

**Memorandum  
Office of the City Clerk**



**To:** Thomas Thomas, City Manager  
**Subject:** Plaza Events - 2015  
**Date:** February 10, 2015

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Attached is a list of event applications that have been submitted to this office for approval by Council. Each application has been reviewed and approved by Executive Director Catherine Rodgers-Ingles. The City Clerk has also reviewed and approved each application. Most street closings for each event are the same as in past years. Application fees have been submitted for these events, and certificates of insurance have been received for most and will be coming in prior to the events as they have in the past.

There are five letters requesting a waiver of fees. The District is requesting a waiver of the \$20.00 application fee and the \$35.00 permit fee for the two Gallery Hops, Fright Night in The District and Dirty Art. As in years past, these fees have been waived. These four (4) events are provided to the public at no cost and benefit the community and local businesses. The letter is attached.

The Blue Cat Brew Pub along with Gamma Alpha Beta (Augustana College Fraternity) is sponsoring the Camp Kesem Fundraiser again this year. They are requesting a waiver of the \$35.00 application fee and the \$250.00 permit fee due to this event being a charitable fundraiser and on private property. The event is scheduled for Saturday, March 28, 2015. The letter is attached.

Steve's Old Time Tap is sponsoring the Spring Chaser 5K Run/Walk. However, all proceeds benefit the American Red Cross of the Quad Cities area. They are requesting that the \$250.00 permit fee be waived. This event is scheduled for Saturday, April 25, 2015. The letter is attached.

The American Heart Association is sponsoring the Quad Cities Heart Walk in which all funds raised will go towards research, education and awareness of cardiovascular disease and stroke in the community. They are requesting a waiver of the \$20.00 application fee and the \$35.00 permit fee for this event. This event is scheduled for Saturday, May 16, 2015. The Letter is attached.

The Daiquiri Factory in conjunction with Gilda's Club Quad Cities is sponsoring the 11<sup>th</sup> Annual Quad City Ride for the Cure and they are requesting a waiver of the \$35.00 application fee and the \$250.00 permit fee for Parking Lot F. This event is scheduled for Sunday, August 30, 2015. All proceeds will be donated to Gilda's Club Quad Cities. The letter is attached. In the past, these fees have been waived.

Attached is a Resolution for the American Heart Association's Quad Cities Heart Walk, which will be held on Saturday, May 16, 2015 from 8:00 am to noon. The northbound on-ramp to the Centennial Bridge will need to be temporarily closed for traffic regulation for the walkers.

**RECOMMENDATION:**

It is recommended that Council approve the events as well as the waiver of fees for the two Gallery Hops, Fright Night, Dirty Art, Camp Kesem Fundraiser, Spring Chaser, Quad Cities Heart Walk and Quad City Ride for the Cure and adopt the Resolution for the American Heart Association's Quad Cities Heart Walk.

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**Submitted by:** Aleisha L. Patchin, City Clerk  
**Approved by:** Thomas Thomas, City Manager

## 2015 PLAZA AND DISTRICT EVENTS LIST

DATE	EVENT	HOURS	SPONSOR	LOCATION & STREET CLOSURES
Sat. Mar. 14 Setup begins 6:00am	St. Patrick's Grand Parade Viewing & Post Parade Party	9:00am to 7:00pm	Steve's Old Time Tap	Plaza West - 17 <sup>th</sup> St. between 2 <sup>nd</sup> & 3 <sup>rd</sup> Ave. & 3 <sup>rd</sup> Ave. between 17 <sup>th</sup> & 18 <sup>th</sup> St. & adjacent parking lot (access allowed to hotel)
Sat. Mar 28 Setup begins 6:00am	Camp Kesem Fundraiser	11:00am to 5:00pm	Blue Cat Brew Pub & Gamma Alpha Beta Fraternity (Augustana College)	Outside grassy lot area behind Blue Cat will be demarcated along 1 <sup>st</sup> Ave. & alley between the designated area, Daiquiri Factory & RIBCO
Sat. Apr. 25 Setup begins 6:00am	9 <sup>th</sup> Annual Steve's Old Time Tap Spring Chaser (5K Run-Walk)	9:00am to Noon	Steve's Old Time Tap & American Red Cross of the QC	Plaza/West 17 <sup>th</sup> St. at 3 <sup>rd</sup> Ave. & 2 <sup>nd</sup> Ave.
Fri. May 1 Setup begins - 3:00pm	Gallery Hop	5:00pm to 10:00pm	District	Plaza West/East, Stage East & Arts Alley
Fri. May 8 & Sat. May 9 Setup begins 5/8 2:00 pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. May 16 Setup begins 5/15 8:00am	Quad Cities Heart Walk	8:00am to Noon	American Heart Association	Plaza - East/West Stage/East 18 <sup>th</sup> St. intersection in front of Blue Cat, 18 <sup>th</sup> St. & 1 <sup>st</sup> Ave., intersection by Huckleberry's, 18 <sup>th</sup> St & 3 <sup>rd</sup> Ave & 2 <sup>nd</sup> Ave between 17 <sup>th</sup> & 18 <sup>th</sup> Sts. Lot F & Resolution
Sat. May 16 Setup begins 2:00 pm	Summer Concert Series	6:00pm to 12:30am	RIBCO	Plaza/Stage East No Street Closings
Fri. May 22, Sat. May 23 & Sun. May 24 Setup begins 5/22 2:00 pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. May 23 Setup begins 8:00am	Dirty Art (Interactive Art)	Noon to 6:00pm	District	Plaza/West-Arts Alley & Sidewalks No Street Closings
Sat. May 30 Setup begins 2:00 pm	Summer Concert Series	6:00pm to 12:30am	RIBCO	Plaza/Stage East No Street Closings
Fri. Jun. 5 & Sat. Jun. 6 Setup begins 6/5 2:00 pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings

## 2015 PLAZA AND DISTRICT EVENTS LIST

Fri. Jun. 12 & Sat. Jun. 13 Setup begins 6/11 11:00am	Gumbo Ya Ya	6/12 - 5:00pm to 12:30am 6/13 - 4:00pm to 12:30am	District	Plaza East/West, Stage East and Arts Alley - 2 <sup>nd</sup> Ave. between 17 <sup>th</sup> & 19 <sup>th</sup> St., 18 <sup>th</sup> St. between 1 <sup>st</sup> & 3 <sup>rd</sup> Ave. Lot F
Fri. Jun. 19 & Sat. Jun. 20 Setup begins 6/18 1:00pm	Rock The District	6:00pm to 12:30am each night	Daiquiri Factory	Plaza East/West Stage East - 2 <sup>nd</sup> Ave. between Arts Alley & 19 <sup>th</sup> St. & 18 <sup>th</sup> St. between 1 <sup>st</sup> & 3 <sup>rd</sup> Ave & Lot F
Fri. Jun. 26 & Sat. Jun. 27 Setup begins 6/25 1:00pm	Urban Street Games	6/26 - 4:00pm to 12:30am 6/27 - 7:00am to 12:30 am	Daiquiri Factory	Plaza East/West Stage East & Lot F 2 <sup>nd</sup> Ave. between Arts Alley & 19 <sup>th</sup> St. & 18 <sup>th</sup> St. between 1 <sup>st</sup> & 3 <sup>rd</sup> Ave.
Fri. Jul.10 & Sat. Jul.11 Setup begins 7/10 1:00pm	Daiquiri Factory's 11 <sup>th</sup> Anniversary Party	7:00pm to 12:30am each night	Daiquiri Factory	Plaza/Stage East & Parking Lot F
Fri. Jul. 17 & Sat. Jul. 18 Setup begins 7/17 2:00pm	Summer Concert Series	Fri. 6:00pm to 12:30am Sat. 11:00am to 12:30am	RIBCO	Plaza/Stage East No Street Closings
Fri. Jul. 31 & Sat. Aug. 1 Setup begins 7/31 2:00 pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Fri. Aug. 14 & Sat. Aug. 15 Setup begins 8/13 8:00am	Ya Maka My Weekend	8/14 - 5:00pm to 12:30am 8/15 - 3:00 pm to 12:30am	District	Plaza West/East, Stage East, Arts Alley & Lot F 2 <sup>nd</sup> Ave. between 17 <sup>th</sup> & 19 <sup>th</sup> St. & 18 <sup>th</sup> St. between 1 <sup>st</sup> & 3 <sup>rd</sup> Ave.
Fri. Aug. 21 & Sat. Aug. 22 Setup begins 8/21 2:00pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sun. Aug. 30 Setup begins 6:00am	11 <sup>th</sup> Annual QC Ride For The Cure	11:00am to 9:00pm	Daiquiri Factory & Gilda's Club Quad Cities	Parking Lot F
Fri. Sep. 4, Sat. Sep. 5 & Sun. Sep. 6 Setup begins 9/4 2:00pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. Sep. 5 & Sun. Sep. 6 Setup begins 9/4 8:00am	Rock Island Grand Prix	8:00 am to 6:00 pm both days	District	Downtown Streets & Lot C
Fri. Sep 18 & Sat. Sep 19 Setup begins - 9/18 2:00pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Fri. Sep 25 & Sat. Sep 26 Setup begins 9/25 2:00pm	Summer Concert Series	6:00pm to 12:30am each night	RIBCO	Plaza/Stage East No Street Closings

## 2015 PLAZA AND DISTRICT EVENTS LIST

Thur. Oct. 29 Setup begins 10:00am	Fright Night in The District	5:00pm to 8:00pm	District	Plaza East/West, Stage East & Arts Alley - 2 <sup>nd</sup> Ave. between 17 <sup>th</sup> & 19 <sup>th</sup> St. & 18 <sup>th</sup> St. between 1 <sup>st</sup> & 3 <sup>rd</sup> Ave. Lot F
Fri. Oct. 30 & Sat. Oct. 31 Setup begins 10/28 8:00am	Boneyard Boogie	7:00pm to 12:30am each night	Daiquiri Factory	Plaza East & Parking Lot F for Tent
Fri. Dec. 11 Setup begins 3:00 pm	Gallery Hop	5:00pm to 10:00pm	District	Plaza East/West Stage East & Arts Alley No Street Closings



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

February 3, 2015

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

Dear Aleisha,

Enclosed please find applications for the following events:

Gallery Hop!	May 1, 2015
Dirty Art	May 23, 2015
Gumbo Ya Ya	June 12 & 13, 2015
Ya Maka My Weekend	August 14 & 15, 2015
Rock Island Grand Prix	September 5 & 6, 2015
Fright Night in The District	October 29, 2015
Gallery Hop!	December 11, 2015

As in the past, we are requesting that the Application and Permit fees be waived for the 2 Gallery Hops, Fright Night in The District and Dirty Art. These events are non-revenue generating and benefit the community and local businesses. These events are provided to the public at no cost.

I will forward all necessary certificates of insurance upon their renewal in May, 2015. A check for \$60.00 is enclosed to cover the application fees.

Sincerely,

A handwritten signature in green ink, appearing to read "Catherine", with a large, decorative flourish underneath.

Catherine Rodgers-Ingles  
Executive Director  
The Downtown Rock Island Arts & Entertainment District

OB  
2/19/2015

February 9, 2015

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 the Fundraiser for Camp Kesem, being organized this year by the Gamma Alpha Beta Fraternity from Augustana College. The date is as follows:

Saturday, March 28, 2015 11am – 5pm

We are looking forward to presenting this special event that will draw numerous patrons to The District. The purpose of this event is to generate awareness for Camp Kesem, a camp specifically for children who are living with or have lost a parent to cancer. This fundraiser will increase attendance and bring awareness of downtown Rock Island, The District and Blue Cat Brew Pub to the community.

As required, the outside grassy area behind our property will be demarcated along 1<sup>st</sup> Avenue and the alley between the designated area and Daiquiri Factory/Ribco. All ages will be admitted, but participants must show proof of age and wear the appropriate wristband in order to purchase alcoholic beverages. Food will also be available and will be prepared and sold inside Blue Cat Brew Pub. Music will be provided by a DJ for the event times. We will be hiring 3 off duty Rock Island Police Officers for this event and are suggesting a \$15.00 donation for admittance.

Because of the nature of this event and its not-for-profit status, we respectfully request that any permit fees be waived. Attached are the competed plaza activity permits. I have attached an approval letter from Augustana College for the Gamma Alpha Beta Fraternity to organize and host this charitable fundraiser. Also, I have contacted our insurance carrier and a certificate of insurance will follow.

Sincerely,  
  
Martha Cleaveland  
Blue Cat Brew Pub  
113 18<sup>th</sup> Street  
Rock Island, IL 61201  
(309) 788-8247



Steve's Old Time Tap  
Spring Chaser **5K**

February 2, 2015

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

Event Permit Request

Dear Ms. Patchin:

We are requesting a permit for our 9th annual event, Steve's Old Time Tap Spring Chaser, to be held Saturday, April 25, 2015. This event is a 5K Run/Walk and **all** proceeds benefit the American Red Cross of the Quad Cities Area. Since the inception of our event in 2007, we have raised over \$30,000 for the American Red Cross of the Quad Cities Area.

This year we are requesting that the permit fee be waived. This event not only draws people to downtown Rock Island, but is a non-revenue generating event; **all** proceeds go to the American Red Cross of the Quad Cities Area and help support vital lifesaving programs and services including disaster relief and health and safety education, and help raise awareness and funding. On our behalf, please share this letter of request with the Rock Island City Council Members to consider waiving the \$250 permit fee.

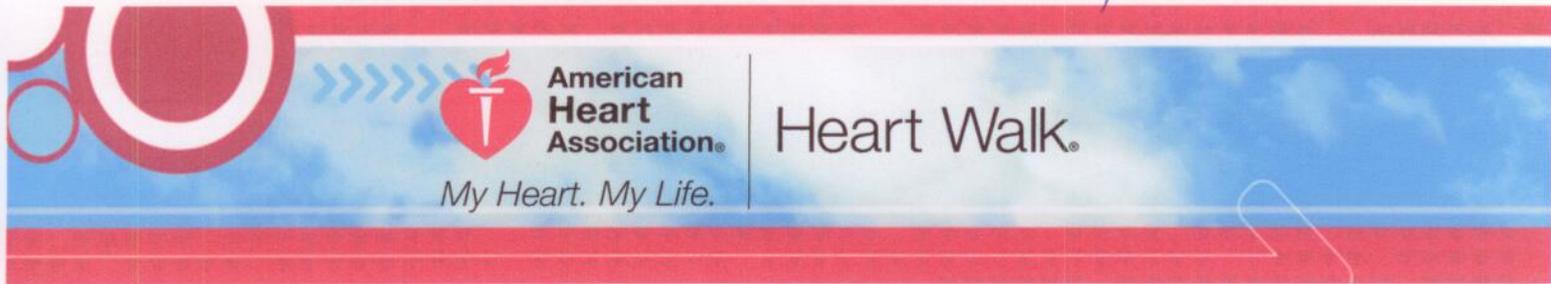
Enclosed with our permit application, please find a course map, proof of insurance and contact information for both race directors.

If you have any questions, please call Jayna Gallagher at 309-721-6378 or [jaynagallagher1101@gmail.com](mailto:jaynagallagher1101@gmail.com), or Holly Sparkman at 309-749-7280 or [hksparkman@gmail.com](mailto:hksparkman@gmail.com). Thank you for your consideration.

Regards,

Jayna Gallagher and Holly Sparkman

Rock Island 1/28/15



January 28, 2015

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

Dear Aleisha,

The American Heart Association is respectfully applying for the attached event permit for use of the Great River Plaza for the 2015 Quad Cities Heart Walk.

2015 will mark the 21<sup>st</sup> year for this event/fundraiser, and, as in the past, we will comply with all rules and regulations set forth in the enclosed application.

We respectfully request as a 501c3 non-profit, that the application and permit fees be waived as this is the major fundraiser for the American Heart Association in the Quad Cities and the monies raised will go towards research, education, and awareness in our community and furthering our mission of building healthier lives free of cardiovascular disease and stroke. We have loved having the event in The District in the past couple of years and would like to continue.

The event will take place on Saturday, May 16, 2015 with set up the entire day prior. We will hire a security guard overnight to keep our tents secure and volunteers will arrive as early as 5:30 a.m. on event day. The event will kick off at 8 a.m. and come to completion before noon. 3,000 participants are anticipated. We also ask for a temporary closure of the northbound onramp to the Centennial Bridge for participants to cross. The participants will use the sidewalk on the Bridge, so no other closures are necessary.

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

Thank you.

Sincerely,

Michelle Gitzen  
Heart Walk Director  
American Heart Association  
4885 Utica Ridge Rd  
Davenport, IA 52807  
(563) 323-4321

February 3, 2015

OG  
Di 2/3/15

Ms. Aleisha Patchin  
City Clerk  
1528 Third Avenue  
Rock Island, IL 61201-8678

Dear Ms. Patchin,

I have submitted the completed City of Rock Island Great River Plaza Activity/Event Permit for your review. I understand these forms will be submitted to the Rock Island City Council Members for approval. On my behalf, please share this letter of request with the Rock Island City Council Members to consider waiving the \$250.00 Permit Fee for Parking Lot F, and the \$35.00 Application fee.

Here is the City of Rock Island's chance to bring more people downtown on a Sunday, and help raise money for the "Eleventh Annual Quad City Ride for the Cure." Each year, our attendance has grown. Some of the participants had never been to The District, so this was a good introduction. Parking Lot F was perfect access for cars and motorcycles. We received several positive comments on the clean parking lot and outside deck.

In conjunction with Gilda's Club Quad Cities, 1234 East River Drive, Davenport, Iowa (1-563-326-7504), I am assisting with the Quad City Ride for the Cure. This event will take place **Sunday, August 30, 2015**. The Daiquiri Factory, 1809 2<sup>nd</sup> Avenue, will be one of the locations for this worthy event. This year's goal is \$10,000 with all revenue to be donated to Gilda's Club Quad Cities.

**How can you help? It's simple. Please consider waiving the \$250.00 Permit Fee for Parking Lot F, and the \$35.00 Application fee.**

We hope you will choose to participate as Daiquiri Factory works to bring more people downtown, and raise charitable funds to aid local Quad Citians affected by this disease.

Thank you for your generous consideration,

Terri L. Freeze  
Ph/309-944-5531 Cell/309-269-7434

[tlfreeze@geneseo.net](mailto:tlfreeze@geneseo.net)

**RESOLUTION NO. 04-2015**

**HIGHWAY RESOLUTION**

WHEREAS, the **American Heart Association** is sponsoring a **Heart Walk** in the **CITY of ROCK ISLAND** which event constitutes a public purpose;

WHEREAS, this **Heart Walk** will require the temporary closure of the **northbound on-ramp to the Centennial Bridge, a State Highway in the CITY of ROCK ISLAND, at First Avenue.** (Note: When crossing the Centennial Bridge, will use sidewalk only – no closures needed.)

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes;

NOW THEREFORE, BE IT RESOLVED by the CITY COUNCIL of the **CITY of ROCK ISLAND** that permission to **temporarily regulate ramp traffic on the northbound on-ramp to the Centennial Bridge, a State Highway in the CITY of ROCK ISLAND, at First Avenue** as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between the hours of **8:00 a.m. and 12:00 p.m. on Saturday, May 16, 2015.**

BE IT FURTHER RESOLVED that this closure is for the public purpose of use for the **American Heart Association/Heart Walk.**

BE IT FURTHER RESOLVED that traffic from that closed portion of highway shall be detoured over routes with an all-weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted from the State Highway. \*The detour route shall be as follows: **No Detour Needed.** \*To be used when appropriate

BE IT FURTHER RESOLVED that the **American Heart Association** assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect.

BE IT FURTHER RESOLVED, that police officers or authorized flaggers shall, at the expense of the **American Heart Association**, be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

BE IT FURTHER RESOLVED, that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

BE IT FURTHER RESOLVED, that all debris shall be removed by the **American Heart Association** prior to re-opening the State Highway.

BE IT FURTHER RESOLVED, that such signs, flags, barricades, etc., shall be used by the **American Heart Association/Heart Walk** as may be approved by the Illinois Department of Transportation. These items shall be provided by the American Heart Association.

BE IT FURTHER RESOLVED, that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

BE IT FURTHER RESOLVED that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above. (Note: this paragraph is applicable when the Resolution pertains to a parade or when no detour is required.)

BE IT FURTHER RESOLVED, that the **American Heart Association** hereby agrees to assume all liabilities and pay all claims for any damage which shall be occasioned by the closing described above.

BE IT FURTHER RESOLVED, that the American Heart Association shall provide a comprehensive general liability insurance policy or an additional insured endorsement in the amount of **\$100,000 per person and \$500,000 aggregate** which has the Illinois Department of Transportation and its officials, employees, and agents as insured and which protects them from all claims arising from the requested road closing.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this Resolution and to operate as part of the conditions of said permission.

ADOPTED by the CITY COUNCIL of the CITY OF ROCK ISLAND this 16<sup>th</sup> day of February 2015, A.D.

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MUNICIPAL CLERK

APPROVED by the CITY COUNCIL of the CITY of ROCK ISLAND this 16<sup>th</sup> of February 2015, A.D.

ATTEST: \_\_\_\_\_  
MUNICIPAL CLERK

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MAYOR