

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Labor Day Parade
Date: August 5, 2013



Attached is the application for the 29th annual Labor Day Parade to be held on Monday, September 2, 2013 from 9:30 am to noon. The Labor Day Parade is covered under City insurance. The theme for this year is "Celebrating You."

The parade starts at 33rd Street and marches west along 18th Avenue. At 24th Street, the parade turns left and continues south to 25th Avenue. The parade then turns right, travels west across 17th Street and disbands into the Rock Island High School parking lots.

This event will be coordinated with Public Works/Streets and the Police Department.

RECOMMENDATION:

It is recommended that Council approve the event.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
LICENSE APPLICATION
ACTIVITY PERMIT

Type of Activity: (Check Appropriate Activity)

Parade <input checked="" type="checkbox"/>	Run	Walk	March	Bicycle Ride	Other (specify below)
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Day/Date of Activity: Monday, September 2, 2013

Event Start Time: 9:30 a.m. Event Ending Time: Noon

Set-up Start Time: 7:30 a.m. Clean-up End Time: 12:30 a.m.

City of Rock Island
Sponsor Name/Organization
1528 Third Avenue
Address
W-732.2923
Telephone

Mary Chappell - CED
Contact Person
Rock Island, IL 61201
Address
C-269.7944 / H-786.5251
Telephone

Estimated number of: (Put Number in Appropriate Boxes)

Bands	Floats	Vehicles	Wheelchairs	Participants	Horses	Other (Specify)
9	10	100+-		2,000+-	5+-	Walkers

Number of volunteers available for traffic control: 0
(Contact Police Department to arrange for traffic control. Telephone No. 732-2402.)

Tail car provided by sponsor? Yes No Police Support

Ambulance/first aid provided by sponsor? Yes No Fire Dept.

Route for activity: Detailed description and map of city streets and property involved in activity must be attached to this application. Starting and ending locations as well as direction of travel need to be clearly indicated. If State-owned streets are included in route, Department of Transportation permission will be required for closing of streets. Please allow additional time (at least one month to six weeks) for this to be completed.

Are any State-owned streets involved? Yes No Unknown

Identify State-owned streets, if known. _____

Does sponsor provide barricades? Yes No

Coordinate with Public Works/streets Dept. and Police.

Are barricades required from City? Yes No Qty: 60+-

Insurance requirements: In submitting this application, the undersigned agrees to provide certification of Liability Insurance Coverage for this event in an amount not less than \$300,000.00 for any person, and \$500,000.00 for any one accident, with the City of Rock Island being listed as additional insured for claims or damages which may arise out of said event. The undersigned further agrees to reimburse the City of Rock Island for any and all costs that exceed \$200.00 for the use of City streets and personnel.

X *City Event - City Insurance or Coverage*

All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.

Mary M. Chappell
Signature of Applicant

8/5/13
Date of Application

Note: A copy of your application will be submitted to the Police Department so they will be able to assist you with any needed traffic control.

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

Route map and/or information included: Yes No

Insurance information included: Yes No

City Council approval: _____

City Clerk approval: _____

License / Permit number: _____

License Printed: _____

License Delivered: _____

**Return completed application,
Insurance Certificate, Map and any other additional documents to:**

City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201

Call 309-732-2010 if you have questions.

Rock Island Labor Day Parade Route



Audubon Elementary School

18th Avenue

Start at
33rd Street/
Washington
School

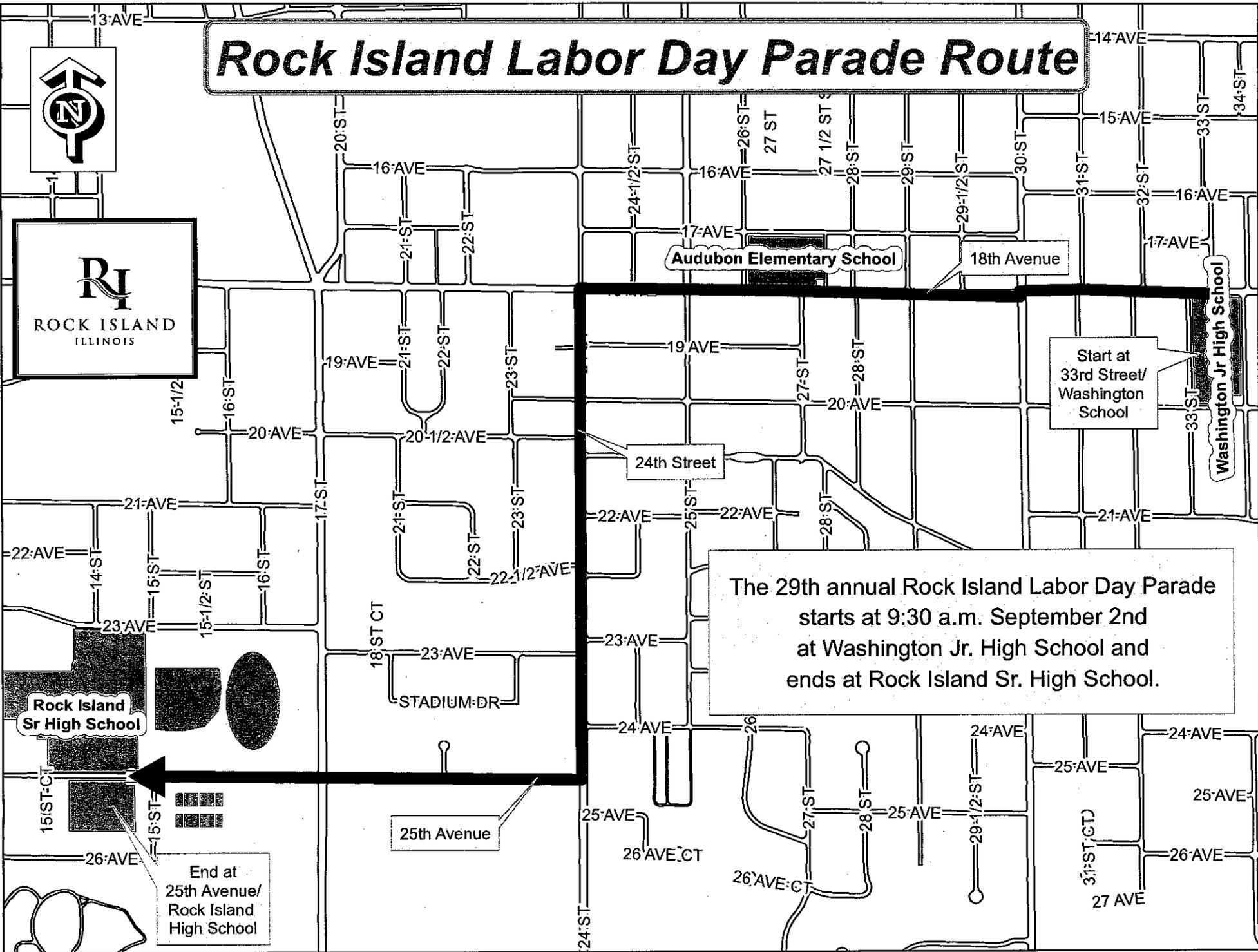
Washington Jr High School

The 29th annual Rock Island Labor Day Parade starts at 9:30 a.m. September 2nd at Washington Jr. High School and ends at Rock Island Sr. High School.

Rock Island Sr High School

End at
25th Avenue/
Rock Island
High School

25th Avenue



29th Annual



ROCK ISLAND LABOR DAY PARADE



The City of Rock Island invites you to participate in the 29th Annual Old-fashioned Labor Day Parade scheduled for **Monday, September 2, 2013**. Build a float, enter your business vehicle, organization, school, church van or simply walk the parade route. All clowns, hula-dancers, neighborhood groups, families, schools, church and civic groups are welcome to join the fun!

This year's parade theme is **"Celebrating YOU!"** What in your life in Rock Island do YOU wish to celebrate in the Parade? YOUR incredible family? YOUR school, organization, or house of worship? YOUR decorated vehicle or bike? YOUR ability in music or athletics? YOUR unique business? YOUR neighbors? YOUR town? A YOU-turn in life? YOU have endless choices!

Note: Non-theme related entries are always welcome in the parade!

X **Parade Route:** The parade starts at 33rd Street and marches west along 18th Avenue. At 24th Street, the parade turns left and continues south to 25th Avenue, then turns right and disbands into the Rock Island High School parking lots.

Entry Fee: \$5 for a family or individual entry. (Check payable to City of Rock Island)
\$10 for a business or organization. (Check payable to City of Rock Island)

Parade Day Schedule:

8:30 a.m.	Participants check-in and line-up
9:30 a.m.	Parade begins
11:45 a.m.	Parade disbands into RIHS grounds

Please return this form with participation fee by **Monday, August 19, 2013** to:

PARADE - MARY CHAPPELL
City of Rock Island - CED
1528 3rd Avenue, Rock Island, IL 61201
Fax entry to: 309-732-2930

Questions? Call Mary at: 732-2923 or
Art Milton at 788-6157
e-mail: chappell.mary@rigov.org

CONTACT PERSON: _____ **PHONE:** _____

GROUP NAME: _____

MAILING ADDRESS: _____

e-mail: _____

DESCRIBE ENTRY (please provide info on number of vehicles, approximate length, etc...)

Any music with your entry? _____

Thank you!