

Carmella -
Carmen's Flowers
UptownAnkeny@hotmail.com



RECEIVED
SEP 26 2019 #45
CITY OF ANKENY

SPECIAL EVENT PERMIT APPLICATION

A Special Event Permit is required for events on public or private property with 200 or more people at any one time that have one or more of the following: Please check what applies.

- ☒ Partial or full closure of public street
- ☒ Blocking or restricting access to private property of others or blocking or restricting access to a public street
- ☐ Use of pyrotechnics or special effects
- ☐ Use of open flame or other potentially dangerous displays
- ☐ Sale or distribution of merchandise, food or beverages including alcoholic beverages
- ☐ Erection of a tent over 400 sq ft or canopy over 700 sq ft.
- ☐ Installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand or bleachers
- ☐ Placement of portable toilets
- ☐ Placement of temporary signs or banners
- ☐ Amplified sound

1. Name of Applicant/Organization: Uptown Ankeny Associations
Address: P.O. Box 461 Phone: _____

2. Event Name: Halloween in Uptown

Event Type (Check all that apply):

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Festival | <input type="checkbox"/> Bike Ride/Race |
| <input type="checkbox"/> Block Party | <input type="checkbox"/> Concert | <input type="checkbox"/> Running Event: Fun Run _____ Timed Race _____ |
| | | Will trails/sidewalks be utilized? Yes ___ No ___ |
| | | Please attach sketch of proposed route |
| <input type="checkbox"/> Fund Raiser | <input type="checkbox"/> Promotional Event | <input type="checkbox"/> Walking Event |
| | | Please attach sketch of proposed route |

☒ Other (please specify): Halloween Event for children

3. Event Contact Person(s): Megan Sams

Contact Person(s) Phone: 515-971-3594
Contact Person(s) Email: megasams@gmail.com

On-Site Contact Person: Megan Sams Phone: _____ Cell # 515-971-3594

5. Date of Event: 10/24/19 Start Time: 5:00 PM End Time: 7:00 PM



Set-Up Date & Time: 10/24/19 4:30 PM Tear-Down Date & Time: 10/24/19 7:30 PM

Optional Rain Date & Time: (Some restrictions may apply) N/A

6. Location of Event: SW 3rd & Maple to SW 3rd & Walnut

7. Estimated Number of People On-Site at One Time: 500-800

8. Will the event involve entertainment: Yes ☐ No ☒
If yes, please describe-(ie: animals, floats, etc)

"Please check the box below if you will be using/requiring any of the following:

- | | |
|--|---|
| <input type="checkbox"/> Tent -over 400 sq ft * | <input type="checkbox"/> Amplified Sound * |
| <input type="checkbox"/> Canopy-over 700 sq ft * | <input type="checkbox"/> Signage(outdoor/advertising) * |
| <input checked="" type="checkbox"/> Street Closure * | ____ Temp. directional - no greater than 2 sq ft per sign |
| <input type="checkbox"/> Food Vendors | ____ Identification/Advertising Signs |

* A separate permit application is required for those checked. Permit fees may apply.

Will you be serving or selling alcohol? NO

To sell alcohol at your event, or to add outdoor service area, you will need to obtain a permit through State of Iowa Alcoholic Beverages Division, and you can apply online at www.IowaABD.com. Please allow 45 day minimum for approval.

9. Parking and Traffic Plan: Parking on side streets and AMP - No traffic on SW 3rd between Maple & Walnut

10. Do you see the need for additional city services for your event (ie: police/fire)? Yes ☐ No ☒
For what purpose: _____ (A fee for services may apply)

11. Do you have your own security? Yes ☐ No ☒
If so, which company? _____ Phone # _____
Contact Person Date of Event _____ Cell # _____


12. Site plan attached Yes ☒ No ☐

13. Certificate of Insurance Attached Yes ☒ No ☐ (Required if event is held on City Property and must name City of Ankeny as additional insured on a Primary & Non-Contributory basis)

14. For running/walking and biking events, registration forms must include City of Ankeny in Hold Harmless Clause.

Completed application on forms furnished by the City of Ankeny shall be filed with the City Clerk at least 30 days prior to the event requiring the Special Event Permit, except for a Special Event permit when a liquor license is required, then the time period is 45 days. No fee is required for a Special Event Permit. Other permit fees may apply for your event. Application will be reviewed by the City Clerk's Office, Police and Fire Department, Public Works Division, and Plan & Building Department before the permit is issued.

I have read this Special Event Permit Application and have accurately and truthfully completed the Application. I agree that I will obtain any other permits necessary and will follow the guidelines and requirements as set forth. I agree to abide by all federal, state and municipal laws, rules, and regulations.

Applicant Signature:  Date: 9-18-19

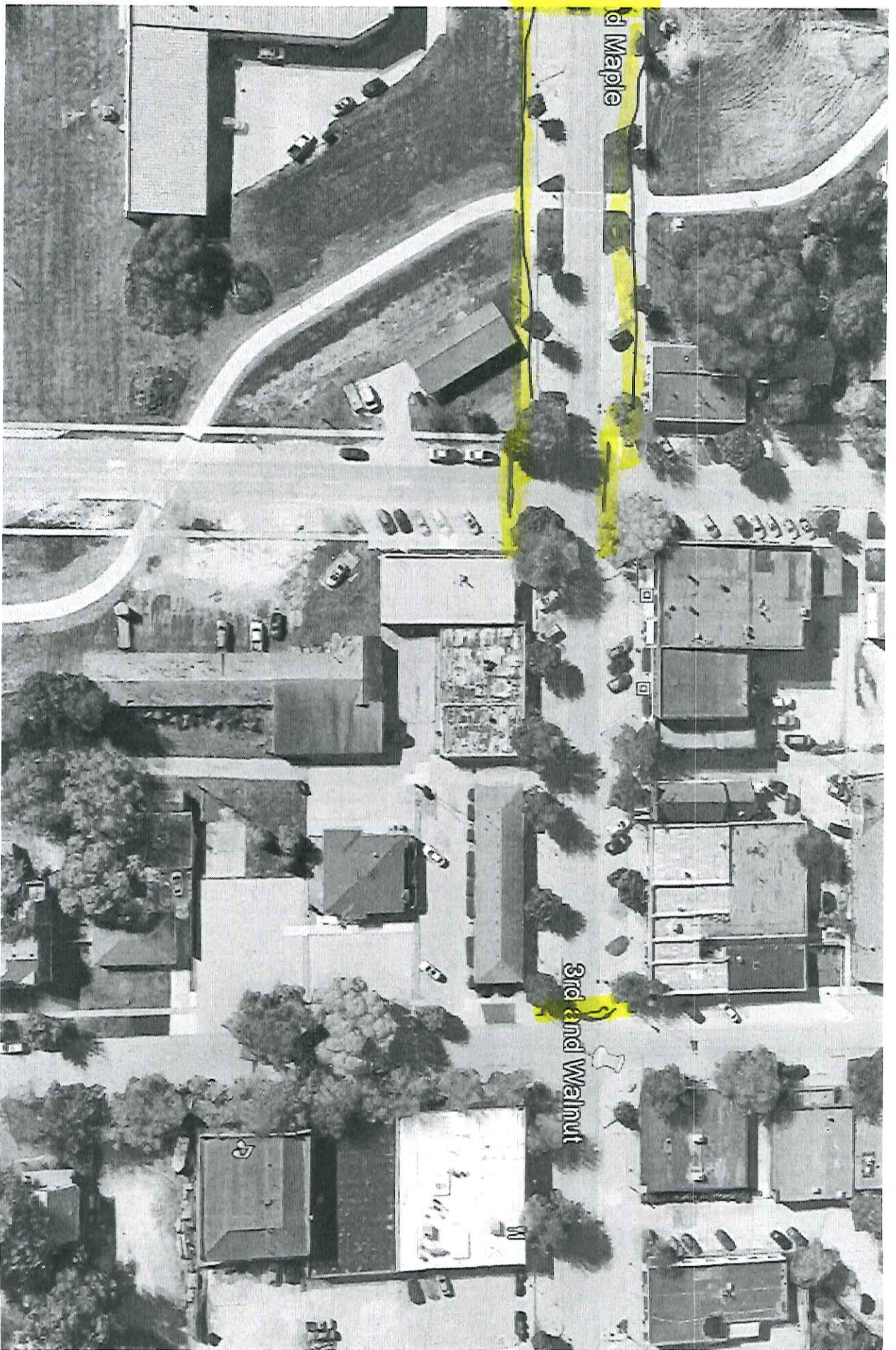
Approved by: _____ Date: _____

SITE PLAN - SKETCH

See attached map

Red- Barricades needed

Blue- Area for business to do trunk or
treat style event





Special Event Street Closing Application

Purpose of Street Closing: Uptown Halloween Event
Date of Application: 9/17/19
Name of Contact Person Megan Sams
Address of Contact Person: P.O. Box 461
Contact Phone # 515-971-3594 Cell Phone # _____
Email: megasams@gmail.com
Date of Street Closing: 10/24/19
Time: From 1630 To 1930 (no earlier than 12 noon and no later than 12 midnight)
Optional Rain Date (must fall within same weekend) N/A
Street(s) to block off: SW 3rd Street from SW Maple to SW Walnut
Intersections: SW 3rd AND SW Cherry

Signatures of all property owners within the blocked off portion of the street is required. City Clerk's office will verify signatures.

The City of Ankeny has the right to deny closure of certain streets. Closure of arterial and collector streets will require City Council approval. If council approval is required, the City Clerk's Office will advise you of date City Council will consider your street closure request – this may affect your date of event.

Applicant Signature: [Signature]

3rd - Maple / 3rd Walnut

We, the property owners, do hereby agree to the closing of the following streets, as requested, for a "Special Event", on Oct. 24, 2019 (date/time).

Street(s) to be blocked off: SW 3rd
Intersections: Maple And Walnut

Name	Address
Therapeutic Massage Center	513 SW 3rd St - Megan Sams
Carmen's Flowers	516 SW 3rd - Carmella Jones
SAN CARLSON	WALNUT STREET GALLERY - 301 SW WALNUT
RICK MAGIL	508 SW 3rd, Complete Travel R
Scott Smith	518 SW 3rd, Suites A+B, Sky Smith Ins Scott Smith
Del Del Oka	2502 NW 520 SW 3rd Street Del Del Oka
Grade Sash	520 SW 3rd St. CHIRO - FIT
CJ Hair	602 SW 3rd Cindy Mueller
pingora Outdoors	604 SW 3rd Hanky Pearce
Scott Wood	511 SW 3rd Wood Land Office
Jenny Hockam	505 SW 3rd EVERO
Kevin Harrington	512 SW 3rd st. Learning Tower Third & 2nd
Kyle Folway	502 SW 3rd St. Stoner Music
DANA NEWHARD	510 SW 3rd St. MTS.
Jenni Ferguson	521 SW 3rd St. America's Region
Cathy McDaniel	401 SW 3rd St. Bryant Iowa

(Please attach additional pages for required signatures)