

**Memorandum
Office of the City Clerk**

To: Randall D. Tweet, Interim City Manager
Subject: Steve's Old Time Tap Spring Chaser 5K
Date: February 23, 2017



Attached are a letter, application and two (2) maps (route map and street closure map) from Jayna Gallagher and Holly Sparkman, Race Directors for the 11th annual Steve's Old Time Tap Spring Chaser 5K. They are requesting permission to hold a 5K Run/Walk on Saturday, April 29, 2017 from 9:00 am to noon. The race begins on 2nd Avenue between 16th Street and 17th Street and ends at Steve's Old Time Tap at 223 17th Street. Set-up will begin at 6:00 a.m.

They are requesting closure of 17th Street from 2nd Avenue to 3rd Avenue from 6:00 a.m. to noon to accommodate the race set-up and finish line timing services. The course race is the same as last year's event. The Race Directors will be working with the Police Department for traffic control.

They are also working with the Holiday Inn (who is a sponsor of the race) to avoid any inconvenience to the hotel's guests. They have notified The District office and will be notifying businesses along 17th Street about the event.

The purpose of this race is a fundraiser benefitting the American Red Cross of the Quad Cities to support vital lifesaving programs and services. The certificate of insurance is forthcoming.

RECOMMENDATION:

It is recommended that Council approve the event for Steve's Old Time Tap Spring Chaser 5K Run/Walk and the street closure.

Submitted by: Judith H. Gilbert, City Clerk

Approved by: Randall D. Tweet, Interim City Manager



Steve's Old Time Tap Spring Chaser 5K

February 23, 2017

Ms. Judith Gilbert
City Clerk
1528 Third Avenue
Rock Island, IL 61201

Dear Ms. Gilbert:

We are requesting a permit for our 11th annual event, Steve's Old Time Tap Spring Chaser, to be held Saturday, April 29, 2017. Enclosed is an Activity Permit. In the Activity Permit we want to request the closing of 17th Street from 2nd Avenue to 3rd Avenue from 6:00 a.m. to 12:00 p.m. to accommodate race set up and finish line timing services. We will work with the Holiday Inn (who is a sponsor of our event) to assure that their guests are not inconvenienced. We will also communicate with the other businesses along that street about our event and the timeframe.

The Downtown Arts and Entertainment District office has our event information and we have asked them to communicate with their residences under the Renaissance Rock Island umbrella about the event that morning.

This event not only draws people to downtown Rock Island, but is a non-revenue generating event; **all** proceeds go to the American Red Cross of the Quad Cities Area and help support vital lifesaving programs and services including disaster relief and health and safety education, and help raise awareness and funding. Since the inception of our event in 2007, we have raised over \$40,000 for the American Red Cross of the Quad Cities Area.

Enclosed with our permit application, please find a course map, proof of insurance and contact information for both race directors. If you need us to provide any more information please let us know.

If you have any questions, please call Jayna Gallagher at 309-721-6378 or jaynagallagher1101@gmail.com, or Holly Sparkman at 309-749-7280 or hksparkman@gmail.com. Thank you for your consideration.

Regards,

Jayna Gallagher and Holly Sparkman

CITY OF ROCK ISLAND

LICENSE APPLICATION



ACTIVITY PERMIT

APPLICANT INFORMATION

SPONSOR NAME/ORGANIZATION	ADDRESS	CITY	STATE	ZIP CODE
Spring Chaser 5K Run/Walk	1600 18th Avenue	Rock Island	IL	61201
TELEPHONE NO.				

CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE
Holly Sparkman 309-749-7280	1600 18th Avenue	Rock Island	IL	61201
TELEPHONE NO.	<i>hksparkman@gmail.com</i>			

ACTIVITY DETAILS

Type of Activity: (Check Appropriate Activity)

Parade	Run <input checked="" type="checkbox"/>	Walk	March	Bicycle Ride	Other (specify below)
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DATE OF ACTIVITY (MONTH/DAY/YR)	EVENT START TIME (AM/PM)	EVENT END TIME (AM/PM)
April 29, 2017	9:00 a.m.	12:00 p.m.
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
April 29, 2017	6:00 a.m.	9:00 a.m.

Estimated number of: (Place Number in Appropriate Box)

Participants: 600	Floats: 0	Vehicles: 0	Bands: 0	Wheelchairs: 0	Horses: 0	Other:
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CITY OF ROCK ISLAND

LICENSE APPLICATION

Number of volunteers available for traffic control: 30+

Contact the Police Department to arrange for traffic control. Telephone Number: (309) 732-2402

Tail car provided by sponsor: Yes _____ No

Ambulance/first aid provided by sponsor: Yes No _____

Route for Activity: Detailed description and map of city streets and property involved in activity must be attached to this application. Starting and ending locations as well as direction of travel need to be clearly indicated. If State-owned streets are included in route, Department of Transportation permission will be required for closing of streets. Please allow additional time (at least one month to six weeks) for this to be completed.

Are any State-owned streets involved? Yes _____ No Unknown _____

Identify State-owned streets, if known. _____

Does sponsor provide barricades? Yes No _____

Are barricades required from City? Yes No _____ Qty 10

Insurance requirements: In submitting this application, the undersigned agrees to provide certification of Liability Insurance Coverage for this event in an amount not less than \$300,000.00 for any person, and \$500,000.00 for any one accident, with the City of Rock Island being listed as additional insured for claims or damages which may arise out of said event. The undersigned further agrees to reimburse the city of Rock Island for any and all costs that exceed \$200.00 for the use of City streets and personnel.

Notification to Residents: In the case of applications for new events and/or new routes, the sponsor of said new event shall notify the residents and/or businesses located along said race route, parade route, or other, for that specific activity, in writing, at least three (3) weeks prior to City Council consideration. Prior to Council consideration, sponsor shall notify and obtain written approval or disapproval from the residents and/or businesses and submit a copy of same to the City Clerk. Any resident and/or business who objects to said event shall have the opportunity to be heard at the City Council meeting during which time the event is to be considered.

Note: The sponsor notification form for any new event/route is available in the City Clerk's office.

A copy of your application will be submitted to the Police Department for assistance with any needed traffic control. All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.


Signature of Applicant

23 February 2017

Date of Application

CITY OF ROCK ISLAND

LICENSE APPLICATION

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

City Council Approval Date

City Clerk Approval Date

Route Map and/or Information Included

Insurance Information Included

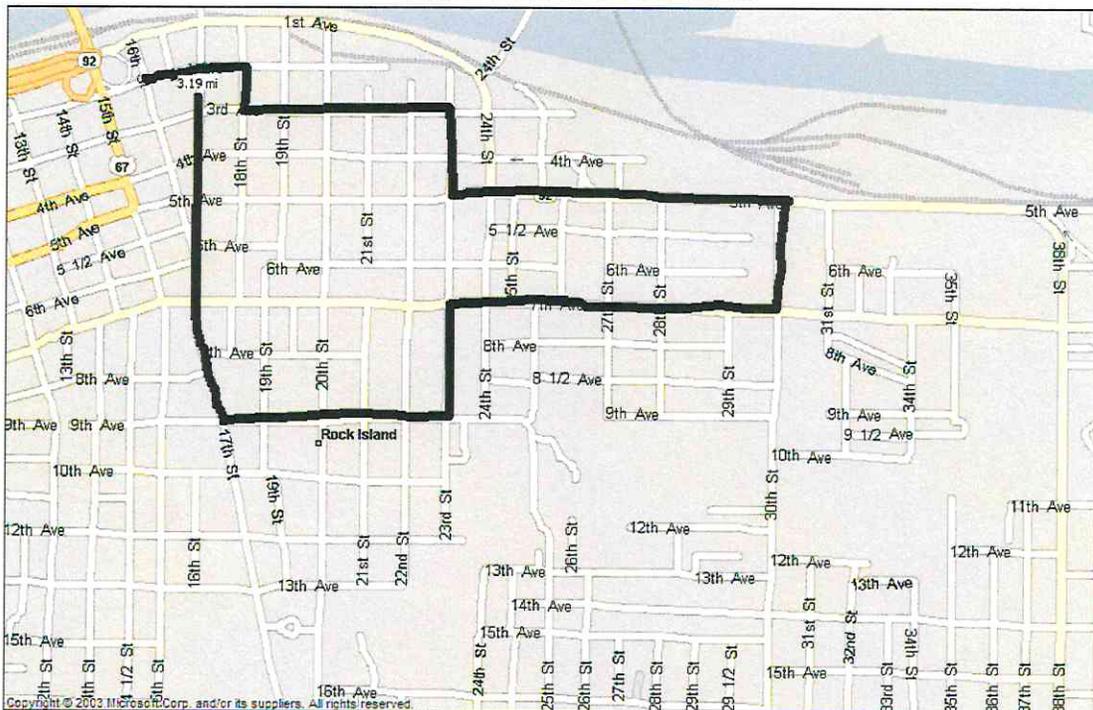
License Number

License Printed Date

License Delivery Date

**Return Completed Application to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010**

Steve's Old Time Tap Spring Chaser Route
Saturday, April 29, 2017
Race Start: 9:00 a.m.



- Start 2nd Ave. between 16th & 17th Streets, head east 2nd Ave. turn right 18th Ave.
- Go one block south and turn left 3rd Ave.
- 3rd Ave., turn right 23rd Street.
- Left at 5th Ave.
- Right 30th Street.
- Right 7th Ave.
- Left 23rd Street.
- Right 9th Ave.
- Right 17th Ave.
- Finish Steve's Old Time Tap 223 17th Street

Google Maps Steve's Old Time Tap Spring Chaser 5K



X Start line

■ Post race area in parking lot to the south of Steve's Old Time Tap.