

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Outdoor Private Plaza Event - SK Model Management  
**Date:** August 6, 2012



---

Attached is a Plaza Activity/Event application from Priscilla Bremer of SK Model Management at 1727 2<sup>nd</sup> Avenue requesting permission to hold a private wedding and reception on Saturday, September 15, 2012 from 6:00 pm to 1:00 am on Sunday September 16, 2012.

The wedding will be held outside under a tent in Arts Alley. The wedding reception and all related reception activities will be held inside SK Model Management and Shear Elements Salon. The tent will be placed adjacent to the entrance to SK Model Management and remain up during the reception to accommodate any guests wishing to step outside.

No streets are being closed for this event and access to any business or residence in Arts Alley will not be obstructed. It is noted that outdoor sound amplification will not be utilized.

All food will be catered in and there will be a host bar inside SK Model Management for serving alcoholic beverages (beer and wine). No alcohol will be permitted outside.

SK Model Management is also requesting that all fees (application and event) be waived due to this being a private event for family and friends. The certificate of insurance is forthcoming.

Executive Director Catherine Rodgers-Ingles has reviewed and approved the event application

**RECOMMENDATION:**

It is recommended that Council approve the private event and waive all fees for SK Model Management, subject to complying with all Plaza regulations.

**Submitted by:** Aleisha L. Patchin, City Clerk

---

**Approved by:** Thomas Thomas, City Manager

OK 7/25/12  
CP

July 25, 2012

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

Dear Aleisha,

Please see the attached event application for our private wedding and reception to be held on Saturday, September 15<sup>th</sup>, 2012 in Arts Alley.

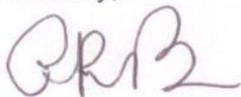
The wedding will be held outside, under a tent in Arts Alley. The reception will follow inside SK Models and Shear Elements Salon. We will not obstruct access to any business or residence in Arts Alley, nor will there be any outdoor sound amplification, food or beverages. The tent will be adjacent to the entrance to SK Models and will remain up during the reception to accommodate any guests wishing to step outside, however, all reception related activities will be held indoors.

I will be contacting our insurance carrier to request the appropriate liability and dram insurance and will forward prior to the event date. We will have a host bar (beer and wine) inside SK Models/Shear Elements Salon.

As this is a private event, we are asking that the application and event fee be waived.

Thank you for your consideration,

Sincerely,



Priscilla R. Bremer (bride) / Talent Director  
Aaron P. Byers (groom) / Proprietor  
SK Model Management  
1727 2<sup>nd</sup> Avenue  
Rock Island, IL 61201

OK  
D.P.

August 3, 2012

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

To Whom it may concern,

Please see the attached event application for our private wedding and reception to be held on September 15, 2012 in Arts Alley.

The reception will follow directly after the ceremony. We do not wish to have an open bar but to have celebratory wine for our age appropriate guests. We will have an individual in charge of distribution and no underage drinking will be permitted. Both myself (bride) and Aaron (groom) do not participate in the consumption of alcohol so we will also be responsible for all age appropriate consumption. As this is a very intimate ceremony we do not expect more than 60 people. All proper DRAM insurance will be purchased and will forward prior to the event date.

I appreciate your time and consideration.

Sincerely,



Priscilla R Bremer (bride)  
Aaron P Byers (groom)  
SK Model Management  
1727 2<sup>nd</sup> Ave  
Rock Island, IL 61201



**CITY OF ROCK ISLAND**  
Great River Plaza

*OK - 7/25/2012*

**ACTIVITY / EVENT PERMIT**

**1. APPLICANT INFORMATION**

NAME ( FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Priscilla R Bremer	2535 20th ave	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
sk.modelspp@gmail.com	309-721-9165			

ORGANIZATION NAME	E-MAIL		
SK Model Mgmt.	skmodelmgmt@gmail.com		
ADDRESS	CITY	STATE	ZIP CODE
1727 2nd ave	Rock Island	IL	61201
AREA CODE/TELEPHONE NO.			
309-788-7710			

**2. STATUS OF ORGANIZATION / ACTIVITY PERMIT FEES**

*PRIVATE PARTY - WEDDING*

**Not For Profit Organization:** \$20.00 application fee per activity / event and \$35.00 permit fee per activity / event.

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> A. EDUCATIONAL | <input type="checkbox"/> B. FRATERNAL | <input type="checkbox"/> C. POLITICAL            |
| <input type="checkbox"/> D. CIVIC       | <input type="checkbox"/> E. RELIGIOUS | <input type="checkbox"/> 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) Priscilla R Bremer	HOME ADDRESS 2535 20th ave	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL sk.modelspb@gmail.com	TELEPHONE NO. 309-721-9165	CELL PHONE NO.		

### 4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
Sept. 15 2012	5:00a.m.	Sept. 15 2012 5:00pm

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
Sep. 16 2012	5:00am.	Sept. 16 2012 12:00pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
Sept. 15 2012	6:00pm.	1:00am.

#### A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: wedding reception

Number of Attendees expected: 100 max (probably only 70)

#### B. LOCATION OF ACTIVITY / EVENT

- PLAZA AREA / WEST  
 PLAZA AREA / EAST  
 STAGE AREA / EAST  
 ARTS ALLEY  
 (connecting to SK Models)  
 \*Renaissance Bldg.

Purpose of Event / Activity: Wedding and reception (private event)

**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 #      <sup>catered</sup>  CRAFTS #       BROCHURES #       OTHER       
*\* host bar served inside only*  
 STAGES #     

If food is being distributed or sold, the City Health Inspector must be contacted.

**D. STREET CLOSING REQUESTED** (also identify on attached map)

None

**E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY** (banners hung, extra trash barrels, barricades, etc.) None

- 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. *None*
- 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. *Host bar inside.*
- Alcoholic beverages cannot be sold/served in glass or cans on the plaza. All alcoholic beverages will be served in plastic cups. *\* will demarcate area under tent for guests wishing to step outside. w/b contained to*
- 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.

*tertred area only.  
|  
NO Alcohol permitted outside*

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.
-------------

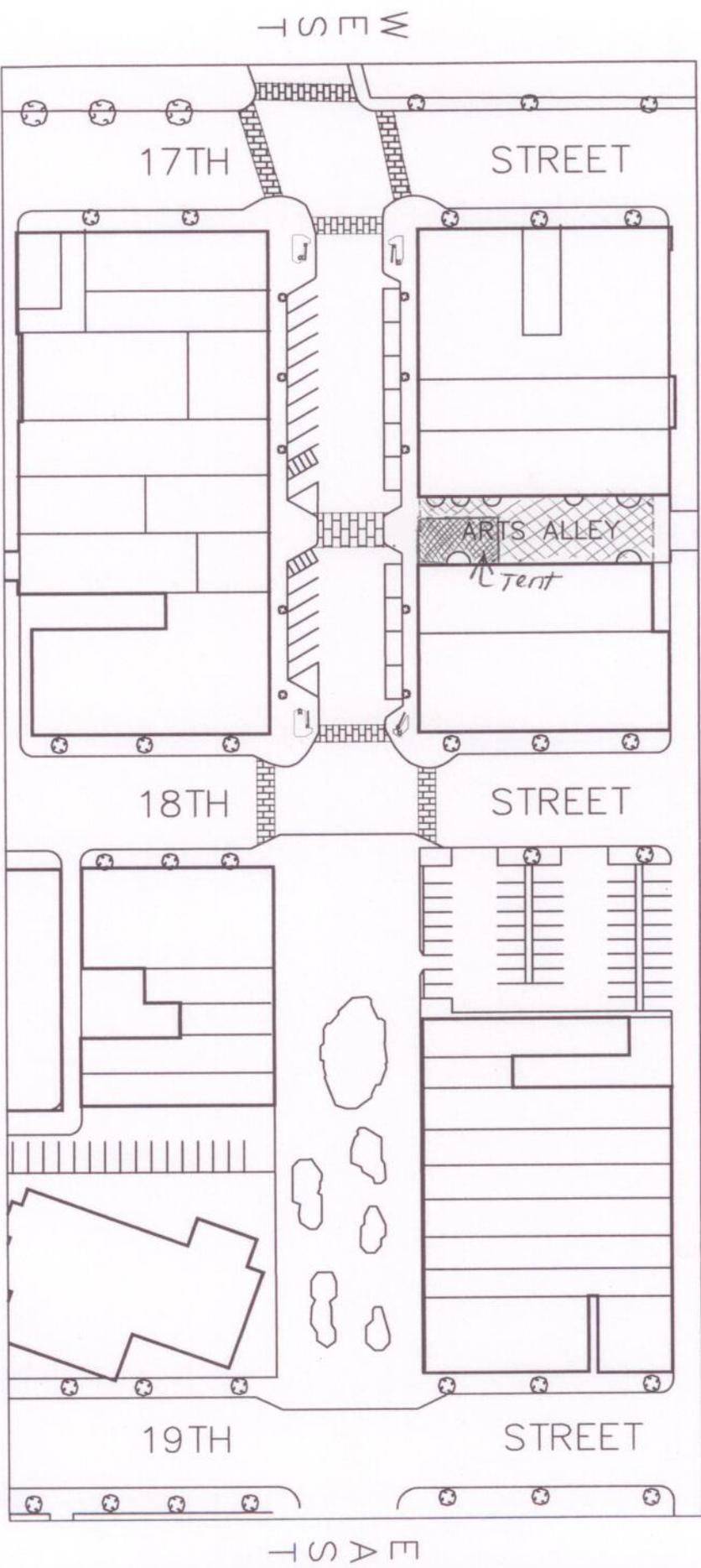
Application Fee Receipt No Permit Fee Receipt No.
--

License Printed - Date License Delivered - Date
--

**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:  
City Clerk's Office, 1528 3<sup>rd</sup> 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

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