

**Memorandum
Office of the City Clerk**



To: Thomas Thomas, City Manager
Subject: College Hill District – Retro Rally Event Requests
Date: May 13, 2013

Attached is a letter from Annette Zapolis of Cool Beanz Coffeehouse on behalf of the College Hill District Organization requesting permission for their Retro Rally summer event to be held on Saturday, June 29th from 2:00 pm to 10:00 pm. They are requesting that vendors be allowed to use the City right-of-way along 30th Street and 14th Avenue for this event. It is noted that walkway access will be available for pedestrians.

The College Hill District Organization is requesting permission to hang decorations (black and white checkered flags) and banners from signs and street posts throughout the College Hill District area to advertise the event. They would like to hang the decorations within 10 days prior to the event.

Also attached are two requests for alley closings and maps. They are requesting that the alley parallel to 30th Street between 30th and 31st Street behind Cool Beanz, General Dentistry etc... be closed for the event and the alley next to Bike and Hike between 39th and 40th Streets, 50 feet on either side of 14th Avenue be closed for the event. The signatures from the neighbors and businesses that may be affected by these alley closings are attached.

The College Hill District Organization's final request is for utilization of funds in an amount not to exceed \$450.00 from the College Hill District Fund for signs for event parking and for police officers to be present for traffic control.

The certificate of insurance is attached.

RECOMMENDATION:

It is recommended that Council approve the event and the requests for vendors to use the City's right-of-way along 30th Street and 14th Avenue, hanging decorations and banners on the signs and street posts, alley closing paralleling 30th Street between 30th Street and 31st Street and the alley next to Bike and Hike between 39th and 40th Streets and utilizing funds from the College Hill District Fund in an amount not to exceed \$450.00, subject to College Hill District contacting the Police Department for traffic control and removing the decorations, banners and signage by July 2nd.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

Rock Island City Council Members,

College Hill Organization is requesting approval from the city of Rock Island for our Retro Rally summer event, happening Saturday June 29th 2013 from 2pm-10pm. From 2-6pm the organization will host arts and crafts vendors in a sidewalk sale. At 5pm a "show and shine" of vintage vehicles will be held at the Augustana Lot R, across from Kavanaughs and at Bike and Hike. After 7pm, College Hill bars and restaurants will host bands and offer specials for a "Bar Hop".

The organization is requesting permission from the city for the vendors to use the right of way along 30th st and 14th avenue. The organization will be organizing the vendor's locations ahead of time, and will place the vendors in front of businesses with ample space and that are wishing to have a vendor present. Allowing space for visitors to walk along the right of way is a priority for the organization in this planning process.

CHDO is asking the city allow the ally paralleling 30th street (between 30th and 31st st), behind Cool Beanz, General Dentistry, Sunshines Dance et. ct to be closed during the event to allow for attendees to walk between the businesses as well as set up tables for vendors in the ally. We would ask that public works erect saw-horses or "road closed" signs to block the ally on from 12th-14th avenue from approximately 12pm-8pm Saturday, June 29th.

The organization would also like the request for the ally next to Bike and Hike, between 39th and 40th streets, to be closed approximately 50 feet in on either side of 14th avenue. Please see attached map for ally closing requests and signed permission petitions from affected neighbors and businesses.

CHDO would like permission to hang decorations (black and white checkered flags) and banners advertising the event from signs and posts throughout College Hill. These will be hung and taken down within 10 days of the event. The decorations will be maintained by the CHDO Promotions Committee.

CHDO would like request to use the previously allotted CHD funds, not to exceed \$450. The money would be spent on campaign style signs that have the CHD logo and "EVENT PARKING" printed on them. As Augustana and South Park Presbyterian have volunteered CHDO permission to use their lots for additional parking, we would like to direct visitors to these spots with proper signs. We have seen the need for these in previous events, and feel these can be re-used and would be good assets to the organization.

Another portion of the above requested funds would be used to pay police officers to be present at the expected busiest times of the events at the major intersections.

The organization will be paying for advertising, decorations, t-shirts, prizes, and event insurance from our organization funds, and look forward to partnering with the city to make this a great event! Thank you for your help and consideration.

Annette Zapolis
College Hill District Organization, Chairman



ROCK ISLAND ILLINOIS

CITY OF ROCK ISLAND PERMIT APPLICATION STREET CLOSING REQUEST

Contact Name: College Hill District Organization
Address: 1325 30th St Rock Island
Telephone: 708 473 2006

Alternate Name: Annette Zepols, chairman
Address:
Telephone:

Street area to be blocked off: (attach map if possible) 80th St - 31st St, Ally Parallel to 30th St
between 12 St/Ave and 14 St/Ave

Day(s) June 29 Date(s) Start Time 12 pm End Time 10 pm

TYPE OF EVENT - PURPOSE (Block Party, etc.) Retro Rally

Will AMPLIFIED sound be used? YES NO

If YES - a Sound Amplification Permit required. Application is available from City Clerk. Fee for Sound Amplification Permit is \$25/day. Sound Amplification after 6:00 P.M. and on Sundays requires approval of City Council.

Will FOOD be SOLD? YES NO X

If YES - the City Health Inspector will be notified by the City Clerk and will contact you.

If event is open to the public, a Certificate of Insurance naming the City of Rock Island as additional insured is required.

SIGNATURES of persons affected by the street closing MUST be submitted on attached petition indicating their approval or disapproval of the street closing. (If using Sound Amplification, neighbors' approval must also be obtained and can be done on same form.)

This request requires City Council approval and must be received by the City Clerk at least two weeks before the City Council Meeting prior to your event. The City Council meets each Monday of the month excluding the last Monday of each month and holidays. In July and August, the City Council meets on the second and fourth Mondays of the month.

If approved, barricades will be delivered the Friday prior to your weekend event. If event is during the week, barricades will be delivered one working day prior to the event date. You will be responsible for setting up and taking down the barricades, and returning them to the corners where they were delivered so they may be picked up on the Monday following the weekend event/day following week day event.

Signature of Applicant [Handwritten Signature]

Date of Application

Do not write below line - to be completed by City Clerk's Office

APPROVALS

Table with 4 columns: Public Works, Police, City Council, Insurance

City Clerk approval: Date:

Return completed application and additional documents to: City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201 309-732-2010

CITY OF ROCK ISLAND
STREET CLOSING
NEIGHBORHOOD APPROVAL PETITION

We, the undersigned, approve of the requested street closing for the Alley parallel to 30th St St/Ave
between 12 St/Ave and 14 St/Ave
from 12 pm to 10 pm on June 29 2013
Start Time End Time Day(s) / Date(s)

We understand that a Ally closing for Retro Rally is to be held on the aforementioned date. We have also been notified of any SOUND AMPLIFICATION in conjunction with this event.

NAME	ADDRESS	APPROVE STREET CLOSING	APPROVE SOUND AMPLIFICATION
Annette Zapatis			
Cool Beans Coffeehouse	1325 30 th St	yes	yes
LINDA HEBER FAMILY DEVELOPMENT	1311 - 30 ST	yes	yes
Jan Diather Hilltop Head Shop	1309 30 th St.	yes	yes
Denise Woolison Sunshine Performing Arts	1303 30 th St.	yes	yes
Jan Johnson 1838-52nd St	1301-30 th St ONE HAIR PLACE	yes	yes
Rich Winer Against the Grain	1340 31 st street	yes	yes
resident - Joyce Hendriem	1232-31 ST	yes	yes
resident - Bernard Klaur	3009 14 th Ave; 1319 30 th St.	yes	yes
resident - Brennan Pasvogel	1323 1/2 30 th	yes	yes
resident - Craig Harper	3007 1/2 14 th Ave	yes	yes
resident - William Fox	1336 31 st ST	yes	yes
resident - Scott Riedmann	1218 31 st	Yes	Yes
resident - Jolene Holden	1212 31 st	yes	yes



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
PERMIT APPLICATION
STREET CLOSING REQUEST

Contact Name <u>Annette Zepol</u>	Alternate Name
Address <u>1325 30th St</u>	Address
Telephone <u>708 473 2006</u>	Telephone

Street area to be blocked off: (attach map if possible) _____ St/Ave
between _____ St/Ave and _____ St/Ave

Day(s)	Date(s) <u>June 29</u>	Start Time <u>12 PM</u>	End Time <u>10 PM</u>
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TYPE OF EVENT – PURPOSE (Block Party, etc.)
Retro Rally

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Signature of Applicant _____ Date of Application _____

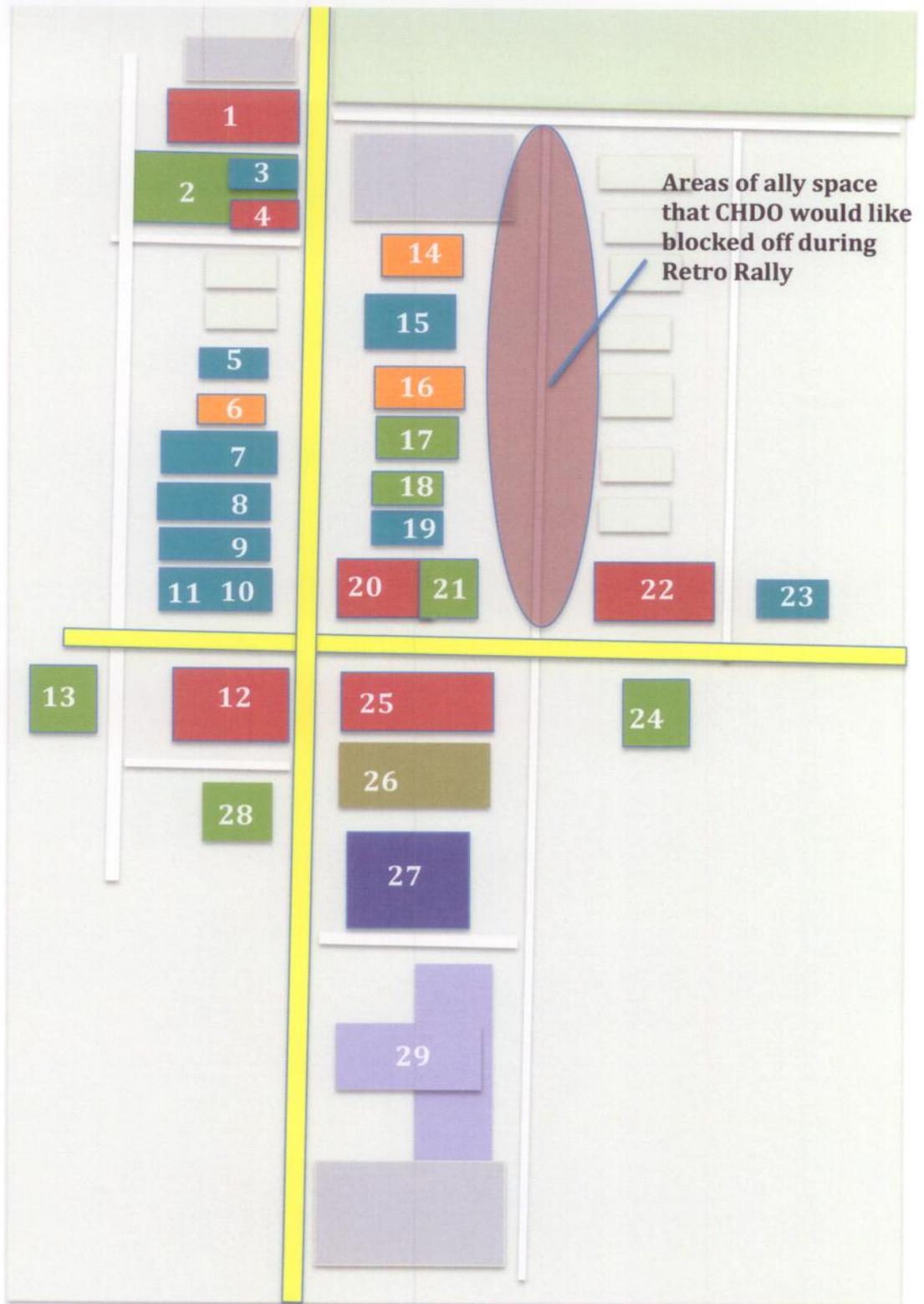
Do not write below line – to be completed by City Clerk's Office

APPROVALS

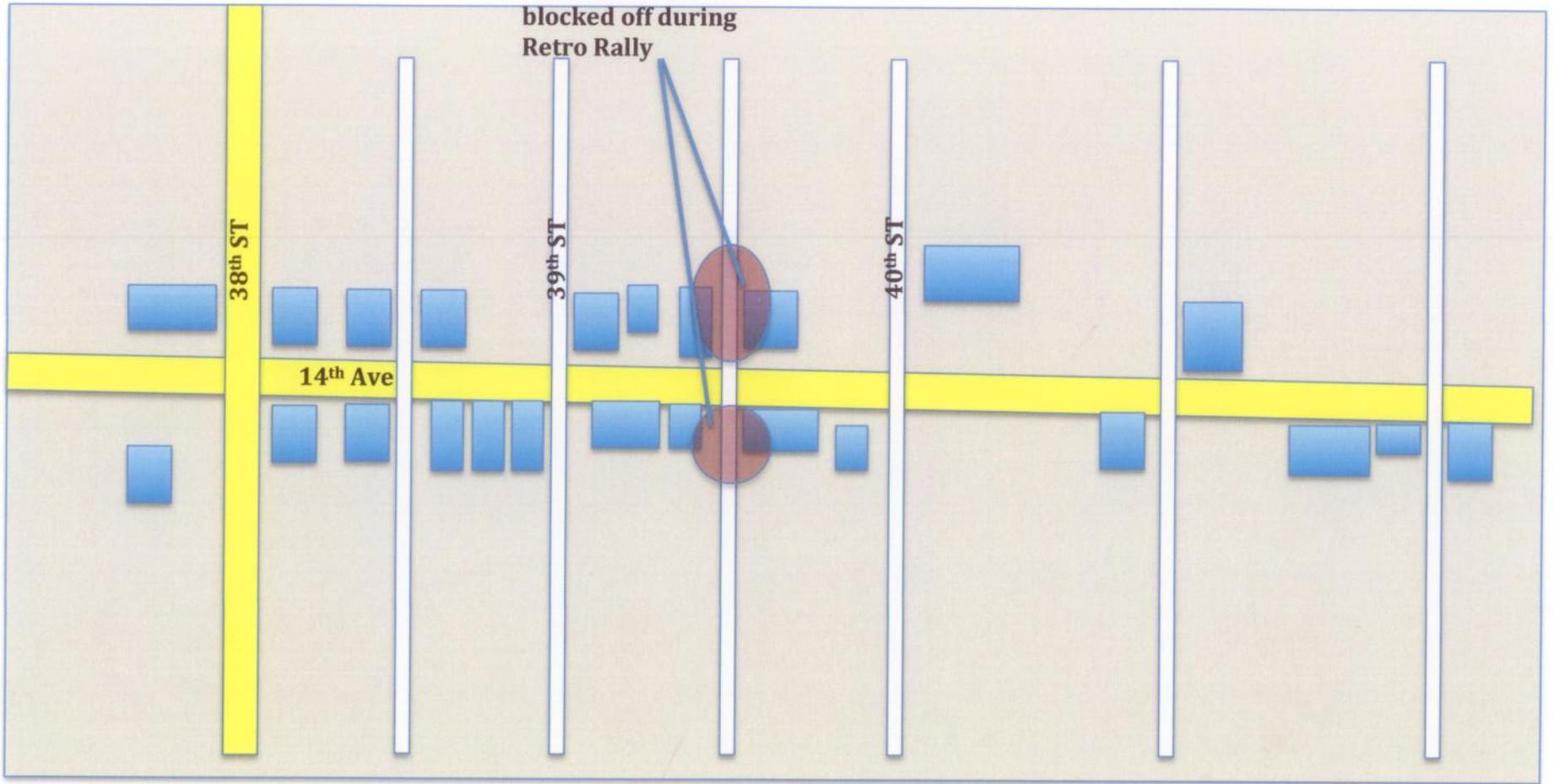
Public Works	Police	City Council	Insurance
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City Clerk approval: _____ Date: _____

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City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201
309-732-2010



Areas of ally space
that CHDO would like
blocked off during
Retro Rally





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tom Chappell Insurance Agency, Inc 1910 16th St Moline, IL 61265	CONTACT NAME: PHONE (A/C, No, Ext): 309-797-6222 FAX (A/C, No): 309-797-3672 E-MAIL ADDRESS: tom@tcia-ins.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED College Hill District Organization, Inc 1325 30TH ST ROCK ISLAND, IL 61201	INSURER A: NSI-West Bend	
	INSURER B: West Bend	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NSC1799063	10/22/2012	10/22/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Rock Island is an additional insured.

CERTIFICATE HOLDER**CANCELLATION**
 City of Rock Island
 1528 3rd Ave
 Rock Island, IL 61201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Thomas A. Chappell