

**COUNCIL ACTION FORM**

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

**BACKGROUND:**

The Campustown Action Association (CAA) is planning to host its fourth annual Crafts and Draughts in Campustown on Saturday, September 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 from 7:00 a.m. to 7:00 p.m. on September 7, including a waiver of fees and enforcement for 14 metered parking spaces (\$70 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 closure of Welch Avenue from Chamberlain Street to Hunt Street from 7:00 a.m. to 7:00 p.m. on September 7 and waive the fees for Vending License, electricity use, and lost parking meter revenue.
2. Approve the requests as made by CAA, but require reimbursement for Vending License, electricity use, and lost parking meter.
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 as made by CAA, including the waiver of fees.



CITY OF

# Ames SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

Event Name Crafts & Draughts in Campustown

#### Description

The Campustown Action Association will be hosting the 4th annual Crafts & Draughts in Campustown, focused on all ages including Alumni, Ames residents, ISU college students and parents. The event will be held Saturday, September 7th from 1 PM to 6 PM in the 200 block of Welch Avenue. CAA and staff from The Workspace will host craft tables for all ages and skill levels. There will also be a beer garden and live acoustic music. 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 <u>9/7/2019</u>	Time <u>7:00 AM</u>	Day of Week <u>Saturday</u>
Event Starts	Date <u>9/7/2019</u>	Time <u>1:00 PM</u>	Day of Week <u>Saturday</u>
Event Ends	Date <u>9/7/2019</u>	Time <u>6:00 PM</u>	Day of Week <u>Saturday</u>
Teardown Complete	Date <u>9/7/2019</u>	Time <u>7:00 PM</u>	Day of Week <u>Saturday</u>

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** Karin Chitty

**Address** 119 Stanton Ave. #602

**Telephone** 515-292-4528

**Cell Phone** 515-451-7503

**Email** 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



campustown  
action  
association

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

August 5, 2019

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

RE: Crafts & Draughts 2019

Dear Honorable Mayor Haila and City Council,

The Campustown Action Association (CAA) is planning to hold the 4<sup>th</sup> annual Crafts & Draughts in Campustown on Saturday, September 7, 2019 from 1-6pm. C&D is a free event, which is open to the public, and a great way to encourage community members to visit Campustown. Additional information about the event can be found on the Special Event Application we submitted to the City of Ames staff. We are asking for resolutions approving the waiver of electricity costs for the 200 block of Welch Avenue, the waiver of parking meter fees for the indicated area of Welch 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 September 7th.

Sincerely,

Karin Chitty  
Executive Director