

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Outdoor Plaza Event-Steve's Old Time Tap  
**Date:** August 16, 2013



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Attached is a Plaza Activity/Event Application from Steve's Old Time Tap requesting to hold an outdoor concert commemorating their 10<sup>th</sup> Anniversary on Friday, August 30, 2013 from 6:00 pm to midnight.

The event will be held in the Stern Center parking lot, which will be fenced. Streets are not being closed for this event. All food that is purchased will be prepared inside Steve's Old Time Tap. In addition, alcohol will be sold.

The purpose of the event is to celebrate Steve's Old Time Tap being in business for 10 years with their loyal patrons.

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

**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

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

*OK - provided area is fenced to contain alcohol -  
JR - 8/15/13*

August 15, 2013

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

Dear Aleisha,

On Friday, August 30<sup>th</sup>, Steve's Old Time Tap would like to hold an outdoor concert commemorating it's 10<sup>th</sup> Anniversary.

The event will be held in the Stern Center parking lot and will be fenced to control alcoholic beverages from leaving the licensed event area. All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. All beverages will also be sold from inside Steve's Old Time Tap.

The purpose of this event is to celebrate 10 years in business with our loyal patrons.

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

Thank you.

Sincerely,



Jeff Rusk

*OK - Area must be fenced to contain alcohol -  
Ri 8/15/2013*

**ACTIVITY / EVENT PERMIT**

**1. APPLICANT INFORMATION**

NAME ( FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 <sup>th</sup> ST	RI	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309 788 4302	309 314 4716		

ORGANIZATION NAME	E-MAIL		
Steve's Old Time Tap			
ADDRESS	CITY	STATE	ZIP CODE
223 17 <sup>th</sup> ST	RI	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)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 <sup>TH</sup> ST	RT	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309 788 4302	309 314 4216		

### 4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS ( AM/PM )	SET UP ENDS: (AM/PM)
8-30-13	5pm	6pm

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS ( AM/PM )	CLEAN UP ENDS: (AM/PM)
8-31-13 <del>8-30-13</del>	midnight	1am

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS ( AM/PM )	EVENT TIME: EVENT ENDS (AM/PM)
8-30-13	6pm -	midnight

#### A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Steve's 10 year Anniversary

Number of Attendees expected: 65

#### B. LOCATION OF ACTIVITY / EVENT

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

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 *J.R. Rusk* Date 8-13-13  
*(Jeffrey L. Rusk)*  
Organization Leader *J.H. Rusk* Date 8-13-13

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

Application Fee Permit Fee <i>1132856-3560</i>
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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. <i>APP = 77350</i>
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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**

Purpose of Event / Activity: STEVE'S old Time 10 year Anniversary

**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)

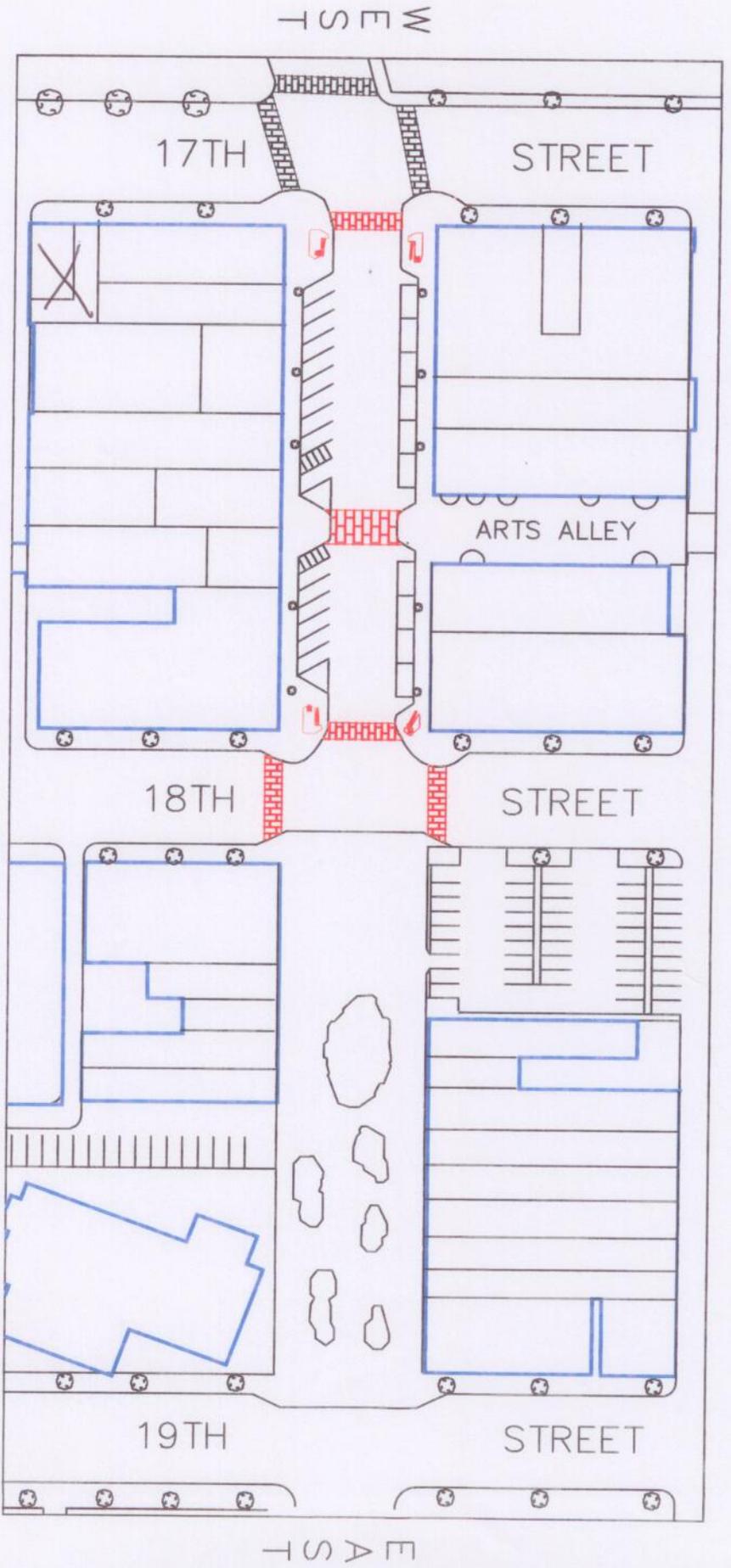
None

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

- 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.

G R E A T R I V E R P L A Z A

NORTH



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