

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Outdoor Plaza Event-Steve's Old Time Tap
Date: April 23, 2015



Attached is a Plaza Activity/Event Application for Steve's Old Time Tap requesting to host the fourth annual CCKMA Car & Bike Show to be held on Sunday, August 23, 2015 from noon to 6:00 pm.

In addition, Steve's Old Time Tap is requesting that 17th Street between 2nd and 3rd Avenue, the parking lot adjacent to Steve's Old Time Tap and the Stern Center and 3rd Avenue between 17th Street and 18th Street be closed for this event. All food that will be purchased will be prepared inside Steve's Old Time Tap. In addition, beverages will be sold inside the establishment and there will be one remote location outside.

Proceeds from this event will go directly to the CCKMA Quad City chapter charity (non-profit) organization to support ovarian cancer research. Steve's Old Time Tap is requesting that the application fee and permit fee be waived due to this event being a charitable fundraiser.

The purpose of the event is to raise awareness and funding for cancer research using automobiles and motorcycles to reach an audience most events of this nature do not target. All proceeds will benefit the University of Iowa Gynecologic Oncology Research Lab and the National Ovarian Cancer Coalition.

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

RECOMMENDATION:

It is recommended that Council approve the event for Steve's Old Time Tap and waive the application and permit fees, subject to complying with all liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

OK
4/22/15

April 22, 2015

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

Dear Aleisha,

On Sunday, August 23rd, Steve's Old Time Tap would like to host the 4th Annual CCKMA Car & Bike Show on 17th Street between 2nd & 3rd Avenue and 3rd Avenue between 17th Street & 18th Street.

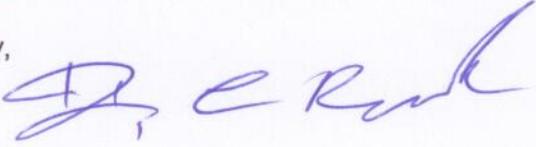
The event will feature approximately 70 automobile and motorcycle enthusiasts and proceeds will go directly to support ovarian cancer research to the CCKMA Quad City chapter charity organization. All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. No food will be sold outside. Beverages will be sold from inside Steve's Old Time Tap. One remote outdoor location will be added.

The purpose of this event is to raise awareness and funding for cancer research using automobiles and motorcycles to reach an audience most events of this nature do not target. All proceeds benefit The University of Iowa Gynecologic Oncology Research Lab and National Ovarian Cancer Coalition. With this in mind, we respectfully request that the application fees be waived.

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



CITY OF ROCK ISLAND
Great River Plaza

Handwritten signature and date: 4/22/15

ACTIVITY / EVENT PERMIT

CCKMA 2015 FUNDRAISER

1. APPLICANT INFORMATION

Form with fields: NAME (FIRST, MIDDLE INITIAL, LAST), HOME ADDRESS, CITY, STATE, ZIP CODE, E-MAIL, TELEPHONE NO., CELL PHONE NO.
Jeffrey L. Rusk, 2210 38th Street, Rock Island, IL, 61201, 788-4302, 314-4716

Form with fields: ORGANIZATION NAME, E-MAIL, ADDRESS, CITY, STATE, ZIP CODE, AREA CODE/TELEPHONE NO.
Steve's Old Time Tap, 223 17th Street, Rock Island, IL, 61201, 309-786-4543

2. STATUS OF ORGANIZATION / ACTIVITY PERMIT FEES

[X] 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 th Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	788-4302	314-4716		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
August 23, 2015	7:00 am	12:00 pm

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
August 23, 2015	6:00 pm	11:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
August 23, 2015	12:00 Noon	6:00 pm

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Cancer Can Kiss My A** 2015 Fundraiser

Number of Attendees expected: 400

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To bring business to downtown Rock Island and support the American Cancer Society fight against cancer.

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)

17th Street between 2nd Avenue and 3rd Avenue, the parking lot adjacent to Steve's Old Time Tap and Stern Center. 3rd Avenue between 17th Street and 18th Street.

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY *(10 trash barrels, barricades (for street closure), Road Closed/ Road Closed Ahead barricades. 1 (one) quad box attached to the light pole directly outside of Steve's Old Time Tap (17th Street). 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 *J. Rusk* Date 4-22-15

Organization Leader Jeffrey L. Rusk Date 4-22-15

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

Application Fee Permit Fee

Approved by City Council

Approved by City Clerk

License No.

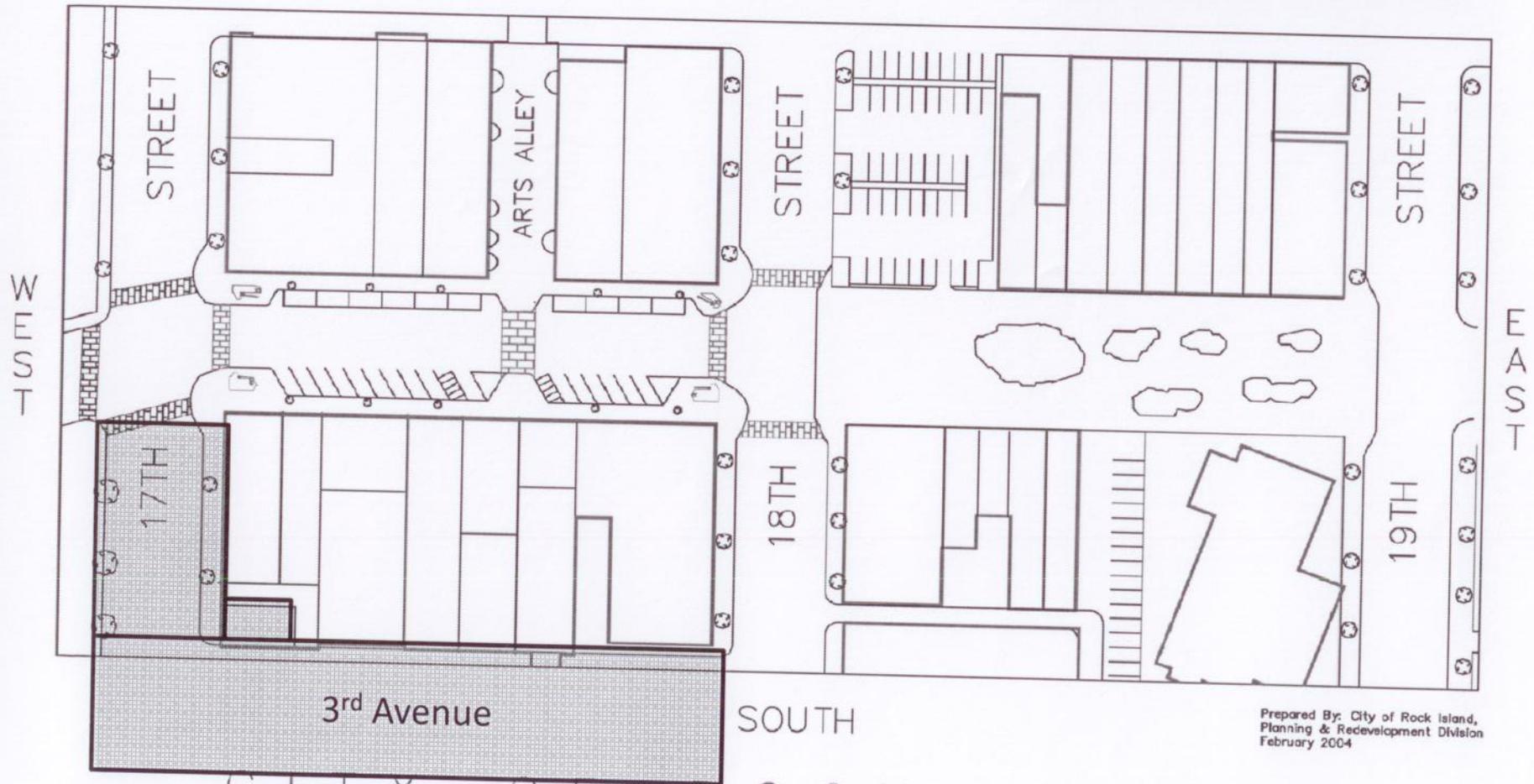
Application Fee Receipt No Permit Fee Receipt No.

License Printed - Date License Delivered - Date

**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**

G R E A T R I V E R P
N O R T H

CCKMA Fundraiser
August 23, 2015
12:00 PM – 6:00PM



Prepared By: City of Rock Island,
Planning & Redevelopment Division
February 2004

C I T Y O F R O C K I S L A N D