

**Memorandum
Office of the City Clerk**

To: Randall Tweet, City Manager
Subject: The Arena - Plaza Event
Date: June 7, 2017



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 with sound amplification on the Plaza on Sunday, July 2, 2017 from 8:00 p.m. to 12:15 a.m. Various bands performing include: Condor and Jaybird, Telekinetic Yeti and Crater.

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 area outside on the Plaza. The area to be fenced-in is identified on the attached map. IDs 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.

Executive Director Erik Reader has reviewed and approved the event application.

Mr. Woodward will be contacting residents and business owners that will be impacted by the event.

The certificate of insurance is forthcoming.

RECOMMENDATION:

It is recommended that Council approve the Plaza event with sound amplification and the consumption of alcohol in the fenced-in area, subject to complying with all Plaza and liquor license regulations, and subject to being closed down if complaints are received.

Submitted by: Judith H. Gilbert, City Clerk

Approved by: Randall Tweet, City Manager

June 5th, 2017

Ms. Judith Gilbert, City Clerk

City of Rock Island

1528 Third Avenue

Rock Island, IL 61201

Dear Judith,

The Arena is respectfully applying for the attached event permit for use of the Great River Plaza for an outdoor concert on Sunday July 2nd, 2017 at 8pm until 12:15am. Bands performing will include: Condor and Jaybird, Telekinetic Yeti and Crater.

All ages will be admitted, but participants must show proof of age to enter gate and purchase alcoholic beverages. It is noted that all alcohol sales will be inside the establishment. However, The Arena would like for patrons to be allowed to carry alcoholic beverages from inside the establishment to the fenced in area. Fenced in area is identified on the plaza in 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 completed plaza activity permits and a copy of insurance carrier and certificate.

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

1. APPLICANT INFORMATION

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
DENNIS WOODWARD	3406 14TH STREET	RT	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
PHILAREHART@GMAIL.COM		(309)235-3860		

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
R.T ARENA	1811 2ND AVE	RT	IL	61201
E-MAIL	TELEPHONE NO.			

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 47th Ave	RT	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
PHILARENART@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)
7/2/17	3 pm	5 pm

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
7/3/17	12:30 AM	3 AM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
7/2/17	8 pm	12:15 AM

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: _____

Number of Attendees expected: 200

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: OUTDOOR CONCERT

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 # 1 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)

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

5 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 [Signature] Date 6/5/17
Organization Leader [Signature] Date 6/6/17

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

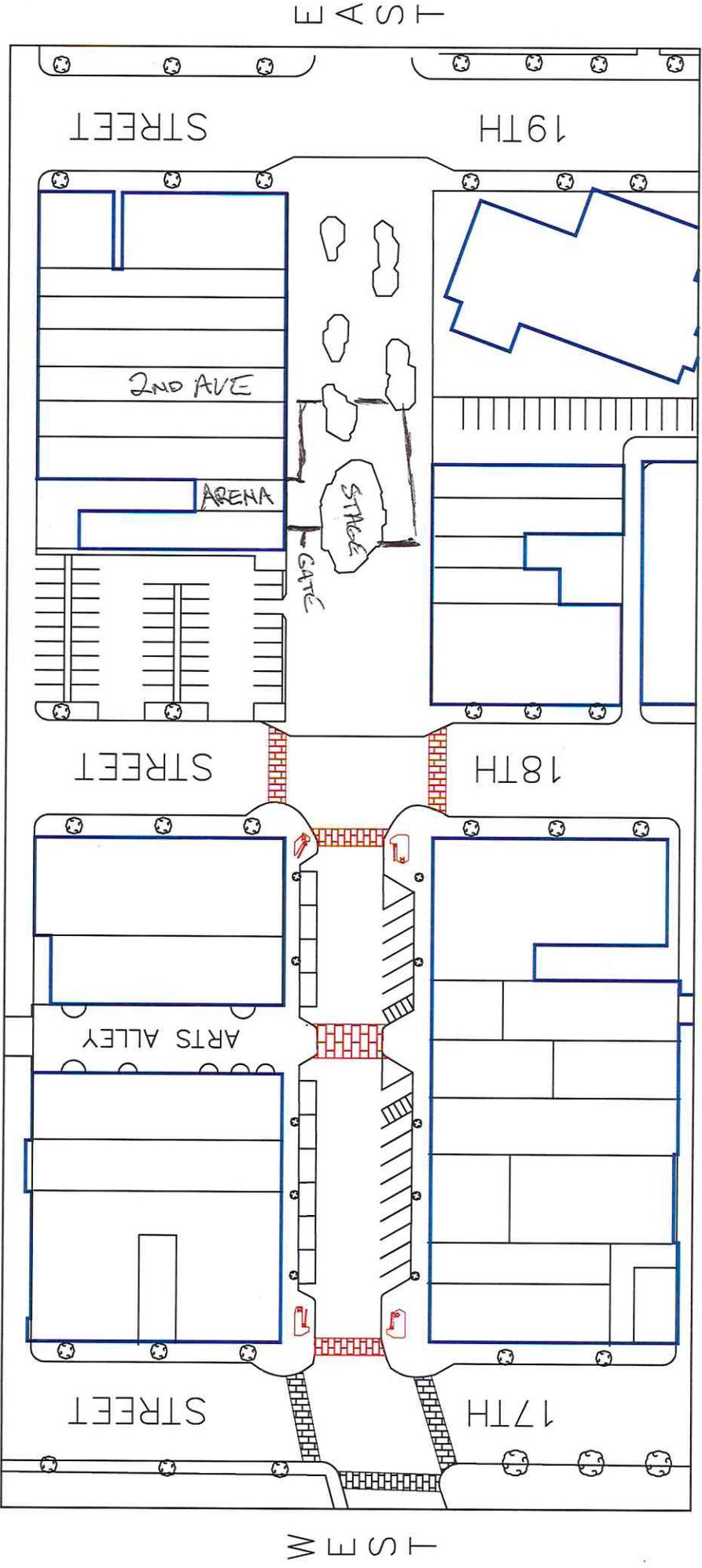
Application Fee Receipt No Permit Fee Receipt No.
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License Printed Date License Delivery Date

**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**

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

NORTH



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

SOUTH

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