F14a

City Clerk's Office
Hiawatha City Hall
101 Emmons Street
Hiawatha, Iowa 52233

Memo

To: Mayor and City Council

From: City Clerk Kelly Kornegor

Date: May 2, 2018

Re: Special Events Request from El Kahir Shrine – Car Show

El Kahir Shrine has submitted a special event request to hold a Dean Redmond Memorial Car Show on their property at 905 Tower Terrace Road on June 23, 2018.

The car show will be held from 10:00 a.m. to 10:00 p.m. and the request includes a tent and closure of Stamy Road from Tower Terrace Road to south of 905 Tower Terrace Road.

The Fire Chief, Police Chief, and Public Works Director have all reviewed and approved this special event request with no special requirements. El Kahir has staff available to handle security for the event. Public Works will deliver the barricades the day before and it will be the responsibility of El Kahir to set up the barricades before the car show.

We ask for your approval of the special event application submitted by El Kahir Shrine to hold a Dean Redmond Memorial Car Show on their property including closure of a portion of Stamy Road on June 23.

Thank you for your consideration of this matter.

HIAWATHA FIRE DEPARTMENT
STANDBY AND "SERVICE USER" APPLICATION FORM

Name/Title of Event: DEAN REDMOND MEMORIAL CAR SHOW

Event 1	Event 2
Date: 23 JUNE 2018	Date:
Start Time: 10:00 AM	Start Time:
End Time: 10:00 PM	End Time:
Location: 905 TOWER TERRACE	Location:
(If request is for more than two (2) event occurrences attach additional details to agreement)	

Organization Name: EL KAHIR SHRINE	
Primary Contact Person's Name: DAVE SUTTON / CHRIS LAUDERDALE	
Mailing Address (for billing): PO BOX 38 HIAWATHA, IA	
City: HIAWATHA	
State: IOWA	
Zip Code: 52233	
Phone #: (319) 395-0109	Phone # day of event (if different): DAVE (319) 721-2290
Email Address (if available): dsutton0088@gmail.com	Clauderdale2021@gmail.com

Indicate coverage request below

_____ **A. Dedicated EMS Ambulance Standby**

Available to any "Service User"
Standby ambulance service, meaning a fully staffed ambulance will locate themselves at a function or event and will remain dedicated to that event, and will not be available for other routine EMS calls in the area. Dedicated standbys are subject to the availability of HIAWATHA FIRE DEPARTMENT crews and resources.

__X__ **B. Non-Dedicated EMS Ambulance Standby**

This option is ONLY available to those who meet the below specifications.
Standby ambulance service, meaning an ambulance with two medical technicians, will locate themselves at a function or event but will remain available for EMS calls in the area/county. Consistent event coverage is not guaranteed. Subject to on-duty or staffed units available.

(initials required) DS/CL This event is a community event where no tickets are sold, or admission charged.

(initials required) DS/CL This event must be open to the general public.

(initials required) DS/CL This event shall have more than 500 people, more than four (4) hours in duration or be a high risk activity.

Billing fees for special events services are passed by resolution of City Council.

For Office Use Only

Approved: □ Yes □ No □ Dedicated □ Non-Dedicated

Approving Authority: _____ Date: _____

Hiawatha Fire Department Scheduler: _____

Application for Permit to Erect a Tent and/or Membrane Supported Structure
Membrane Supported Structure
From the Office of the Hiawatha Fire Chief – Phone 319-393-4180

*Please Fill Out Items Marked and Return to:

Hiawatha Fire Chief
101 Emmons Street, Hiawatha, Iowa 52233

Note: APPLICATION MUST BE FILED/APPROVED BEFORE TENT ERECTED/PLACED IN SERVICE

Permit Fee: **$35.00 PER TENT (Make check payable to City of Hiawatha)**

*TODAY'S DATE: 12 APRIL 2018

*NAME, ADDRESS AND PHONE OF ORGANIZATION OR FIRM: EL KAHIR SHRINE PO BOX 38 HIAWATHA, IA 52233

*NAME, ADDRESS AND PHONE OF OWNER/OPERATOR/AGENT: SAME AS ABOVE

*TENT WILL BE OCCUPIED AS:

*TENT LOCATED AT: SEE ATTACHED MAP

*PLANS DRAWN TO SCALE REQUIRED? YES NO **(ATTACH OR USE BACK OF FORM)**

*DATE(S) AND TIME(S) TENT WILL BE USED: 10:00 AM TO 10:00 PM 23 JUNE

*NAME OF COMPANY PROVIDING TENT: EL KAHIR SHRINE

*SIZE OF TENT: 30 X 80 *DATE & TIME TENT TO BE ERECTED: 20 JUNE 2018

*TENT TO BE ERECTED BY: MEMBERS OF EL KAHIR

*FLAME-RETARDANT TREATMENT USED:
*DATE OF LAST TREATMENT:
*BY: PLEASE ATTACH CERTIFICATE OF FLAME RESISTANCE

ELECTRICAL SERVICE PROVIDED? YES (NO)

NO SMOKING SIGNS POSTED: MARKING OF EXITS:

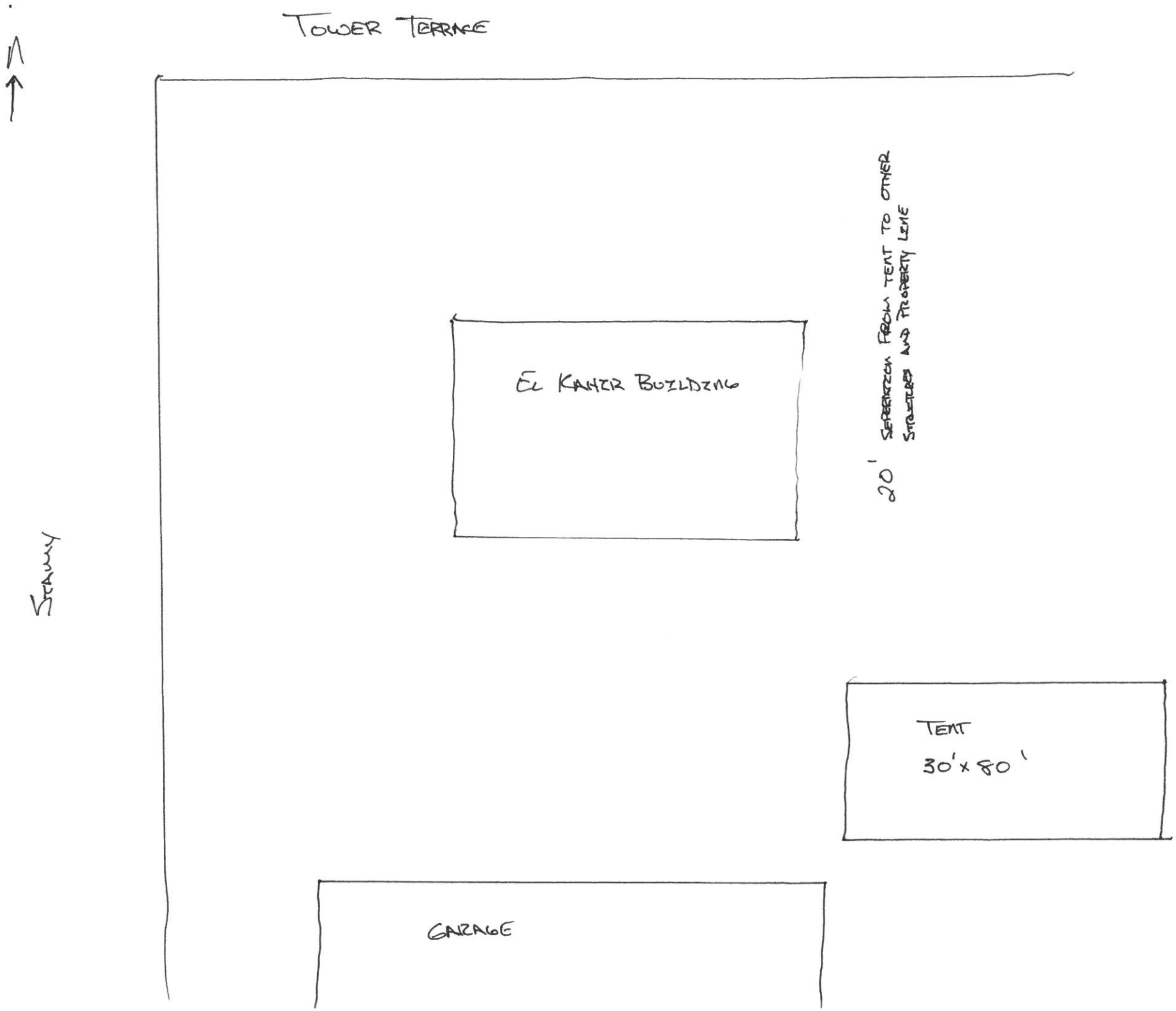
COOKING CONDUCTED INSIDE TENT: YES NO

FIRE EXTINGUISHERS: NO. OF 2-A NO. OF 10-BC

PERMIT NUMBER: DATE ISSUED:

HIAWATHA FIRE DEPARTMENT APPROVAL: DATE:

TENT PERMIT FEE PAID RECEIPT # BY DATE:


TOWER TERRACE
N
SEANNY
EL KAHER BUILDING
20'
SEPERATION FROM TENT TO OTHER STRUCTURES AND PROPERTY LINE
TENT
30' x 80'
GARAGE

BLOCK PARTY REQUEST

Name: EL KAHER SHRINE

Address: 905 TOWER TERRACE

Phone #: (319) 294-3533

Street to Barricaded:

STANLY From: TOWER TERRACE To: SOUTH OF EL KAHER PROPERTY

Times to be Barricaded:

Start: 10:00 AM End: 10:00 PM

Date of Event:

23 JUNE 2018

Would you like a police car/canine unit & fire truck/ambulance to stop by for viewing??

Yes: ____ No: X

Street Superintendent

City Administrator

Police Chief

Fire Chief