

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: RIBCO - Revised Outdoor Plaza Events
Date: July 17, 2012



Attached is a letter and two revised Plaza Activity/Event applications from RIBCO. They are requesting one (1) additional day as part of their annual outdoor Summer Concert Series for Friday, August 3, 2012 from 6:00 pm to 12:30 am on Saturday, August 4, 2012.

On Monday, February 20, 2012, Council approved all Plaza and District events. The original application did not include Friday, August 3, 2012.

RIBCO is also requesting a modification to their previously approved (summer concert series) event application for the date of Saturday, September 22, 2012, which will not be utilized. They are requesting permission to change the date of the event to Friday, September 7, 2012 and Saturday, September 8, 2012.

No other information has changed. The application fees have been paid and the certificate of insurance is forthcoming. The events will be held on Plaza Area/East and Stage Area/East. Food and alcohol will be sold. The certificate of insurance is forthcoming.

The purpose of these events is to generate attendance and bring awareness of The District to the community. RIBCO will contact the Police Department regarding security for these events.

Executive Director Catherine Rodgers-Ingles has reviewed and approved the modifications to the event applications.

RECOMMENDATION:

It is recommended that Council approve the modifications to the event applications for RIBCO, subject to complying with all Plaza and liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

July 16, 2012

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

OK - 7/16/12

Dear Aleisha,

RIBCO Inc. is respectfully applying for the use of the Great River Plaza for the date of Friday, August 3, 2012 and would like to exchange the dates of September 7 & 8 for September 22 (previously approved) which we will not be using.

RIBCO currently has the approved plaza permits for Saturday, August 4 but inadvertently left off Friday, August 3 as part of those effective dates.

The purpose of these events is to generate attendance and to bring awareness of The District to the community.

Attached is the amended plaza activity permit. I have contacted our insurance carrier and a certificate of insurance will follow. I will be in contact with Rock Island Police to discuss appropriate security measures.

Thank you.

Sincerely,

Terrence G. Tilka
President
RIBCO, Inc.
1815 Second Avenue
Rock Island, IL 61201
(309) 793-0085



CITY OF ROCK ISLAND
Great River Plaza

Handwritten notes: OK to add Aug 3rd - 7/14/12

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

Form section for applicant information including fields for Name, Home Address, City, State, Zip Code, E-mail, Telephone No., and Cell Phone No.

Form section for organization information including fields for Organization Name, E-mail, Address, City, State, Zip Code, and Area Code/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.

Handwritten note: AUG

3. CONTACT PERSON

NAME (FIRST, MIDDLE INITIAL, LAST) TERRY TILKA	HOME ADDRESS 3085 STILLWATER CT.	CITY BETT.	STATE IA	ZIP CODE 52722
E-MAIL TTILKA@PUBCO.COM	TELEPHONE NO.	CELL PHONE NO. 309-912-2553		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM) 2:00 PM	SET UP ENDS: (AM/PM) 5:00 PM
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CLEAN UP OF EVENT: (MONTH/DAY/YR) NEXT MORNING	CLEAN UP BEGINS (AM/PM) 1:00 AM	CLEAN UP ENDS: (AM/PM) 4:00 AM
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DATE OF EVENT: (MONTH/DAY/YR) AUG 31, 18: 24 & 25 AUG 31^{SAT}, 2012	EVENT TIME: EVENT STARTS (AM/PM) GATES 6:00 PM.	EVENT TIME: EVENT ENDS (AM/PM) 12:30 AM.
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** Aug 31 - Sept 2 = RIGP weekend. OK OK*

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: SUMMER CONCERT SERIES

Number of Attendees expected: _____

B. LOCATION OF ACTIVITY / EVENT

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

* AUGUST 24-25 BEER FESTIVAL
 SET UP (TENTS) AUG 24 - SET UP DAY TIME...
 AUG 25 NOON - TIL 6:00 P.M. EVENT
 HOLIDAY

LOT F

AUG.

Purpose of Event / Activity: _____

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)

Lot F to be closed on Aug 24 @ 6am
and will re-open August @

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

barricades & "Lot Closed" signs
to prohibit vehicles from parking in lot

- 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 _____ Date _____

Organization Leader _____ Date _____

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

Application Fee Permit Fee

Approved by City Council

Approved by City Clerk

License No.

Application Fee Receipt No Permit Fee Receipt No.
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License Printed - Date License Delivered - Date
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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



CITY OF ROCK ISLAND
Great River Plaza

Handwritten notes: OK 1/24/12, OK to exchange dates to Sept 7+8 + release Sept 22, CR 7/14/12

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

Form section for applicant information including fields for Name, Home Address, City, State, Zip Code, E-mail, Telephone No., and Cell Phone No. with handwritten entries for Terrence G. Tiika.

Form section for organization information including fields for Organization Name, E-mail, Address, City, State, Zip Code, and Area Code/Telephone No. with handwritten entries for RIBCO, INC.

2. STATUS OF ORGANIZATION / ACTIVITY PERMIT FEES

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Handwritten signature: SCOTT

3. CONTACT PERSON

NAME (FIRST, MIDDLE INITIAL, LAST) <i>TERRY TIKA</i>	HOME ADDRESS <i>3085 STILLWATER CT.</i>	CITY <i>BETT</i>	STATE <i>IA</i>	ZIP CODE <i>52722</i>
E-MAIL <i>TTIKA@RIBCO.COM</i>	TELEPHONE NO.	CELL PHONE NO. <i>309-912-2553</i>		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
<i>SEPT. 15, 22, 29 2012</i>	<i>2:00 PM.</i>	<i>5:00 PM.</i>

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
<i>NEXT MORNING</i>	<i>1:00 AM IMMEDIATELY FOLLOWING</i>	<i>4:00 AM.</i>

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
<i>SEPT. 15, 22, 29. NEW 7-8, 2012</i>	<i>6:00 PM GATES</i>	<i>1:00 AM.</i>

A. TYPE OF ACTIVITY / EVENT

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 ART SHOW
 INFORMATION
 CIRCUS / CARNIVAL
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Name of Activity / Event: *SUMMER CONCERT SERIES*

Number of Attendees expected: _____

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Purpose of Event / Activity: _____

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

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