

CITY OF ROCK ISLAND

LICENSE APPLICATION



ACTIVITY PERMIT

IMPORTANT NOTICE

This application must be submitted no less than sixty (60) days prior to the event.

INSURANCE REQUIREMENTS

*Use of **only** City-owned streets:* Certificate of Insurance naming the City of Rock Island as an additional insured in an amount not less than \$300,000.00 for any person and \$500,000.00 for any one accident is required.

Use of any State-owned streets (US-67 and/or IL-92): Certificate of Insurance naming the City of Rock Island **AND** the Illinois Department of Transportation (IDOT) as an additional insured in the amounts specified in Article 107.27 of IDOT's Standard Specifications for Road and Bridge Construction is required.

APPLICANT INFORMATION

NAME of EVENT:

SPONSOR NAME/ORGANIZATION	ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.				

CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	EMAIL ADDRESS			

ACTIVITY DETAILS

Type of Activity: Parade Run Walk March Bicycle Ride Other (specify below)

DATE OF EVENT	EVENT START TIME	EVENT END TIME
DATE OF SETUP	SET UP START TIME	SET UP END TIME

CITY OF ROCK ISLAND

LICENSE APPLICATION

Estimated number of

Participants:	Floats:	Vehicles:	Bands:	Wheelchairs:	Horses:	Other:

Number of volunteers available for traffic control: _____

* *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 _____

Does sponsor provide barricades?: Yes _____ No _____

Are barricades required from City?: Yes _____ No _____ Qty _____

Cover Letter: A cover letter describing the details of the event must submitted with the activity application.

Route for Activity: A 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.

Notification to Residents: In the case of applications for new events and/or new routes, the sponsor of said new event and/or route 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. *Notification forms are available from the Clerk's office.* 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.

Billed for Services: The undersigned understands the sponsor shall be billed for police and/or public works services rendered.

Signature of Applicant

Date of Application

Please attach the following to your application:

- Certificate of Insurance Route Map & Description Cover Letter

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 and additional documents to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201 or CityClerkMail@rigov.org
(309) 732-2010