

**Memorandum  
Office of the City Clerk**

**To:** Thomas Thomas, City Manager  
**Subject:** Labor Day Parade  
**Date:** August 5, 2015



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Attached is the application for the 31<sup>st</sup> annual Labor Day Parade to be held on Monday, September 7, 2015 from 9:30 am to noon. The Labor Day Parade is covered under City insurance. The theme for this year is “Hats Off to Our Military – Past and Present.”

The parade starts at 33<sup>rd</sup> Street and marches west along 18<sup>th</sup> Avenue. At 24<sup>th</sup> Street, the parade turns left and continues south to 25<sup>th</sup> Avenue. The parade then turns right, travels west across 17<sup>th</sup> 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

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# CITY OF ROCK ISLAND

## LICENSE APPLICATION



# ACTIVITY PERMIT

### APPLICANT INFORMATION

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

CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE
Mary Chappell - Advisory Board	or Linda Mohr 732-2012	" "	" "	" "
TELEPHONE NO.				
Mary: 309-269-7944				

### 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)
9/7/2015	9:30 a.m.	12 Noon +-
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
9/7/15	7:00 a.m.	12:30 p.m.

Estimated number of: (Place Number in Appropriate Box)

Participants: 1,500	Floats: 10	Vehicles: 100+	Bands: 11	Wheelchairs: -	Horses: 20	Other:
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*walkers*

# CITY OF ROCK ISLAND

## LICENSE APPLICATION

Number of volunteers available for traffic control: 50 ppl (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 \_\_\_\_\_

Secured with Public Works

**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.

- city event - city coverage

**Notification to Residents:** In the case of applications for new events and/or new routes, the sponsor of said new event shall notify the residents and/or businesses located along said race route, parade route, or other, for that specific activity, in writing, at least three (3) weeks prior to City Council consideration. Prior to Council consideration, sponsor shall notify and obtain written approval or disapproval from the residents and/or businesses and submit a copy of same to the City Clerk. Any resident and/or business who objects to said event shall have the opportunity to be heard at the City Council meeting during which time the event is to be considered.

Note: The sponsor notification form for any new event/route is available in the City Clerk's office.

**A copy of your application will be submitted to the Police Department for assistance with any needed traffic control. All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.**

Mary M. Chappell  
Signature of Applicant

8/3/15  
Date of Application

# CITY OF ROCK ISLAND

## LICENSE APPLICATION

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

<b>City Council Approval Date</b>
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<b>City Clerk Approval Date</b>
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<b>Route Map and/or Information Included</b>
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<b>Insurance Information Included</b>
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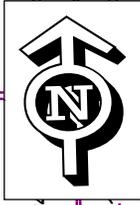
<b>License Number</b>
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<b>License Printed Date</b>
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<b>License Delivery Date</b>
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**Return Completed Application to:  
City Clerk's Office, 1528 3<sup>rd</sup> Avenue, Rock Island, IL. 61201  
(309) 732-2010**

# Rock Island Labor Day Parade Route



Center for Math and Science

18th Avenue

Start at  
33rd Street/  
Washington  
School

Washington Jr High School

24th Street

The 31st annual Rock Island Labor Day Parade will be held on September 7, 2015. Parade kicks-off at 9:30 from Washington Jr. High School and ends at Rock Island Sr. High School.

25th Avenue

End at  
25th Avenue/  
Rock Island  
High School

