

**Memorandum
Office of the City Clerk**



To: Randall Tweet, Interim City Manager
Subject: Outdoor Plaza Event-Steve's Old Time Tap
Date: February 17, 2017

Attached is a Plaza Activity/Event Application for Steve's Old Time Tap requesting to host a viewing area and post parade party for the St. Patrick's Day Grand Parade on Saturday, March 18, 2017 from 9 a.m. until 7 p.m.

In addition, Steve's Old Time Tap is requesting that 17th Street between 2nd Avenue and 3rd Avenue, the parking lot adjacent to Steve's Old Time Tap and the Stern Center (Bridges Catering) and 3rd Avenue between 17th Street and 18th Street be closed for this event. The streets will be closed prior to the parade, will reopen to allow the parade to pass and close again after the parade has finished.

All food that will be purchased will be prepared inside Steve's Old Time Tap. In addition, beverages will be sold inside the establishment and there will be one beer serving station located on the west side of 17th Street (adjacent to the hotel) and a second beer serving station located in the parking lot. IDs will be checked and wristbands will be utilized for age verification.

Steve's Old Time Tap is also requesting sound amplification for a DJ who will broadcast Irish music during the event.

The event is free to the public and pedestrian traffic will not be impeded. Steve's Old Time Tap will work with the Rock Island Police Department to ensure adequate security for the event.

Also attached are letters from Bridges Catering and from the Holiday Inn General Manager stating that they approve of the street closings and the event.

Mayor Pauley has reviewed and approved the event application. The certificate of insurance is attached.

RECOMMENDATION:

It is recommended that Council approve the event for Steve's Old Time Tap and waive the permit fee, subject to complying with all liquor license regulations.

Submitted by: Judith H. Gilbert, City Clerk

Approved by: Randall Tweet, Interim City Manager

February 16, 2017

City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear City Clerk,

On Saturday, March 18th 2017, Steve's Old Time Tap would like to again host a viewing area and post parade party for the Grand Parade, scheduled for the same date.

The event will be located on 17th Street, between 2nd Avenue and 3rd Avenue, and on 3rd Avenue between 17th and 18th Street and in the parking lot adjacent to Steve's Old Time Tap. Steve's is renting the parking lot from Bridges catering for the months of March & April of 2017. The streets will be closed prior to the parade, and will reopen to allow the parade passage, closing again once the parade has finish.

All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. One beer serving station will be located on the sidewalk on the west side of 17th Street, adjacent to the hotel. The second beer serving station will be located in the parking lot. Persons wishing to purchase alcohol will be required to have a wristband once proof of legal age has been verified. We are also requesting sound amplification for a DJ who will broadcast Irish music during the event. The event will be free to the public, so pedestrian traffic will not be impeded. We will work with the Rock Island Police Department to ensure adequate security for the event.

The purpose of this event is to provide a festive atmosphere on the Illinois side of the parade route and encourage parade patrons to remain in downtown Rock Island after the conclusion of the parade. Closing this section of the parade route will offer a safer area in which to observe the parade, as parking will be restricted.

Attached is a completed Event Permit application. I have contacted our insurance carrier and a certificate of insurance will follow. Thank you.

Sincerely,



Jeff Rusk
Steve's Old Time Tap

OK.
Dr.



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeff Rusk	2210 38 TH ST	RI	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309 788 4302	309 314 4716		

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
STEVE'S OLD TIME TAP	223 17 TH ST.	RI	IL	61201
E-MAIL	TELEPHONE NO.			
	309 786 4543			

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
Jeff Rusk	2210 38 th ST	RI	IL	01201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309 788 4302	309 714 4716		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
3-18-17	6 Am	9 Am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
3-18-17	7 Pm	9 Pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
3-18-17	9 Am	7 Pm

A. TYPE OF ACTIVITY / EVENT

- CONCERT
 OTHER MUSIC
 CRAFTS
 ART SHOW
 INFORMATION
 CIRCUS / CARNIVAL
 ANIMAL SHOW
 PUBLIC SPEAKERS
 OTHER _____

Name of Activity / Event: Grand Parade viewing Party

Number of Attendees expected: 500 THROUGHOUT THE DAY

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: St. Pat's Parade Viewing Party
17th St Between 2nd + 3rd Ave and 3rd Ave Between 17th + 18th St.

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 # 2 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)

17th St Between 2nd Ave + 3rd Ave and
3rd Ave Between 17th St and 18th St

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

40 Barricades, 12 Trash Barrels
4 road closed signs

- 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 *J.P. Rank* Date 2-16-17

Organization Leader *J.P. Rank* Date 2-16-17

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.
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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**

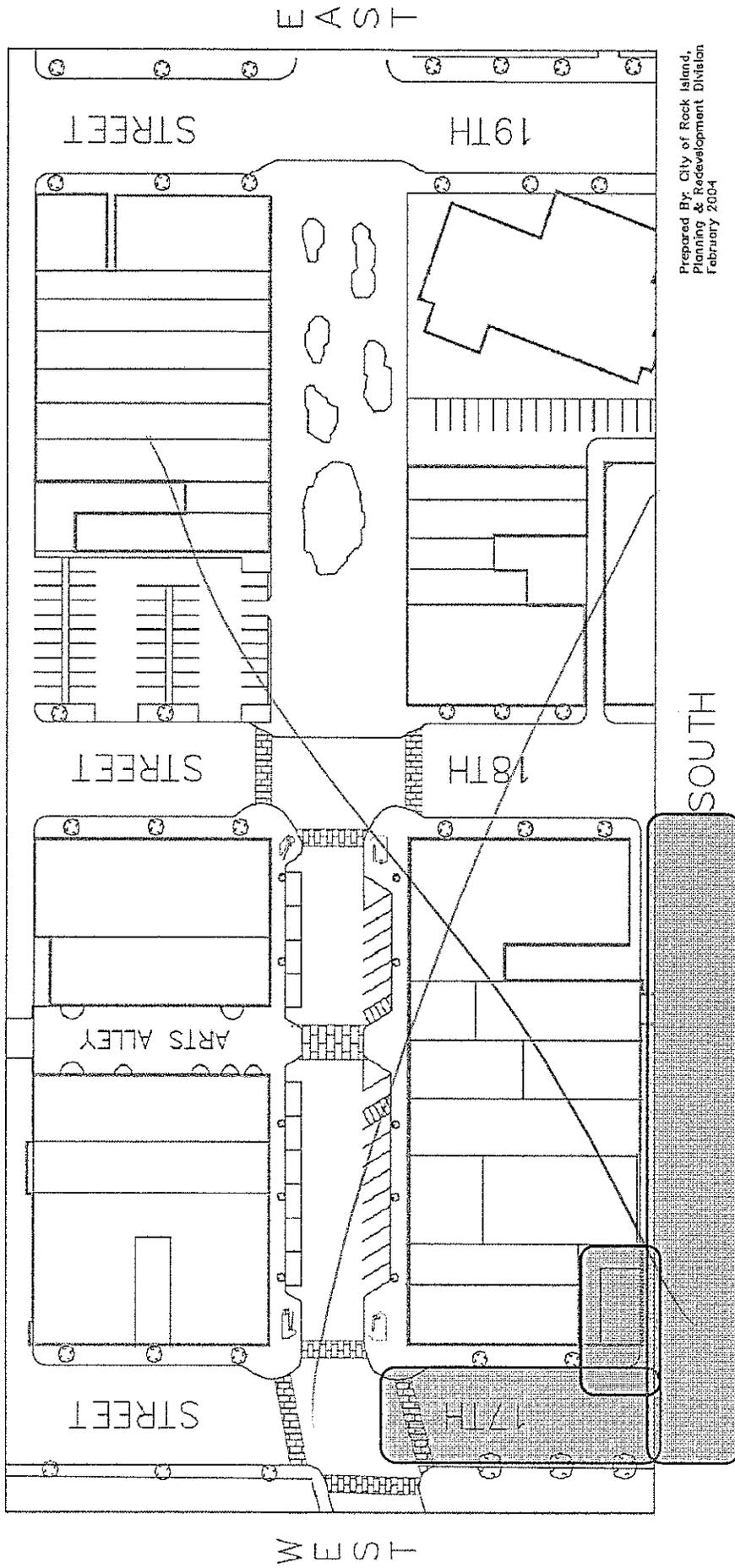
The Grand Parade

Viewing Party 2017

March 12, 2016 8:00AM - 7:00PM

G R E A T R I V E R

N O R T H



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

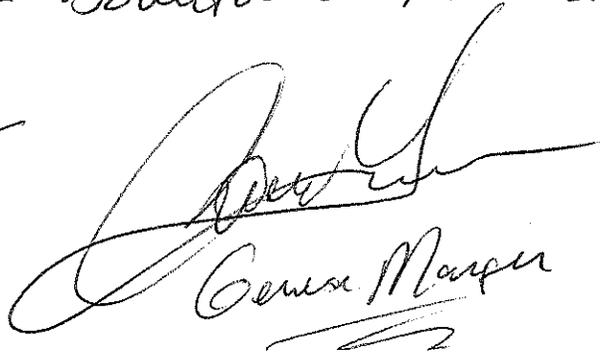
C I T Y O F R O C K I S L A N D

grey area represents
street closings & parking lot closing

TO Whom it May Concern.

We here at Holiday Fun/ Pennycuys
in Downtown Rock Island absolutely
Approve of Steves Old Time Tap Closing
off the street for the St. Paddy's day
Celebration. We feel that it is A great
event and Celebration. We also feel this
is A great tradition that we need to
Keep going in Downtown Rock Island.

Thank you-


Gene Mangan

To Whom it May Concern:

I, Bill Healy, owner of the Stern Center, give permission and would welcome Jeff Rusk to use the street on 3rd avenue from 17th street to 18th street. If you any questions or concerns please feel free to contact me at (309) 269-7499.

Sincerely,

A handwritten signature in black ink that reads "Bill Healy". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right from the end of the name.

Bill Healy

The Stern Center

Bridges Catering

