

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** The District Plaza Event  
**Date:** April 7, 2014



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Attached is a Plaza Event application from The District requesting a two day interactive art festival event (Dirty Art - Good Clean Fun) in Downtown Rock Island on Saturday, May 24 and Sunday, May 25, 2014 from noon to 6:00 pm.

No streets will be closed for this event. However, The District is requesting permission for utilization of the public sidewalks at 18<sup>th</sup> Street and 2<sup>nd</sup> Avenue near The Shoppes on 2<sup>nd</sup>, 16 ½ Street and 2<sup>nd</sup> Avenue by MidCoast Gallery West and the Artery, 2<sup>nd</sup> Avenue by Arts Alley and Arts Alley. This area will be used for interactive work zones, retail sidewalk sales and dining. The District will not be selling alcohol for this event.

The District is also requesting a waiver of the \$20.00 application fee and the \$35.00 permit fee for this event due to the event being free to the community. This event will give the public an opportunity to be part of the artistic process. In addition, the event will be giving exposure to the restaurants, retail shops, services and the changing landscape of Downtown Rock Island. This is a family friendly event.

The purpose of this event is to generate awareness of the arts, local artists and the Downtown galleries and businesses. The certificate of insurance is forthcoming.

**RECOMMENDATION:**

It is recommended that Council approve the event for The District, the waiver of fees and the request for utilization of the sidewalks.

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

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



- Development Association of Rock Island
- Rock Island Economic Growth Corporation
- The Downtown Rock Island Arts & Entertainment District

OK  
3/31/14  
*[Handwritten signature]*

March 31, 2014

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

Dear Aleisha,

Attached please find the event permit application for 'Dirty Art – Good Clean Fun', a two day interactive art festival in downtown Rock Island. The dates are as follows:

Saturday, May 24, 2014 12pm – 6pm  
Sunday, May 25, 2014 12pm – 6pm

We are looking forward to presenting this special event that will draw numerous patrons to the downtown and The District. The purpose of this event is to generate awareness for the arts, local artists and downtown galleries and businesses. *Dirty Art* will give the public an opportunity to be part of the artistic process, get their hands dirty and be part of a collective creation. *Dirty Art* will also be giving exposure to the restaurants, retail shops and services and the changing landscape of downtown Rock Island.

We are not requesting any street closures, but respectfully ask permission to use the sidewalks and areas highlighted on the attached map, as interactive art work zones, retail sidewalk sales and dining. *Dirty Art* is an all ages, family friendly event and admission is free.

Because this event is free to the public, we respectfully request that any permit fees be waived. Attached are the competed plaza activity permits and map. I have contacted our insurance carrier and a certificate of insurance will follow.

Sincerely,

*[Handwritten signature]*  
Carl McClaskey  
Special Events Coordinator  
The District, Inc.  
100 19<sup>th</sup> Street Suite 109  
Rock Island, IL 61201  
309-788-6311



**CITY OF ROCK ISLAND**  
Great River Plaza

*OK 3/31/12*

**ACTIVITY / EVENT PERMIT**

**1. APPLICANT INFORMATION**

**“Dirty Art – Good Clean Fun”**

NAME ( FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Carl McClaskey	100 19 <sup>th</sup> Street #109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
<a href="mailto:carl@teamrockisland.com">carl@teamrockisland.com</a>	309-788-6311	309-752-3551		

ORGANIZATION NAME	E-MAIL			
The District, Inc.	<a href="mailto:carl@teamrockisland.com">carl@teamrockisland.com</a>			
ADDRESS	CITY	STATE	ZIP CODE	
100 19 <sup>th</sup> Street #109	Rock Island	IL	61201	
AREA CODE/TELEPHONE NO.				
309-788-6311				

**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 checked="" 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) Carl McClaskey	HOME ADDRESS 100 19 <sup>th</sup> Street #109	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL <a href="mailto:carl@teamrockisland.com">carl@teamrockisland.com</a>	TELEPHONE NO. 309-788-6311	CELL PHONE NO. 309-752-3551		

### 4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS ( AM/PM )	SET UP ENDS: (AM/PM)
05/24/2014 05/25/2014	8:00AM	11:30AM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS ( AM/PM )	CLEAN UP ENDS: (AM/PM)
05/24/2014 05/25/2014	6:00PM	8:00PM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS ( AM/PM )	EVENT TIME: EVENT ENDS (AM/PM)
05/24/2014 05/25/2014	12:00PM (Noon)	6:00PM

#### A. TYPE OF ACTIVITY / EVENT

- CONCERT  
  OTHER MUSIC  
  CRAFTS  
  ART SHOW  
  INFORMATION  
 CIRCUS / CARNIVAL  
  ANIMAL SHOW  
  PUBLIC SPEAKERS  
 OTHER Two Day Interactive Art Festival

Name of Activity / Event: **Dirty Art – Good Clean Fun**

Number of Attendees expected: **400+ persons**

#### B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: ***To increase awareness of and to encourage patronage of The Downtown Rock Island Arts & Entertainment District.***

**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 # \_\_\_ ***Local eating establishments will be encouraged to be open (café permits if applicable) for business and exposure, rather than outside vendors. Local retailers within the general festival area will be encouraged to have sidewalk sales (weather permitting) in front of their business.***

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

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

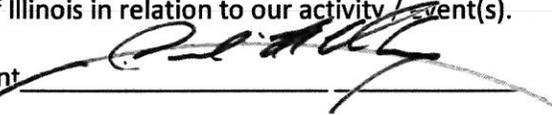
***\*\*\*No Street Closings, but public sidewalks, Arts Alley and vacant storefronts will be used.***

**E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY** (banners hung, extra trash barrels, barricades, etc ***30 yard dumpster (location TBD). 20 trash barrels.***

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  Date March 28, 2014  
Organization Leader \_\_\_\_\_ Date \_\_\_\_\_

**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**

***Dirty Art – Good Clean Fun***  
**May 24 & 25, 2014**  
**12:00PM – 6:00PM**

