for the indicated area of Welch and Lot T 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 hope to see you on October 7th.

Sincerely,

Karin Chitty
Executive Director