

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM AMERICAN CAMPUS/CAMPUSTOWN STUDENT APARTMENTS FOR SPRING CARNIVAL

BACKGROUND:

Campustown Student Apartments is proposing to host a celebration for current and future tenants from 4:00 p.m. to 7:00 p.m. on Friday, April 15. This Spring Carnival will consist of carnival games, food, and music. To facilitate this event, Campustown Student Apartments has requested the following for Friday, April 15:

- Closure of Chamberlain Street from Welch Avenue to Stanton Avenue from 2:30 p.m. to 7:30 p.m.
- Closure of 19 on-street metered parking spaces and 11 parking spaces in Campustown Lot Y from 3:30 p.m. to 7:30 p.m. on (estimated loss of \$34.50 to the Parking Fund)
- A blanket Vending License (\$50 license fee)

A Noise Permit has also been requested from the Police Department.

Staff has discussed safety considerations in detail with the event organizer including the need to limit the number of attendees to a manageable size. Organizers expect approximately 50-100 attendees. Organizers have provided staff with an Emergency Safety Plan. Staff has also been informed that no alcohol will be permitted at this event.

Event organizers have informed staff that they will go door-to-door with the event information and distribute event details to affected neighbors and the neighborhood association prior to the City Council meeting. Staff has requested that the organizers make neighbors aware that this event will be on the February 22 City Council agenda.

ALTERNATIVES:

1. Approve the requests from Campustown Student Apartments as indicated above, but require payment for the lost parking meter revenue and the Vending License (\$84.50 total)
2. Approve the requests from Campustown Student Apartments as indicated above, and waive the requirement to reimburse for lost parking meter revenue and the Vending License fee.
3. Direct staff to work with organizers to find an alternate location for the event.
4. Do not approve the requests.

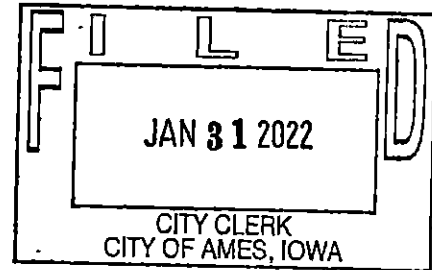
CITY MANAGER'S RECOMMENDED ACTION:

The event will take place during daylight hours and will not involve alcohol. Additionally, the Ames Chamber of Commerce is supporting this event.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

January 31, 2022

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



Dear Mayor Haila and Members of the Ames City Council,

Campustown Ames is planning to hold a Spring Carnival event for current and prospective residents on April 15, 2022 from 4-7pm.

We intend to have street closures on Camberlain St. from Welch Ave. to Stanton Ave. (approximately one block). This would include the closure and covering of 25 parking meters on this block which we intend to cover Thursday evening in preparation for the event the following day.

As mentioned previously, we will be hosting a Spring Carnival to celebrate the end of the year with our current residents and to promote Campustown to prospective residents. We will be having 5 food trucks attend the event. Also included in the event, we will have various carnival games including a balloon pop wall, knock down can game and a three point shooting contest. Beyond that, we also intend to hire an inflatable obstacle course for attendees to participate in. Each of these various stations or interactive activities will have employees stationed there for the entire event to ensure smooth and responsible running of the event. Realizing that we will have music and hopefully many attendees, we will plan to also submit a noise permit and adhere to city guidelines of noise levels.

With all moving parts to this event, we would also like to request a blanket vending waiver to cover all vendors and activities to be held at the event.

We appreciate you working with us and your consideration of our follow-up request. If you have any further questions or concerns, I would be happy to be of help!

Sincerely,
Anthony Catinella
Leasing Manager
Campustown



Ames™
CHAMBER OF COMMERCE

Smart Choice

January 20, 2022

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

Dear Mayor Haila and Members of the Ames City Council,

The Ames Chamber of Commerce supports the Spring Carnival event to take place in the Campustown district. This event is to be hosted by American Campus and Campustown Properties on Friday, April 15.

We also endorse the necessary street closures that this event will require, specifically Chamberlain Street from Welch Ave to Stanton Ave.

Sincerely,

Daniel A. Culhane
President and CEO, Ames Chamber of Commerce



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 Spring Carnival 2022
Location/Address 200 Stanton Ave

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) 233-3472 Campustown -
Campustown Action Association: (515) 450-8771 ISU - Events
Authorization Committee: (515) 294-1437

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

TIMELINE

Setup Date 04/15/22 Time 2:30 pm M T W R F Sa Su
 Event Starts Date 04/15/22 Time 4:00 pm M T W R F Sa Su

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

Fun kick off for our residents / future residents.
Food, drinks, games and music provided.

Event Ends Date 04/15/22 Time 7:00 pm M T W R F Sa Su
 Teardown Complete Date 04/15/22 Time 7:30 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? _____

For Office Use Only

Documents Received

Date: 10-6-21

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

Special Events Meeting

Date 10-13-21
Time 2:30
Room 235

Documents Sent:

- Alcohol License ABD _____
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other Noise?

Departments Included

- City Manager: Brian Phillips and Tasha Kerr
- CyRide: Jenny Bethurem NO or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins Tom Hackett
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Tom Shelton or Mike Arkovich
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA:
AMS: Kim Frey
ISU: Events
Authorization Committee

City Council Meeting

Date Feb 22nd
Added to Agenda with CAF
Approved Y N

Reminder Date _____

CONTACTS

Sponsor/Applicant Name

Address

City State Zip Code

Daytime Phone Cell Phone

E-mail

Alternate Contact Name

Daytime Phone Cell Phone

E-mail

ATTENDANCE

Anticipated Daily Attendance

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:

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:

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

Percentage of net proceeds going towards fundraising %

Percentage of net proceeds going towards for-profit entity %

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

Address

City State Zip Phone

Email