

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Daiquiri Factory – Revised Outdoor Plaza Event  
**Date:** July 15, 2013



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Attached is a letter and copy of a Plaza event application from Kyle Peters of the Daiquiri Factory. Mr. Peters is requesting a modification to the Daiquiri Factory's previously approved Plaza event application for their 9<sup>th</sup> Annual Labor Day Ride.

Mr. Peters is requesting permission to change the date of the event from Saturday, August 31 to Sunday, August 25, 2013.

No other information for this event has changed. The certificate of insurance is forthcoming.

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

**RECOMMENDATION:**

It is recommended that Council approve the modification for the Daiquiri Factory's event application, subject to complying with all Plaza and liquor license regulations.

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

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

OK/ai

July 9, 2013

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

Dear Aleisha,

Attached is the revised event permit application for Daiquiri Factory's 9<sup>th</sup> Annual Labor Day Ride, which was previously approved by Council.

We are requesting a change to the date from Saturday, August 31, to Sunday, August 25, 2013 in order to combine our efforts with QC Ride for the Cure, thereby increasing the monetary donations for both charities.

Attached is the competed REVISED plaza activity permit. Please contact me if you have any questions or require additional information.

Sincerely,



Kyle Peters  
The Daiquiri Factory  
1809 Second Avenue  
Rock Island, IL 61201  
(309) 283-1809



ACTIVITY / EVENT PERMIT

REVISED - DATE CHANGE

1. APPLICANT INFORMATION 9<sup>th</sup> ANNUAL LABOR DAY RIDE

NAME ( FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Terri Freeze	304 N. College	Geneseo	IL	61254
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
<a href="mailto:tlafreeze@geneseo.net">tlafreeze@geneseo.net</a>	309-944-5531			

ORGANIZATION NAME	E-MAIL		
Daiquiri Factory	Kyle@daiquirifactory.com		
ADDRESS	CITY	STATE	ZIP CODE
1809 Second Avenue	Rock Island	IL	61201
AREA CODE/TELEPHONE NO.			
309-283-1809			

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.

WAIVED BY  
City Council on  
2-18-2013



### 3. CONTACT PERSON

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Kyle Peters or Terri Freeze	5516 30 <sup>th</sup> Avenue	Moline	IL	61265
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
Kyle@daiquirifactory.com				

### 4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS ( AM/PM )	SET UP ENDS: (AM/PM)
August 25, 2013	6:00 am Sunday	11:00 am Sunday

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS ( AM/PM )	CLEAN UP ENDS: (AM/PM)
August 25, 2013	9:00 pm Sunday	11:00 pm Sunday

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS ( AM/PM )	EVENT TIME: EVENT ENDS (AM/PM)
August 25, 2013	11:00 am Sunday	9:00 pm Sunday

#### A. TYPE OF ACTIVITY / EVENT

- CONCERT  
  OTHER MUSIC  
  CRAFTS  
  ART SHOW  
  INFORMATION  
 CIRCUS / CARNIVAL  
  ANIMAL SHOW  
  PUBLIC SPEAKERS  
 OTHER \_\_\_\_\_

Name of Activity / Event: 9<sup>th</sup> Annual Labor Day Ride

Number of Attendees expected: 100

#### B. LOCATION OF ACTIVITY / EVENT

*Parking Lot F*

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

Purpose of Event / Activity: Fundraiser for American Cancer Society

**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 # \_\_\_

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

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

Parking Lot F

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

*8 Trash Barrels, 4 Barricades and 2 "Lot Closed" barricades (to close lot F)*

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 Driquiri Factory Date 7-9-13

Organization Leader [Signature] Date 7-9-13

**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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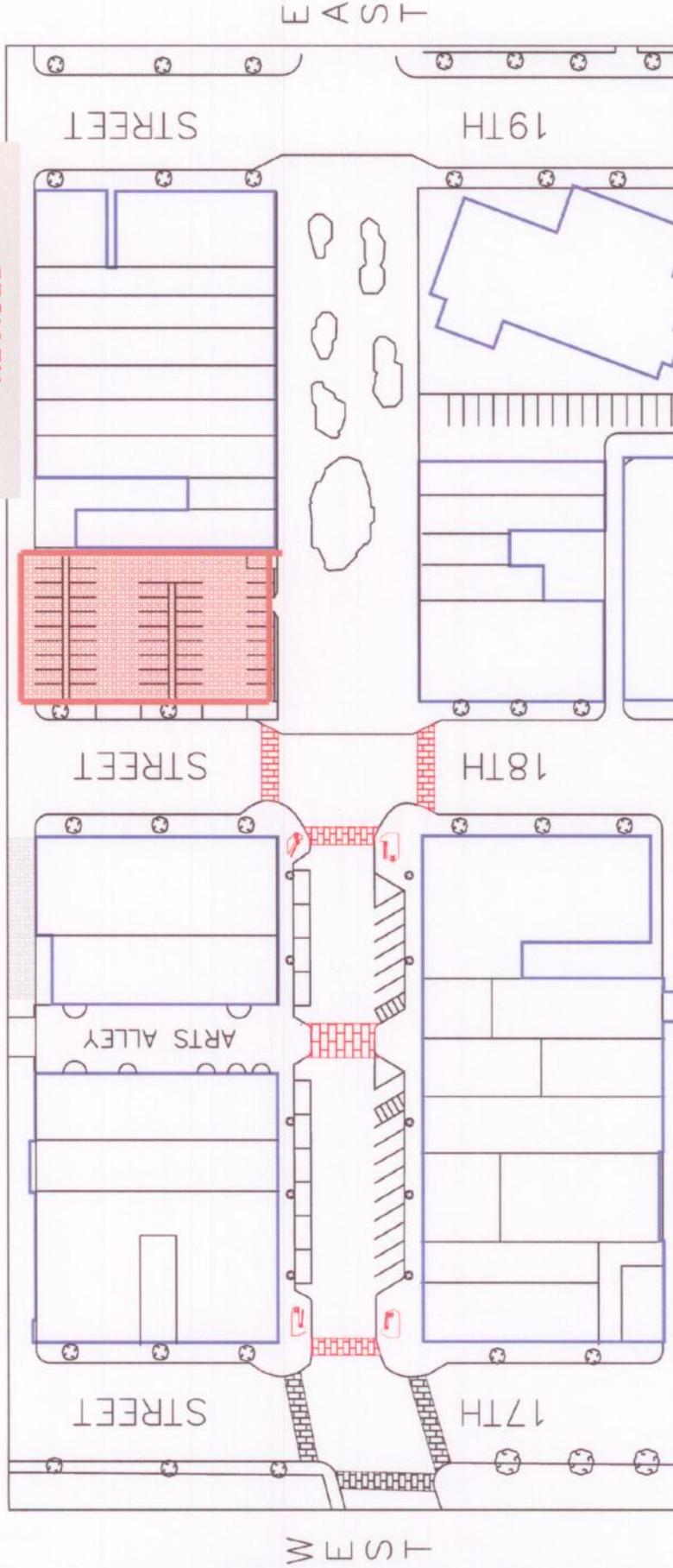
**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:  
City Clerk's Office, 1528 3<sup>rd</sup> Avenue, Rock Island, IL. 61201 (309) 732-2010**

1<sup>st</sup> Avenue

G R E A T R I V E R P

NORTH

**Daiquiri Factory**  
**"Labor Day Ride"**  
August 25, 2013  
11:00AM – 9:00PM  
**REVISED**



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