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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:** October 3, 2018

**Re:** Special Event Request from El Kahir Shrine

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El Kahir Shrine located at 905 Tower Terrace Road submitted a special event application to hold a 5K Run / Walk and outdoor Halloween Party on October 13, 2018, as shown on the attached application, party flyer and map of the event.

The Police Chief, Fire Chief, and Public Works Director have all reviewed and approved this request.

Thank you for your consideration of this matter.

# HIAWATHA FIRE DEPARTMENT
# STANDBY AND "SERVICE USER" APPLICATION FORM

Name/Title of Event: El Kahir Shrine Halloween 5K and Band

| Event 1 | Event 2 |
|---|---|
| Date: October 13, 2018 | Date: |
| Start Time: 17:00 | Start Time: |
| End Time: 21:00 | End Time: |
| Location: El Kahir Shrine, 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: Chris Lauderdale | |
| Mailing Address (for billing): P.O. Box 38 | |
| City: Hiawatha | |
| State: IA | |
| Zip Code: 52233 | |
| Phone #: (319) 929-3527 | Phone # day of event (if different): |
| Email Address (if available): Recorder@ElKahir.org | |

**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.

_____ **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) _____ This event is a community event where no tickets are sold, or admission charged.

(initials required) _____ This event must be open to the general public.

(initials required) _____ 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.

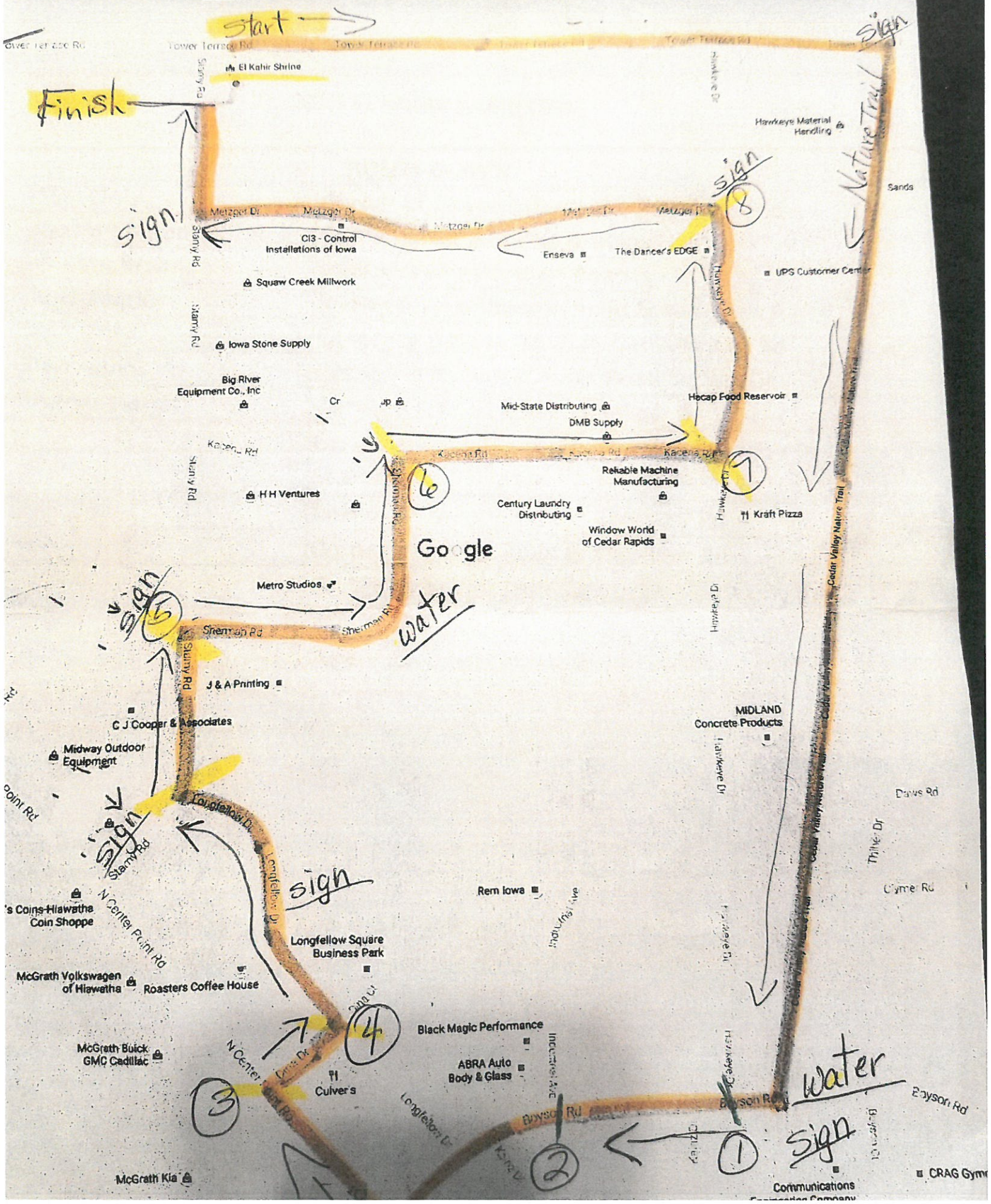
**For Office Use Only**

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

Approving Authority: _____ Date: _____

Hiawatha Fire Department Scheduler: _____

FENCE
BAND on TRAILER
FENCE w/ GATE
El Kahir Shrine
Feb 16-Nov 18
Stamy Rd
Stamy Rd
Stamy Rd
Google
Imagery ©2018 Google, Map data ©2018 Google United States Terms Send feedback


Start
Finish
sign
sign
sign
sign
sign
sign
sign
water
water
Tower Terrace Rd
El Kahir Shrine
Stamy Rd
Metzger Dr
CI3 - Control Installations of Iowa
Squaw Creek Millwork
Iowa Stone Supply
Big River Equipment Co., Inc
Enseva
The Dancer's EDGE
Hawkeye Material Handling
UPS Customer Center
Sands
Hawkeye Dr
Hacap Food Reservoir
Mid-State Distributing
DMB Supply
Kacena Rd
Reliable Machine Manufacturing
Kraft Pizza
Century Laundry Distributing
Window World of Cedar Rapids
H H Ventures
Google
Metro Studios
Sherman Rd
J & A Printing
C J Cooper & Associates
Midway Outdoor Equipment
MIDLAND Concrete Products
Cedar Valley Nature Trail
Davis Rd
Longfellow Dr
Rem Iowa
Longfellow Square Business Park
Roasters Coffee House
McGrath Volkswagen of Hiawatha
McGrath Buick GMC Cadillac
Black Magic Performance
ABRA Auto Body & Glass
Culver's
Boyson Rd
Communications
CRAG Gym
McGrath Kia
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# EL KAHIR SHRINE

# HALLOWEEN

## SATURDAY, OCTOBER 13

**REGISTRATION 3:30PM - 4:30PM**

## RACE

**5:00PM**

## BAND

**7:00PM - 10:00PM**

## PRE-REGISTRATION

$15 TO REGISTER
$25 W/ SHIRT

REGISTER AT ELKAHIR.ORG

## DAY OF EVENT

$20 TO REGISTER
$30 W/ SHIRT

**ADULTS ONLY - WEAR YOUR COSTUME!**