

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Outdoor Plaza Event-Steve's Old Time Tap  
**Date:** June 21, 2013



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Attached is a Plaza Activity/Event Application for Steve's Old Time Tap requesting to host the second CCKMA Car & Bike Show to be held on Sunday, August 11, 2013 from noon to 7:00 pm.

Steve's Old Time Tap is also requesting that 17<sup>th</sup> Street between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue, the parking lot adjacent to Steve's Old Time Tap and the Stern Center and 3<sup>rd</sup> Avenue between 17<sup>th</sup> Street and 18<sup>th</sup> Street be closed for this event. All food that will be purchased, will be prepared inside Steve's Old Time Tap. In addition, beverages will be sold inside the establishment and there will be one remote location outside.

Proceeds from this event will go directly to the CCKMA Quad City chapter charity (non-profit) organization to support ovarian cancer research.

The purpose of the event is to raise awareness and funding for cancer research using automobiles and motorcycles to reach an audience most events of this nature do not target.

Executive Director Catherine Rodgers-Ingles has reviewed and approved the event application. The certificate of insurance is forthcoming.

**RECOMMENDATION:**

It is recommended that Council approve the event for Steve's Old Time Tap subject to complying with all liquor license regulations.

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

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

June 17, 2013

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

Dear Aleisha,

On Sunday, August 11, Steve's Old Time Tap would like to host the second CCKMA Car & Bike Show on 17<sup>th</sup> Street between 2<sup>nd</sup> & 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Avenue between 17<sup>th</sup> Street & 18<sup>th</sup> Street..

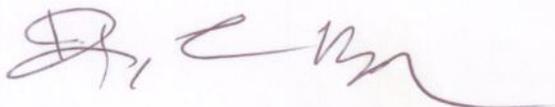
The event will feature approximately 70 automobile and motorcycle enthusiasts and proceeds will go directly to support ovarian cancer research to the CCKMA Quad City chapter charity organization. All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. No food will be sold outside. Beverages will be sold from inside Steve's Old Time Tap, and one remote outdoor location.

The purpose of this event is to raise awareness and funding for cancer research using automobiles and motorcycles to reach an audience most events of this nature do not target.

Attached is the completed plaza activity permit. I have contacted our insurance carrier and a certificate of insurance will follow.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Rusk', with a long horizontal flourish extending to the right.

Jeff Rusk

*Feb 6/20/13*

**ACTIVITY / EVENT PERMIT**

**CCKMA 2013 FUNDRAISER**

**1. APPLICANT INFORMATION**

NAME ( FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 <sup>th</sup> Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	788-4302	314-4716		

ORGANIZATION NAME	E-MAIL			
Steve's Old Time Tap				
ADDRESS	CITY	STATE	ZIP CODE	
223 17 <sup>th</sup> Street	Rock Island	IL	61201	
AREA CODE/TELEPHONE NO.				
309-786-4543				

**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.

- |   |                                       |  |
|---|---------------------------------------|--|
| <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) Jeffrey L. Rusk	HOME ADDRESS 2210 38 <sup>th</sup> Street	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL	TELEPHONE NO. 788-4302	CELL PHONE NO. 314-4716		

**4. ACTIVITY / EVENT DETAILS**

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS ( AM/PM )	SET UP ENDS: (AM/PM)
August 11, 2013	7:00 am	12:00 pm

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS ( AM/PM )	CLEAN UP ENDS: (AM/PM)
August 11, 2013	7:00 pm	11:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS ( AM/PM )	EVENT TIME: EVENT ENDS (AM/PM)
August 11, 2013	12:00 Noon	7:00 pm

**A. TYPE OF ACTIVITY / EVENT**

- CONCERT  
  OTHER MUSIC  
  CRAFTS  
  ART SHOW  
  INFORMATION  
 CIRCUS / CARNIVAL  
  ANIMAL SHOW  
  PUBLIC SPEAKERS  
  OTHER Car & motorcycle show.

Name of Activity / Event: Cancer Can Kiss My A\*\* 2013 Fundraiser

Number of Attendees expected: 400

**B. LOCATION OF ACTIVITY / EVENT**

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

Purpose of Event / Activity: To bring business to The District and support the American Cancer Society fight against cancer.

**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 # 1    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)

17<sup>th</sup> Street between 2<sup>nd</sup> Avenue and 3<sup>rd</sup>. Avenue, the parking lot adjacent to Steve's Old Time Tap and Stern Center. 3<sup>rd</sup> Avenue between 17<sup>th</sup> Street and 18<sup>th</sup> Street.

**E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY ( *10 trash barrels, barricades (for street closure), Road Closed/ Road Closed Ahead barricades. 1 (one) quad box attached to the light pole directly outside of Steve's Old Time Tap (17<sup>th</sup> Street). 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 Jeffrey L Rusk Date 6-21-13

Organization Leader Jeffrey L Rusk Date 6-21-13

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

Application Fee Permit Fee
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Approved by City Council
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Approved by City Clerk
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License No.
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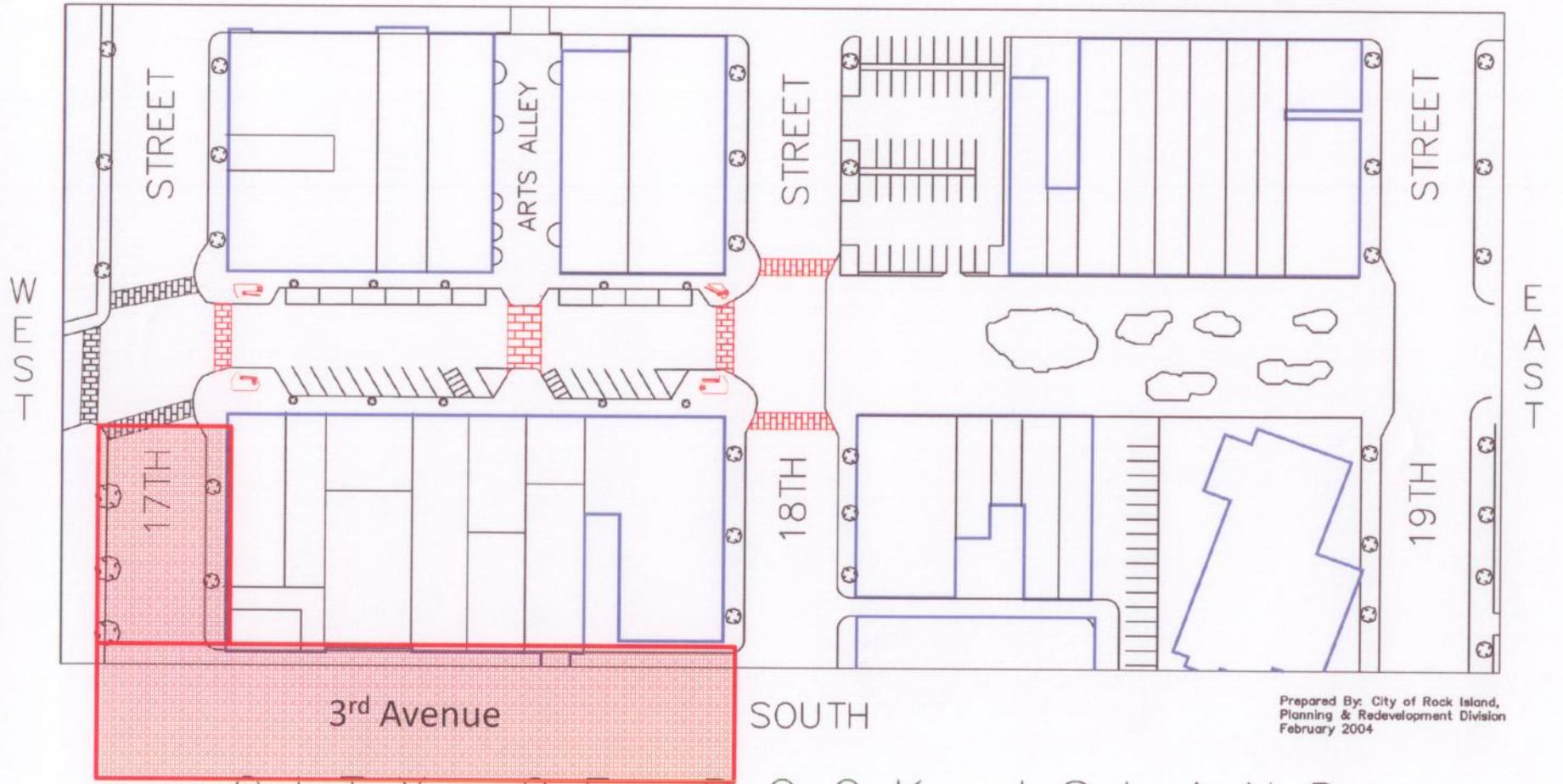
Application Fee Receipt No Permit Fee Receipt No.
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License Printed - Date License Delivered - Date
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Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:  
City Clerk's Office, 1528 3<sup>rd</sup> Avenue, Rock Island, IL. 61201 (309) 732-2010

G R E A T R I V E R P  
N O R T H

**CCKMA Fundraiser**  
August 11, 2013  
12:00 PM – 7:00PM



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