

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: RIBCO - Outdoor Plaza Events
Date: June 6, 2014



Attached are two Plaza Activity/Event applications from RIBCO requesting five (5) additional days as part of their annual outdoor Summer Concert Series. The additional dates being requested include; Friday, September 12th, Saturday, September 13th, Saturday, September 20th, Friday, October 3rd and Saturday, October 4th. All events will begin at 6:00 pm and end at 12:30 am.

These events will be held on Plaza Area/East and Stage Area/East. Streets are not being closed for these events. Food and alcohol will be sold.

The purpose for these events is to generate attendance and bring awareness of The District to the community. The application fees have been paid and the certificate of insurance is on file.

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

RECOMMENDATION:

It is recommended that Council approve the event applications for RIBCO, subject to complying with all Plaza and liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager



CITY OF ROCK ISLAND
Great River Plaza

*OK
6-2-2014*

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

| | | | | |
|--|---------------------|----------------|----------|----------|
| NAME (FIRST, MIDDLE INITIAL, LAST) | HOME ADDRESS | CITY | STATE | ZIP CODE |
| TERENCE G. TILKA | 3085 STILLWATER CT. | BETTENDORF | IA | 52722 |
| E-MAIL | TELEPHONE NO. | CELL PHONE NO. | | |
| TTILKA@RIBCO.COM | | 309-912-2553 | | |
| ORGANIZATION NAME | | E-MAIL | | |
| RIBCO, INC. | | | | |
| ADDRESS | CITY | STATE | ZIP CODE | |
| 1815 JND. AVE. | ROCK ISLAND | IL | 61201 | |
| AREA CODE/TELEPHONE NO. | | | | |
| 309-793-1999 CLUB 309-793-0085 OFFICE | | | | |

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) <i>TERRY TIKA</i> | HOME ADDRESS | CITY | STATE | ZIP CODE |
| E-MAIL | TELEPHONE NO. <i>CLUB 793-1999</i> | CELL PHONE NO. <i>309-912-2553</i> | | |

4. ACTIVITY / EVENT DETAILS

| | | |
|-----------------------------------|-------------------------------|-------------------------|
| SETUP OF EVENT: (MONTH/DAY/YR) | SET UP BEGINS (AM/PM) | SET UP ENDS: (AM/PM) |
| <i>ALL DATES 2:00 P.M.</i> | <i>GATES AT 6:00 P.M.</i> | |

| | | |
|--------------------------------------|---------------------------------------|---------------------------|
| CLEAN UP OF EVENT: (MONTH/DAY/YR) | CLEAN UP BEGINS (AM/PM) | CLEAN UP ENDS: (AM/PM) |
| <i>BY 4:00 AM</i> | <i>MUSIC 8:00 P.M. - 12:30 AM</i> | |

| | | |
|---|--|--------------------------------------|
| DATE OF EVENT: (MONTH/DAY/YR) | EVENT TIME: EVENT STARTS (AM/PM) | EVENT TIME: EVENT ENDS (AM/PM) |
| <i>SEPT 12-13-2014 SEPT 20 2014</i> | <i>6pm</i> | <i>12:30 am</i> |

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: *SUMMER COMICAL SERIES*

Number of Attendees expected: *600*

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: _____

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)

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.

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 RIBCO, INC. Date 6-2-2014

Organization Leader [Signature] Date 6-2-2014

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

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



CITY OF ROCK ISLAND
Great River Plaza

*OK
6-2-2014*

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| E-MAIL <i>GETT</i> 309-793 <i>912-7553</i> | TELEPHONE NO. <i>CLOB</i> <i>309-793-1999</i> | CELL PHONE NO. <i>309-793-0086</i> <i>OFFICE</i> | | |

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| <i>AM DATES</i> <i>2:00 PM.</i> | <i>GATES</i> <i>6:00 PM.</i> | |
| CLEAN UP OF EVENT: (MONTH/DAY/YR) | CLEAN UP BEGINS (AM/PM) | CLEAN UP ENDS: (AM/PM) |
| <i>By 4:00 AM</i> | <i>MUSIC AT</i> <i>8:00 PM - 12:30 AM</i> | |
| DATE OF EVENT: (MONTH/DAY/YR) | EVENT TIME: EVENT STARTS (AM/PM) | EVENT TIME: EVENT ENDS (AM/PM) |
| <i>OCT 3-4</i> | <i>6pm</i> | <i>12:30 am</i> |

A. TYPE OF ACTIVITY / EVENT

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Applicant RIBCO, INC. Date 6-5-2014

Organization Leader [Signature] Date 6-5-2014

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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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