

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: RIBCO - Outdoor Plaza Event
Date: April 26, 2013



Attached is a letter and a Plaza Activity/Event application from RIBCO requesting two (2) additional days as part of their annual outdoor Summer Concert Series for Friday, August 16, 2013 from 5:00 pm to 12:30 am and Saturday, August 17, 2013 from 5:00 pm to 12:30 am.

The event will be held on Plaza Area/East and Stage Area/East. Streets are not being closed for this event. Food and alcohol will be sold.

The purpose of this event is to generate attendance and bring awareness of The District to the community. RIBCO will contact the Police Department regarding security for the event. The application fee has been paid and the certificate of insurance is on file.

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

RECOMMENDATION:

It is recommended that Council approve the event application 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

AKP. 4/22/2013

April 22, 2013

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

Dear Aleisha,

RIBCO Inc. is respectfully requesting approval for the enclosed event permit application for August 16 & 17, 2013.

The purpose of this event is to generate attendance and to bring awareness of The District to the community.

This event will be consistent with the other outdoor concerts which have already been approved.

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

OK Gi 4/22/2013

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

RIBCO Summer Concert Series 2013

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Terrance Tilka	1815 2 nd Avenue	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
ttilka@ribco.com	309-912-2553			

ORGANIZATION NAME	E-MAIL			
RIBCO., Inc.	ttilka@ribco.com			
ADDRESS	CITY	STATE	ZIP CODE	
1815 2 nd Avenue	Rock Island	IL	61201	
AREA CODE/TELEPHONE NO.				
309-793-1999 (club)				

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) Terry Tilka	HOME ADDRESS	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL ttilka@ribco.com	TELEPHONE NO. 309-793-1999 club / 793-0085 office	CELL PHONE NO. 309-912-2553		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
08/16/2013	2pm	5:00PM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
08/18/2013	3:00am	Noon

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
08/16/2013 / 08/17/2013	5:00PM	1:00 am 8/18/2013

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: **600 persons (weather permitting)**

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: *To increase awareness of and to encourage patronage of The Downtown Rock Island Arts & Entertainment District.*

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 # 1

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.)

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 RIBCO, INC. Date 4-22-2013

Organization Leader [Signature] Date 4-22-2013

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

Application Fee Permit Fee <u>00</u> <u>A13/323-35.</u>

Approved by City Council

Approved by City Clerk

License No.

Application Fee Receipt No. Permit Fee Receipt No. <u>App-48759</u>

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**