

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Labor Day Parade
Date: August 15, 2014



Attached is the application for the 30th annual Labor Day Parade to be held on Monday, September 1, 2014 from 9:30 am to noon. The Labor Day Parade is covered under City insurance. The theme for this year is “Celebrating 30 Years of Community Pride.”

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

CITY OF ROCK ISLAND

LICENSE APPLICATION



ACTIVITY PERMIT

APPLICANT INFORMATION

SPONSOR NAME/ORGANIZATION	ADDRESS	CITY	STATE	ZIP CODE
City of Rock Island	1528 Third Ave.	Rock Island	IL	61201
TELEPHONE NO. 309.732.2920				

CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE
Mary Chappell - CEO	(same)	"	"	"
TELEPHONE NO. 309.732.2923 309.269.7944 - cell				

ACTIVITY DETAILS

Type of Activity: (Check Appropriate Activity)

Parade <input checked="" type="checkbox"/>	Run <input type="checkbox"/>	Walk <input type="checkbox"/>	March <input type="checkbox"/>	Bicycle Ride <input type="checkbox"/>	Other (specify below) <input type="checkbox"/>
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DATE OF ACTIVITY (MONTH/DAY/YR)	EVENT START TIME (AM/PM)	EVENT END TIME (AM/PM)
9/1/14	9:30 Am	Noon (+-)
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
9/1/14	7:30 Am	12:30 pm

Estimated number of: (Place Number in Appropriate Box)

Participants: 1,500	Floats: 10	Vehicles: 10+	Bands: 10	Wheelchairs: -	Horses: 20	Other: - walkers
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CITY OF ROCK ISLAND

LICENSE APPLICATION

Number of volunteers available for traffic control: 50 ppl (parade staging)

Contact the Police Department to arrange for traffic control. Telephone Number: (309) 732-2402

Tail car provided by sponsor: Yes No Police support

Ambulance/first aid provided by sponsor: Yes No Fire Department

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. SEE ATTACHED

Are any State-owned streets involved? Yes No Unknown

Identify State-owned streets, if known. _____

Does sponsor provide barricades? Yes No

Are barricades required from City? Yes No Qty Coordinated with Public works - secured

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 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

8/6/14
Date of Application

Note: A copy of your application will be submitted to the Police Department for assistance with any needed traffic control.

CITY OF ROCK ISLAND

LICENSE APPLICATION

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

City Council Approval Date

City Clerk Approval Date

Route Map and/or Information Included
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Insurance Information Included

License Number

License Printed Date

License Delivery Date

**Return Completed Application to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010**

Rock Island Labor Day Parade Route



Audubon Elementary School

18th Avenue

Start at
33rd Street/
Washington
School

Washington Jr High School

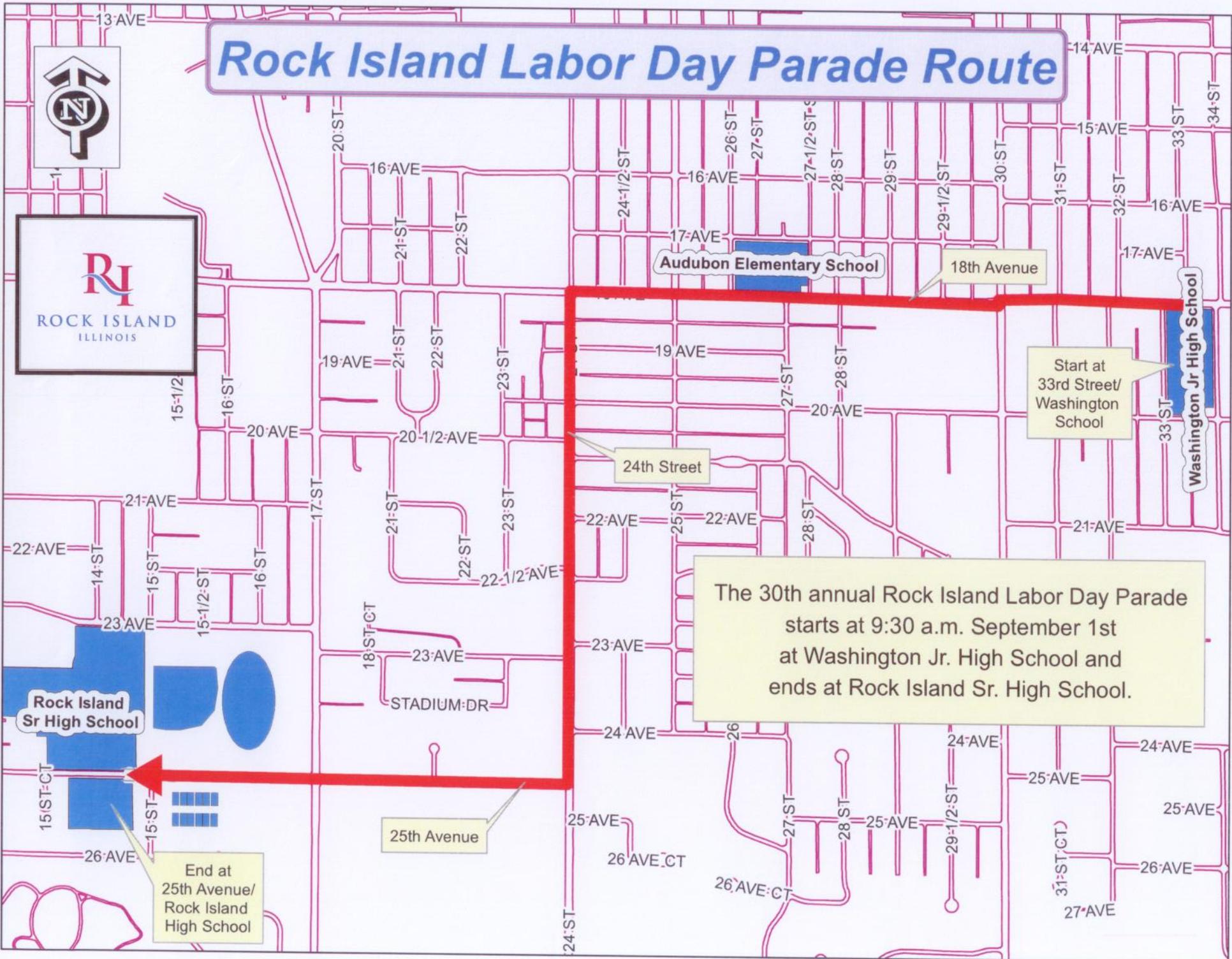
The 30th annual Rock Island Labor Day Parade starts at 9:30 a.m. September 1st at Washington Jr. High School and ends at Rock Island Sr. High School.

Rock Island Sr High School

End at
25th Avenue/
Rock Island
High School

25th Avenue

24th Street



30th Annual



ROCK ISLAND LABOR DAY PARADE



The City of Rock Island invites you to participate in the 30th Annual Old-fashioned Labor Day Parade scheduled for **Monday, September 1, 2014**. 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!

Celebrating 30 Years of Community Pride! Parade organizers chose this theme to focus on the impact the Labor Day Parade has on our community. Consider a theme-related entry based on a *party* item such as a cake, balloons, music, or flowers. Create an entry based on a historical local reference such as Chief Black Hawk, the bridges, the Mississippi River, a local park - so many options to choose from! **Note:** Non-theme related entries are always welcome in the parade!

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 18, 2014** 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!