

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Outdoor Plaza Event – Steve’s Old Time Tap
Date: July 15, 2013



Attached is a Plaza Activity/Event application for Steve’s Old Time Tap in conjunction with the St. Patrick’s Society of the Quad Cities requesting to host an Irish Family Festival on Saturday, August 17, 2013 from noon to 10:00 pm.

Steve’s Old Time Tap is also requesting that 17th Street between 2nd and 3rd Avenue be closed for this event along with the parking lot adjacent to Steve’s Old Time Tap and the Stern Center. Food and alcohol will be sold at this event. It is noted that two (2) beer wagons will be located outside.

Steve’s Old Time Tap will check I.D.’s and wristbands will be utilized. Amplified sound will be provided by several Irish bands.

Steve’s Old Time Tap will work with the Police Department to ensure adequate security for this event. The certificate of insurance is forthcoming.

The purpose of the event is to celebrate Irish culture and generate funding for the St. Patrick’s Day Grand Parade that is held annually in March.

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

RECOMMENDATION:

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

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

June 28, 2013

OK
C

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

Dear Aleisha,

On Saturday, August 17th, 2013, Steve's Old Time Tap would like to host an Irish Family Festival, to be held in conjunction with the St. Patrick Society of the Quad Cities.

The event will be located on 17th Street, between 2nd Avenue and 3rd Avenue. We will also utilize the parking lot adjacent to Steve's Old Time Tap and the Stern Center.

All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. Two beer wagons will be located outdoors. Persons wishing to purchase alcohol will be required to have a wristband once proof of legal age has been verified. Irish bands will perform during the event.

We will work with the Rock Island Police Department to ensure adequate security for the event.

The purpose of this event is to celebrate Irish culture and generate funding for the Grand Parade which is held in March every year.

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

Thank you.

Sincerely,



Jeff Rusk
Proprietor

*OK
Lori*

ACTIVITY / EVENT PERMIT

Irish Family Festival 2013

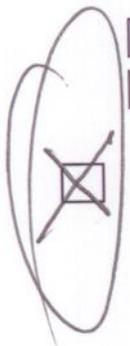
1. APPLICANT INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 th 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 th 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.



- 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) Jeffrey L. Rusk	HOME ADDRESS 2210 38 th 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 17, 2013	5:00 am	11:00 am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
August 17, 2013	10:00 pm	11:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
August 17, 2013	12:00 Noon	10:00 pm

A. TYPE OF ACTIVITY / EVENT

- CONCERT
 OTHER MUSIC
 CRAFTS
 ART SHOW
 INFORMATION
 CIRCUS / CARNIVAL
 ANIMAL SHOW
 PUBLIC SPEAKERS
 OTHER *Irish Family Festival*

Name of Activity / Event: St. Patrick's Irish Family Festival

Number of Attendees expected: 450

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To bring business to The District and support the Grand Parade and St. Patrick's Society of the Quad Cities.

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 # 2 FOOD # INSIDE 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)

17th Street between 2nd Avenue and 3rd. Avenue and adjacent parking lot

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

Extra trash barrels, barricades (for street closure), 3 electrical boxes attached to poles. 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 *[Signature]* Date 7-11-13
Organization Leader *[Signature]* Date 7-11-13

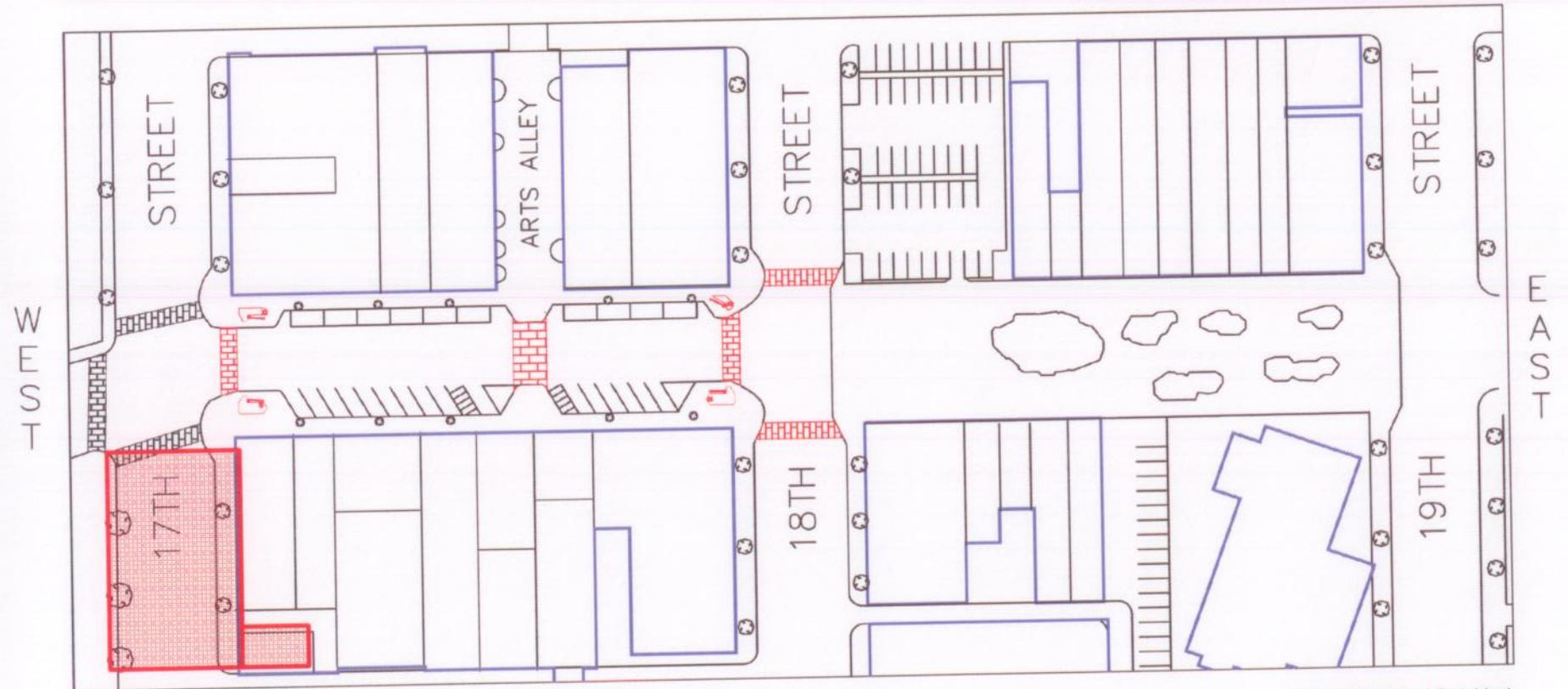
DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

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 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010

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

Irish Family Fest
August 17, 2013
12:00 Noon – 10:00PM



SOUTH

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

Prepared By: City of Rock Island,
Planning & Redevelopment Division
February 2004