

STORY CO. PLANNING
& DEVELOPMENT
AUG 03 2020
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FLIX ON THE FARM

Hosted by Sherry Hosteng Real Estate &
Dunn Family Farm

STORY COUNTY SPECIAL EVENT PERMIT APPLICATION

Submittal Requirements (per Chapter 83 of the
Story County Code of Ordinances)

Submitted by Krista Dunn and Sherry
Hosteng
August 3, 2020

Description of Event

The Background

This all started one evening when Ryan and Krista Dunn were sitting outside on their deck, looking towards their hay field, when this idea popped up to host a drive-in movie there. The view is stunning, especially at sunset, and they thought how cool it would be to share that experience with others, while giving the community something fun to do in a socially distant and safe way. On top of that, this would be a great way to give back to the community during these unprecedented times.

Ryan and Krista reached out to their neighbors, Sherry and Travis Hosteng, for their thoughts, and with shared excitement, they started planning this special event together!

The Concept

We want to host two nights of drive-in movies for the local community and give the proceeds to the Ballard Athletic Boosters to help pay for additional expenses this year due to COVID-19.

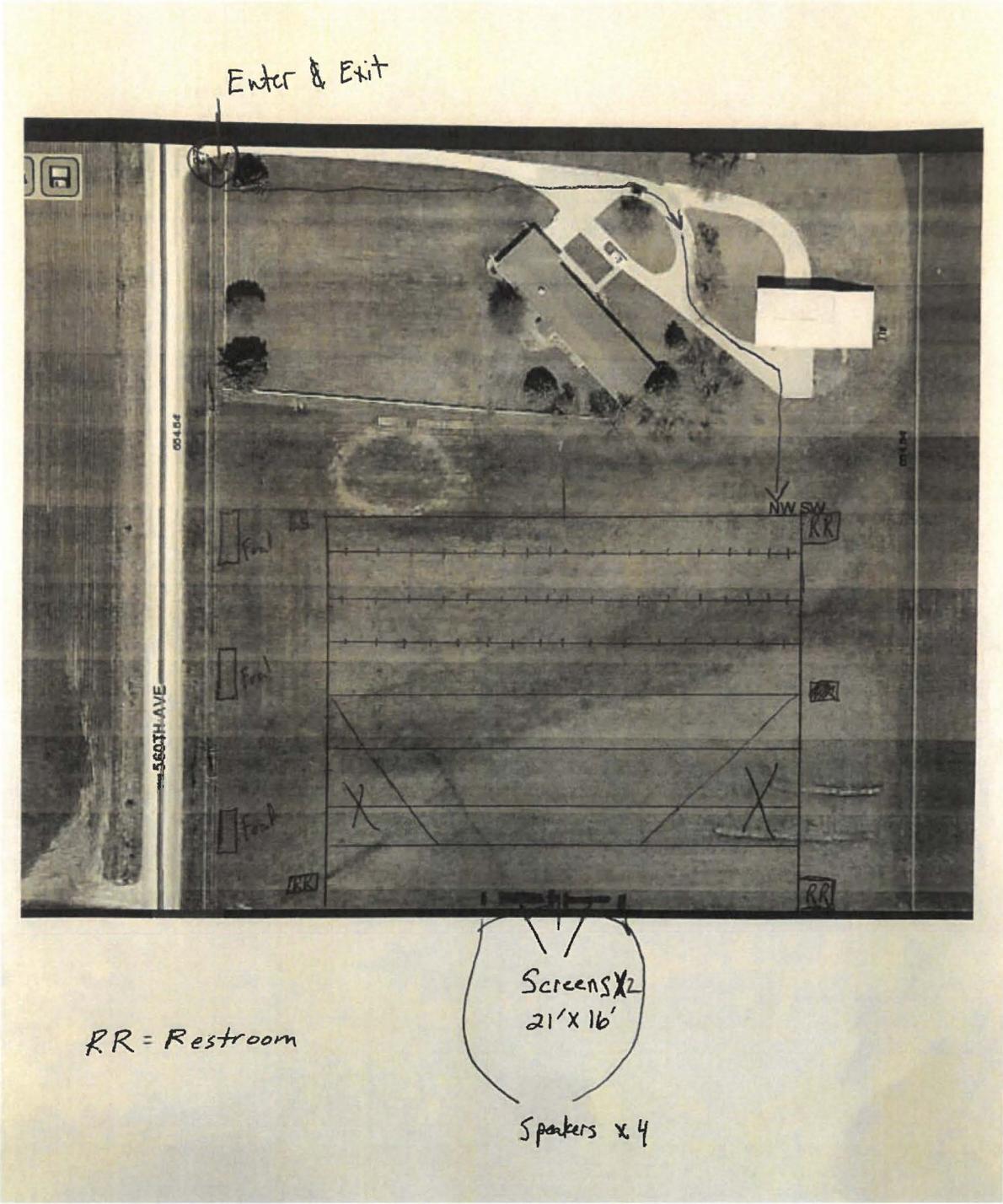
The two nights we are planning for are Friday, August 28th and Saturday, August 29th. We plan on starting the movies at approx. 8:15 pm with the parking area opening at 6:30 pm. We will dismiss all vehicles immediately following the movies.

A different movie will be shown each night, both of which will be family-friendly movies. We are currently working with two movie licensing companies (Swank and Criterion) to secure the rights to play the movies at our event. Some of the titles we have in mind are The Sandlot, Field of Dreams, SING, Grease, and The Blind Side.

Families are welcome to bring their own food and drinks to the event, but we also plan on having 2-3 food vendors on site selling food and drinks. Important to note, no alcohol will be served at this event.

Vehicles will be parked in multiple rows for optimal viewing of the movie screen, while at the same time being spaced far enough apart to allow for social distancing. Families will have the option to listen inside their vehicle via FM transmitter or sit right outside their vehicle and listen through speakers in front of the movie screen.

Site Plan



Environmental Health Plan

Portable Toilets & Hand Washing Stations

We reached out to Portable Pro, Inc. for an estimate and availability on portable toilets and hand washing stations. They recommended 3 standard event units, 1 handicap accessible unit and 2 hand wash stations based on the expected attendees and length of the event. They will deliver the units on Thursday, August 27th, and pick up on Monday, August 31st.

Solid Waste Containers, Collection and Disposal

As guests enter to park, we will be handing out a trash bag for each vehicle to use for their trash. We will ask them to take it with them when they leave the event and dispose at their home. We will make an announcement over the PA system before and after the movie showing as well.

In addition, we will have solid waste containers positioned at each end of the rows of parked vehicles.

Each food vendor will be responsible for taking their own trash with them at the end of the event.

We have reached out to Ankeny Sanitation and should there be a need to have them pick up anything additional to our normal weekly allotted amount, they will pick up for an additional \$3.50 per 30-gallon bag.

Vendors

FunFlicks Outdoor Movies – Movie Screen and Equipment Vendor

Deb Caldwell - 913-787-2234 – deb@funflicks.com

Portable Pro, Inc. – Portable Toilet Vendor

Mindy Lankford - 515-231-1056 – mindy@portableproiowa.com

Carlos Quesadillas – Food Vendor

Carlos - 515-450-5132 - carlosusa1977@hotmail.com

Eat It (Firetruck) – Food Vendor

641-330-5495 - boarstud@yahoo.com

Whatcha Smokin – Food Vendor

Steve - 515-257-7490

Please note all three food vendors have their Food Establishment Permits from the Iowa Department of Inspections and Appeals. Upon Story County approval of our event, we will request a copy of their permit and send it in to you or have on site during the event, whichever is preferred.

Event Safety Plan - Fire, EMS, & Security

Event Safety Coordinator

Ryan Dunn will be our Safety Coordinator on site and responsible for monitoring site safety from the time the vendors arrive to set up, until the last person exits the property. All volunteers and vendors will be provided a safety information sheet with the following information:

- Contact name(s) and mobile number(s) to report any issues during the event
- Event safety rules
- A diagram showing the location of the movie screen and equipment, food vendors, portable toilets, parking flow, entrance and exit location, and location of fire extinguishers and first-aid kits

Event Safety Rules

Event safety rules and recommendations will be given out to each vehicle as they enter to park. These rules and recommendations will also be announced over the microphone before the movie screening begins. These rules and recommendations include, but are not limited to the following:

- No smoking
- No campfires or grilling on site
- Please use the trash bag given to you upon entrance for your trash and take with you when you leave.
- Practice social distancing at all times (staying over 6 feet away from others that you didn't come with, wash your hands or use hand sanitizer, use face coverings if you can't stay socially distant).
- We ask that you only leave your parking spot to visit our food vendors or visiting the restrooms.
- Respect your neighbors, please refrain from being loud during the movie

Fire Safety

Our fire safety plan includes measures to avoid fire risks, effective response should an incident occur, planning marked escape routes and firefighting measures.

Efforts to avoid risk include reaching out to local authorities regarding whether there is an elevated fire risk within 45 miles of us. We will also confirm with our vendors before booking them what fire safety measures they have in place or need to be accounted for. As part of our event safety rules, there will be no smoking, no campfires, and no personal grills allowed on site.

It is our understanding Story County will notify local fire departments in advance of our event, but we are willing to do anything necessary to notify them in advance as well. Should an incident occur we will have fire extinguishers available on site for use in the early stages of a fire before the arrival

of trained fire fighters. We will consult with a fire department on the type of fire extinguishers and how many needed for our event/site.

As a precaution, we will check the tag on the fire extinguishers before the event to make sure they have been serviced in the last year. Should we need to use one, we will operate the extinguisher using the PASS method. Our Event Safety Coordinator has been trained on this method. The fire extinguishers will be positioned throughout the site to allow quick access.

Entrances and Exits will be clearly marked with signs that are visible (6 ft. or higher) and illuminated. Should we need to evacuate the site due to fire, our Event Safety Coordinator will make an announcement over the microphone and we will direct people to the exits as quickly as possible.

Emergency Medical Service Plan

Medical emergencies are always a possibility at any event. If a medical emergency occurs, our Event Safety Coordinator will identify the nature of the emergency and if there is any danger to other guests. He will make the decision to **call 911** based on the severity of the emergency. Should 911 be called, the Event Safety Coordinator will designate a volunteer to meet the arriving emergency responders. We understand the following are signs of a true medical emergency that could occur at our event:

- a. Difficulty breathing, shortness of breath
- b. Chest or upper abdominal pain or pressure
- c. Fainting or loss of consciousness
- d. Unresponsiveness when talked to or touched
- e. Unexplained seizures or convulsions
- f. Sudden dizziness, weakness, or change in vision
- g. Mental change (confusion, unusual behavior, difficulty walking or speaking)
- h. Unexplained severe headache
- i. Sudden or intense pain
- j. Bleeding that won't stop
- k. Coughing up or vomiting blood
- l. Choking
- m. Severe burns
- n. Allergic reaction
- o. Trauma (obvious major injury)
- p. Heat stress or heat exhaustion
- q. Motor vehicle accident

- r. Neck or back injury (trip, slip or fall)
- s. Broken arms or legs

Medical Workers

We think our event has a very low risk for medical emergencies, thus the level of medical provision on site would be minimal. We factored in the type of audience (families), type of event, location of event, duration of the event, proximity of local medical facilities, and the fact that no alcohol is being served. We will have at least one volunteer trained in CPR on site during the event. We will have first aid kits on site in a permanent structure and signage will be placed showing the location. All that said, if Story County recommends having a First-Aider or Certified First Responder on site, we are open to discussing the best option for our event.

Security Plan

Based on this event being a drive-in movie targeted to families, we don't see a major need for security or law enforcement on site. We don't foresee any civil disputes or crowd management issues. But, if Story County recommends having professional security or law enforcement on site, we are open to discussing the best option for our event.

We are creating a special t-shirt for all of us to wear at the event, as well as our volunteers, which will help distinguish us from the guests, should someone need assistance with anything security or otherwise.

We do see the potential for children to be unintentionally separated from their parents. All volunteers will be prepared to do the following if they see a child who appears to be lost:

- o Comfort the child, but avoid physically touching him/her.
- o Ask the child if he/she is lost or knows the location for his/her parent or guardian.
- o Refrain from asking too much personal information since children are taught not to give out this information to strangers.
- o Ask other adults in the area for assistance in notifying another volunteer, so an announcement over the PA can be made.
- o Remain in the immediate location and don't take the child elsewhere. Wait with the child until his/her parent or guardian arrives.

If a child is reported missing or lost, we will follow the steps of Code Adam:

1. Obtain a detailed description of the child, including what he/she is wearing.
2. We will immediately stop working, look for the child and monitor entrances and exits to make sure the child doesn't leave the area.
3. Call law enforcement if the child is not found within 10 minutes.
4. If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member.
5. If the child is found accompanied by someone other than a parent or legal guardian, make reasonable efforts to delay their departure without putting the child, volunteers or guests at risk. Immediately notify law enforcement and give details about the person accompanying the child.

Severe Weather Plan

Living in Iowa you get the opportunity to experience all 4 seasons and the beauty and risk that comes with each. With our event being at the end of August we realize there could be a chance of heavy rain, tornados, lighting, hail, and/or strong straight-line winds. We will make sure we are prepared as possible for severe weather, so we can keep our volunteers and guests safe.

Weather Monitoring

We will be monitoring the potential threats in the area the days leading up to our event in addition to the day of our event, so we will know if there is a chance of severe weather. We will have a weather radio on site the day of the event, as well use the weather app from We Are Iowa (Local 5) and www.weather.com to monitor the weather throughout the day. We reached out to Local 5 Chief Meteorologist, Brad Edwards, and he offered to help us out during our event days in the event there is anything threatening.

Communication

Krista Dunn will be our point person for executing our weather plan and will make the necessary decisions to respond to a severe weather event. Communication will be associated to trigger criteria. Should a weather trigger occur during the event we will notify all vendors and volunteers first, so they can prepare and help direct/inform guests as needed. Then Krista will make an announcement over the PA with the necessary information.

FunFlicks Outdoor Movies (Vendor) Weather Policy

We wanted to include the weather policy of our movie screen vendor, FunFlicks Outdoor Movies, because without their equipment and service on site, this event will need to be rescheduled. We will be following their policy for our event. Details from their contract are included below:

- The day of our event between 10:00 am – 1:00 pm they will call to confirm our event. If there is more than a 20% chance of rain or wind is forecasted 15+ MPH, they will not dispatch their tech for delivery without talking to us.
- They do not postpone the event for weather related reasons until the day of the event.
- **40% Chance of Rain:** If there is a 40% chance of rain or if winds are forecasted to be 12+ MPH for the period starting two hours before, during and two hours after the event, they reserve the right to postpone our rental for that date in order to protect their equipment and safety of their hosts.
- **Less than 40% Chance of Rain:** They will mutually discuss and agree to proceed or postpone using the Proceed/Postpone Weather Options listed below:

- PROCEED/POSTPONE WEATHER OPTIONS: It is agreed by both parties that www.weather.com is the tool used to verify weather percentages. Simply visit www.weather.com the morning of your screen rental. Put in your zip code and click hour-by-hour. This is the only tool we use to predict the weather. You have until 3:00 PM on the day of the event (10 AM for out of town events) to make a final decision, using the following four options:
 1. Move your event indoors: (keep in mind our screens are very tall and will not fit in most residences). If you move your event indoors and you need to move down in screen size in order to fit your available location, there are no refunds or discounts for changing screen sizes due to weather and indoor requirements, and smaller screens are subject to availability.
 2. Postpone/Reschedule: You can reschedule your screen rental in accordance with the Weather Assurance Plan chosen during your reservation (Weekday or Weekend).
 3. Take Your Chances: If you choose to have our host dispatched to your location and we cannot complete your event due to poor weather conditions, you will not receive a refund and another event will not be scheduled. This would constitute your event!
 4. Proceed With Backup Plan: We will dispatch our host to your location at your request, with the following agreement in place. Should your event be cut short (less than 1/2 way through movie) due to weather once our host has been dispatched, you agree to pay a host fee of \$149 along with your original mileage charge, and we will reschedule your event in accordance with your selected Weather Assurance Plan.

Shelter Areas

Indoor: Should the need arise to take shelter indoors, we have a 40 x 50 machine shed on the East end of the property. The path to shelter will be clearly defined and communicated should the need arise.

Shelter in Place (Vehicles): In the case of heavy rain or if lightning is spotted, we will pause the movie and direct everyone to go inside their vehicles until it passes.

Insurance

Certificate of Event Liability Insurance

Our vendor, FunFlicks Outdoor Movies, carries a \$1,000,000 policy. Upon Story County approval of this event, we will pay FunFlicks Outdoor Movies \$50 to be listed as additional insured on their policy. We will provide the certificate of insurance once we are added. Their insurance request form is included below:

Request of Proof of Insurance



Thank for your interest in FunFlicks Outdoor Movies. We are happy to provide proof of insurance for your event. To help us, we need your information for our agent. Please fill out the form below, return to us, and we will send to our carrier. Please know that simple proof of insurance and workers comp is free of charge. If you wish to be listed as an additional insured, a fee of \$50.00 will be added to your bill. You may email this form to deb@funflicks.com or fax to: 913.316.3351.

Mailing address:
FunFlicks KS
15621 W. 87th St #153
Lenexa, KS 66219

Name that should appear on certificate _____

Mailing address _____

City, State & Zip _____

Physical address where event will take place _____

City, State & Zip _____

Date of Event _____

Business Telephone Number _____

Contact Person Name _____

Contact Persons Telephone Number _____

Fax Number _____

Email Address _____

I wish to have proof of:

Liability insurance: Free of Charge

Workers Compensation Insurance: Free of charge

Be listed as an additional insured: \$50.00

I wish to have this info :

Emailed to me

Faxed to me

Printed Name

Date

Signature

Title

Amplified Sound Plan

Plans for amplified sound and location of speakers

Our vendor, FunFlicks Outdoor Movies, will provide 4 speakers so guests can hear the movie from outside their vehicle. Some guests will choose to listen via FM transmitter inside their vehicle.

The speakers sit out in front of each screen on either side (shown on the site plan). The start time will be no sooner than 2 hours before the movie showing, so for our event, no sooner than 6:15 pm. The end time will be shortly after our movie showing ends, to make any announcements as guests are leaving. i.e. Thank you for coming; Please take your trash with you on the way out. This should be no later than 10:30 pm.

Resources

The Event Safety Guide – A Guide to Health, Safety and Welfare at Live Entertainment Events in the United States

Created by the Event Safety Alliance

VenuWorks Emergency Action Plan