

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: District Event - Rivers Edge Home Brew Festive-Ale
Date: May 11, 2015



Attached is a Plaza Activity/Event application from The District requesting to host the Rivers Edge Home Brew Festive-Ale event on Saturday, July 18, 2015 from 2:00 pm to 6:00 pm.

The event will be held on the Plaza area between 18th Street and 19th Street, which will be fenced. This event is for 21 years of age and older and will include sampling of a variety of homebrew beers with paid admission.

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

RECOMMENDATION:

It is recommended that Council approve The District's Rivers Edge Home Brew Festive-Ale event, subject to complying with all liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager



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

May 11, 2015

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

Dear Aleisha,

Enclosed please find a Great River Plaza Activity/Event Permit application for the following activity: Rivers Edge Home Brew Festiv-Ale

This event will be held on the plaza area between 18th Street and 19th Street and will be completely fenced. Only those 21 years of age and older will be allowed entry into the area. Upon paid admission to the event, each patron will receive sample tickets allowing them to sample a variety of homebrew beers. This is a daytime event from 2pm until 6pm on Saturday, July 18th.

I have met with our insurance carrier, Arthur J. Gallagher, who will be forwarding our certificate of insurance shortly. I have also applied for our local liquor license for this event and have worked with the State of Illinois Liquor Control Commission to ensure that we will be in compliance.

We believe this will be a fun and interesting addition to our other events and will draw a nice crowd, both local and from outside communities. With the current interest in craft and home brewed beverages, we will be the first in the area to offer an event of this kind.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Catherine", is written over a circular blue stamp or seal.

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



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
Catherine Rodgers-Ingles	100 19th Street, Suite 109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
<i>catherine@teamrockisland.com - 309-788-6311</i>				

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
The District, Inc.	100 19th Street, Suite 109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.			

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)	HOME ADDRESS	CITY	STATE	ZIP CODE
Catherine Rodgers-Ingles	100 19th Street, Suite 109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
catherine@teamrockisland.com				

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
July 17, 2015	Noon	July 18, 2015, Noon

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
July 18, 2015	6:00 pm	July 19, 2015 Noon

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
July 18, 2015	2:00 pm	6:00 pm

A. TYPE OF ACTIVITY / EVENT

- CONCERT
 OTHER MUSIC
 CRAFTS
 ART SHOW
 INFORMATION
 CIRCUS / CARNIVAL
 ANIMAL SHOW
 PUBLIC SPEAKERS
 OTHER Home Brew Tasting

Name of Activity / Event: Rivers Edge Home Brew Festiv-Ale

Number of Attendees expected: 300

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: Home Brew beer tasting event. To attract visitors to downtown Rock Island and serve as a fundraiser for The 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 # ___

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

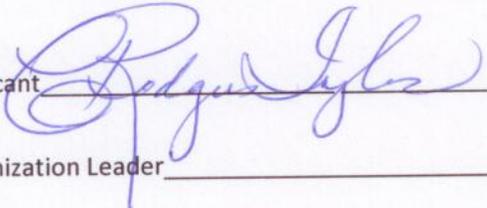
D. STREET CLOSING REQUESTED (also identify on attached map)

None. Will be confined to the plaza only.

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  Date 5-11-2015
Organization Leader _____ Date _____

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

Application Fee Permit Fee
APP 20.00

City Council Approval Date

City Clerk Approval Date

License Number

Application Fee Receipt No Permit Fee Receipt No.

License Printed Date License Delivery 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