

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: The Arena - Plaza Event
Date: September 1, 2016



Attached is a Plaza Activity/Event application from Phil Woodward of The Arena at 1811 2nd Avenue. Mr. Woodward is requesting to host an outdoor concert on the Plaza on Saturday, October 15th from 6:00 pm to 12:30 am. Various bands performing include; Heavyweight, Still Standing, Calm is Key and Krons Resistor.

Mr. Woodward has stated that all alcohol sales will be inside the establishment. The Arena would like for their patrons to be allowed to carry alcoholic beverages from inside the establishment to the fenced-in area outside on the Plaza. The area to be fenced-in is identified on the attached map.

I.D.'s will be checked and wristbands will be utilized for age verification. Security personnel will be provided. Mr. Woodward will be contacting the Police Department in regards to the security component. Streets will not be closed for this event and food will not be sold.

Executive Director Micaela Booth has reviewed and approved the event application. The certificate of insurance is on file.

RECOMMENDATION:

It is recommended that Council approve the event for The Arena, subject to complying with all Plaza and liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk
Approved by: Thomas Thomas, City Manager

August 29, 2016

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

OK
Micaela
Boehm 8-31-16

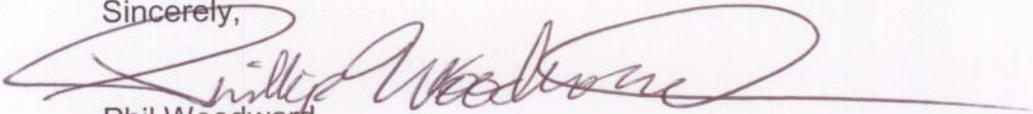
Dear Aleisha,

The Arena is respectfully applying for the attached event permit for use of Great River Plaza for an outdoor concert on October 15, 2016. Bands performing will include; Heavyweight, Still Standing, Calm is Key, Krons Resistor.

All ages will be admitted, but participants must show proof of age to purchase alcoholic beverages. It is noted that all alcohol sales will be inside the establishment. However, The Arena would like for their patrons to be allowed to carry alcoholic beverages from inside the establishment to the fenced-in is identified to the fenced-in area outside on the Plaza. The area to be fenced-in is identified on the attached map. I.D.'s will be checked and wristbands utilized for age verification. Security personnel will be provided. Mr. Woodward will be contacting the Police Department in regards to the security component. Streets will not be closed for this event and food will not be sold.

Attached are the competed plaza activity permits. I have contacted our insurance carrier and a certificate of insurance should have arrived at the office of the City of Rock island, if another one is needed please contact me and I will provide. I will be in contact with Rock Island Police to discuss appropriate security measures.

Sincerely,



Phil Woodward
The Arena
1811 Second Avenue
Rock Island, IL 61201
309-235-3860



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

Great River Plaza

ACTIVITY / EVENT PERMIT

OK *Micaela Booth*
8/31/16

1. APPLICANT INFORMATION

The Arena Outdoor Concert

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
Phil Woodward	3120 42 nd Avenue	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
philarenari@gmail.com		309-235-3860		

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
The Arena	1811 2 nd Avenue	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.			
philarenari@gmai.com	309-788-7716			

2. STATUS OF ORGANIZATION / ACTIVITY PERMIT FEES

Not For Profit Organization: \$20.00 application fee per activity / event and \$35.00 permit fee per activity / event.

A. EDUCATIONAL

B. FRATERNAL

C. POLITICAL

D. CIVIC

E. RELIGIOUS

F. OTHER NOT FOR PROFIT

For Profit Organization: \$35.00 application fee per activity / event and \$250.00 permit fee per activity / event.

Application fee must be paid when application is submitted.
Permit fee is due one week prior to the activity / event.

3. CONTACT PERSON

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Phil Woodward	3120 42 nd Avenue	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
philarenari@gmail.com	309-235-3860			

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
October 15	3:30 PM	5 PM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
October 15	12:30 AM	6 AM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
October 15	6 PM	12:30 AM

A. TYPE OF ACTIVITY / EVENT

CONCERT OTHER MUSIC CRAFTS ART SHOW INFORMATION

CIRCUS / CARNIVAL ANIMAL SHOW PUBLIC SPEAKERS OTHER

Name of Activity / Event: Summer Concert Series

Number of Attendees expected: 400 per evening

B. LOCATION OF ACTIVITY / EVENT

PLAZA AREA / WEST PLAZA AREA / EAST STAGE AREA / EAST ARTS ALLEY

Purpose of Event / Activity: To increase awareness and encourage patronage of downtown Rock Island

C. ITEMS TO BE SOLD OR DISTRIBUTED DURING ACTIVITY / PERMIT

Indicate the number of vendors, booths, trailers etc. for each and detail their location on the event map

ALCOHOL # ___ FOOD # ___ CRAFTS # ___ BROCHURES # ___ OTHER ___
 STAGES # ___

If food is being distributed or sold, the City Health Inspector must be contacted.

D. STREET CLOSING REQUESTED (also identify on attached map)

No street closings

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.)

4 Trash barrels to be delivered on or before October 15th

You are responsible for setting up, cleaning up and each of the applicable items on the attached Great River Plaza Operation Plan.

- You are required to have General Liability Insurance in a minimum amount of \$300,000.00 for Personal Injury and \$50,000.00 for Property Damage. The City of Rock Island should be named as an Additional Insured. Please attach copies of required insurance certificate. Insurance is to be submitted to the City Clerk a minimum of one week prior to the date of the event.
- Council approval is required for all activities on the Great River Plaza. Changes can only be made by contacting the City Clerk to obtain Council approval. Please note: requests for changes that require Council approval should be received by the City Clerk at least two weeks prior to Council meeting. Council can only act on items that are on the printed agenda for that meeting. Items that require decisions can no longer be added to the agenda once it is printed and distributed.
- Sound Amplification must be specifically requested.
- Alcohol sales require a state and local license, and alcohol sales must be in a properly demarcated area which prevents entry by minors in accordance with Chapter 3 of the Code of Ordinances of the City of Rock Island. You must also detail security plans establishing your system for checking identification and verifying age.
- Alcoholic beverages cannot be sold/served in glass or cans on the plaza. All alcoholic beverages will be served in plastic cups.
- If you are planning an entertainment venue or activity on the Plaza, you will need to hire an appropriate number of Police Officers as determined by the Police Department. Arrangements must be made at least one month prior to your scheduled event. You may contact the Agent assigned to the Office of Professional Standards at (309) 732-2402.

We, the undersigned (applicant and leader of the Sponsoring Organization for the activity / event(s) described on page one), have read and understand the ordinances and regulations that apply to the Great River Plaza. We agree to pay the required fees and provide the certificate of insurance. We understand that these fees and the Insurance Certificate need to be provided to the City Clerk before the activity / event (s) can occur. We agree to share this information with the other members of the Sponsoring Organization and we will abide by all rules and regulations of the City of Rock Island and the State of Illinois in relation to our activity / event(s).

Applicant *Paul Woodward* Date 8/29/16

Organization Leader _____ Date _____

DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

Application Fee Permit Fee

City Council Approval Date

City Clerk Approval Date

License Number

Application Fee Receipt No Permit Fee Receipt No.

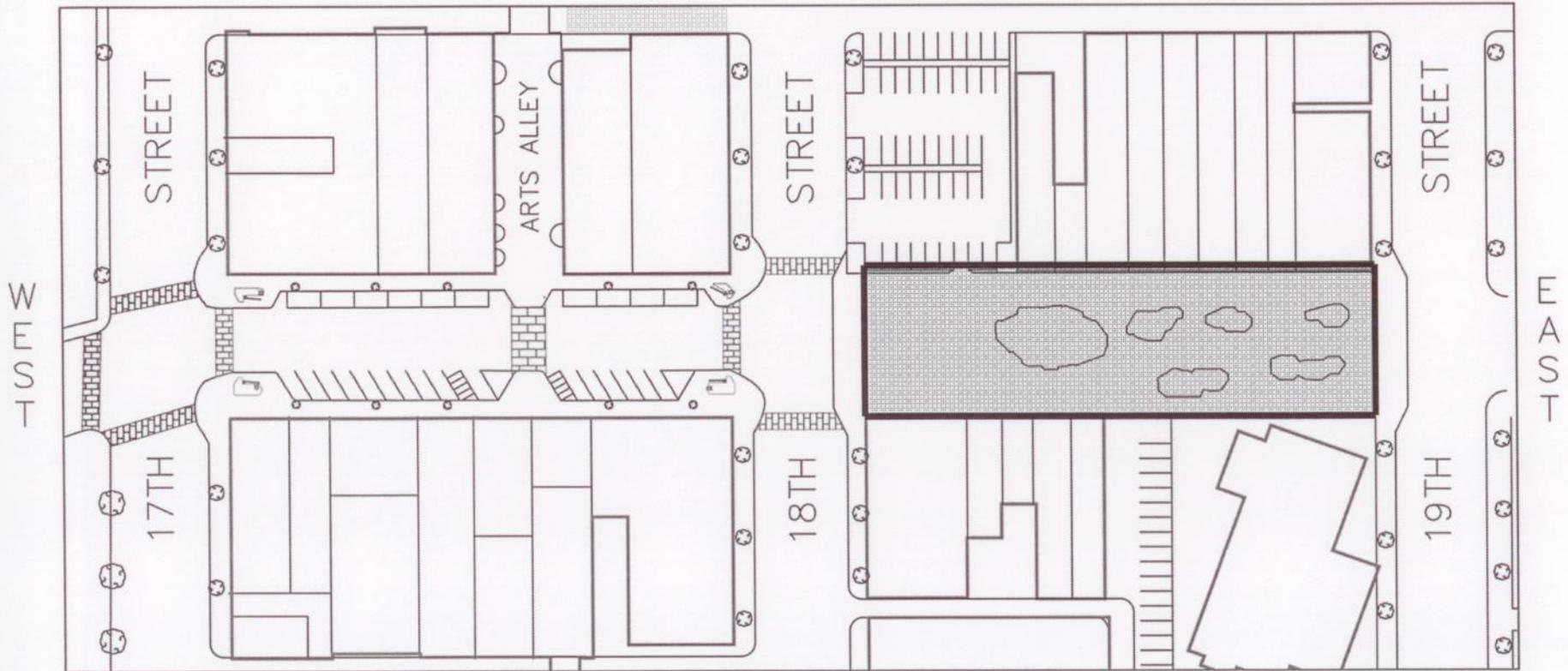
License Printed Date License Delivery Date

**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

1st Avenue

G R E A T R I V E R P I A Z A

NC **The Arena Concert- October 15**



SOUTH

Prepared By: City of Rock Island,
Planning & Redevelopment Division
February 2004

C I T Y O F R O C K I S L A N D