

**Memorandum
Office of the City Clerk**

To: Randall Tweet, Interim City Manager
Subject: Outdoor Event-Steve's Old Time Tap
Date: February 23, 2017



Attached is a Plaza Activity/Event Application for Steve's Old Time Tap requesting to host an after party for the Spring Chaser 5K Run/Walk on Saturday, April 29, 2017 from 9 a.m. until 1 p.m.

The event will be held in the Stern Center parking lot located on 3rd Avenue and 17th Street and the lot will be enclosed. Alcohol will be served to Spring Chaser participants outside in the enclosed area and wristbands will be utilized for participants over 21.

Steve's Old Time Tap is requesting a waiver of the permit fee since the Spring Chaser 5K Run/Walk is a fundraiser for the American Red Cross.

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 22, 2017

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

Dear City Clerk,

Steve's Old Time Tap would like to request the permission of the City of Rock Island to host an after party in the Stern Center parking lot located at 3rd Avenue and 17th Street for the 5K Spring Chaser race. The race will be held April 29th during this time the parking lot will be enclosed for the event. The event will be held from 9am to 1pm. Alcohol will be served and wristbands will be used for attendees 21 and over.

We ask that the \$250 charge be waived since this a fundraiser for American Red Cross.

Sincerely,

A handwritten signature in black ink that reads "Jeff Rusk".

Jeff Rusk
Steve's Old Time Tap

OK.
A.P.



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

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

ORGANIZATION NAME <i>Lucky Luke's LLC, DBA Steve's Old Time Tap</i>	ADDRESS <i>223 17TH ST</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
E-MAIL	TELEPHONE NO. <i>309 786 4543</i>			

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
Jeffrey L. Rusk	2210 38 TH ST	RT	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309 788 4302	309 314 4716		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
4-29-17	7 AM	9 AM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
4-29-17	1 PM	3 PM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
4-29-17	9 AM	1 PM

A. TYPE OF ACTIVITY / EVENT

CONCERT OTHER MUSIC CRAFTS ART SHOW INFORMATION

CIRCUS / CARNIVAL ANIMAL SHOW PUBLIC SPEAKERS OTHER After party

Name of Activity / Event: After party for Spring Chaser 5K Race

Number of Attendees expected: 100

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: TO SUPPORT SPRING CHASER 5K RACE

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)

PARKING LOT BETWEEN STERN CENTER AND STEVE'S OLD TIME TAP, STEVE'S OLD TIME IS RENTING THE PARKING LOT

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

15 BARRICADES, 4 TRASH BARRELS

- 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. Clark* Date *2-22-17*

Organization Leader *J.P. Clark* Date *2-22-17*

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**

