

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Daiquiri Factory - Plaza Event
Date: February 24, 2016



Attached is a Plaza Activity/Event application from Kyle Peters, owner of the Daiquiri Factory. Mr. Peters is requesting to host a parade party (Shamrock Shakedown) in conjunction with the St. Patrick's Day Parade on Saturday, March 12, 2016 from 9:00am to 12:30am. Mr. Peters is also requesting to fence-in the pedestrian portion of the Plaza between 18th and 19th Streets to allow for outdoor alcohol. Other participating establishments include RIBCO, The Arena, M.D. Greens and The Smoking Dog.

It is noted that all alcohol sales will be inside the establishments. However, the Daiquiri Factory and the other four participating establishments would like for their patrons to be allowed to carry alcoholic beverages from inside the establishments to the fenced-in area outside on the Plaza.

The Daiquiri Factory will provide security personnel to ensure that minors do not enter the fenced-in area. There is no admission fee for this event and there will be no music. In addition, streets will not be closed for this event. The area to be fenced-in is identified on the attached map.

The purpose of the event is to encourage parade watchers to remain in Rock Island after the parade and enjoy the outdoors.

Executive Director Catherine Rodgers-Ingles has approved the event and the certificates of insurances are on file.

RECOMMENDATION:

It is recommended that Council approve the event for the Daiquiri Factory, and allow for the fenced-in area and outdoor alcohol, subject to complying with all liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

Handwritten signature in blue ink.

February 18, 2016

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 Daiquiri Factory's Parade Party "Shamrock Shakedown"

We would like to fence the pedestrian portion of the plaza to allow patrons to enjoy the outdoors while celebrating after the parade. There will be no alcohol SOLD outdoors, however, we would like to allow patrons to carry their beverages from the licensed building to the plaza, similar to a café permit. There will be a manned entrance/exit at each end of the plaza, and there will be no admission fee, so pedestrian traffic will not be impeded. Security will monitor gates to ensure that no alcohol leaves the fenced area. The purpose of each of this event is to encourage parade watchers to remain in Rock Island following the parade.

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

Sincerely,

Handwritten signature of Kyle Peters in blue ink.

Kyle Peters
The Daiquiri Factory
1809 Second Avenue
Rock Island, IL 61201
(309) 786-1016

Handwritten note: "ok. D.P."



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
Great River Plaza

2/18/2015

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION **ParadeParty / Shamrock Shakedown**

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
Kyle Peters	5516 30 th Avenue	Moline	IL	61265
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
kyle@daiquirifactory.com	309-786-1016	309-269-2449		

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
Daiquiri Factory	1809 Second Avenue	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.			
kyle@daiquirifactory.com	309-786-1016			

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.

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
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Kyle Peters	5516 30 th Avenue	Moline	IL	61265
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
kyle@daiquirifactory.com	309-786-1016	309-269-2449		

3. CONTACT PERSON

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
3/12/2016	6:00 AM	9 AM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
3/13/2016	12:30 AM	NOON

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
3/12/2016	9 AM	12:30AM

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Parade Party (Shamrock Shakedown)

Number of Attendees expected: 250

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To allow patrons to enjoy the plaza area following parade.

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)

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.) 6 Trash barrels delivered 3/11/2016

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 Rainy Factory Date 2-18-16'

Organization Leader [Signature] Date 2-18-16'

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

Application Fee Permit Fee

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

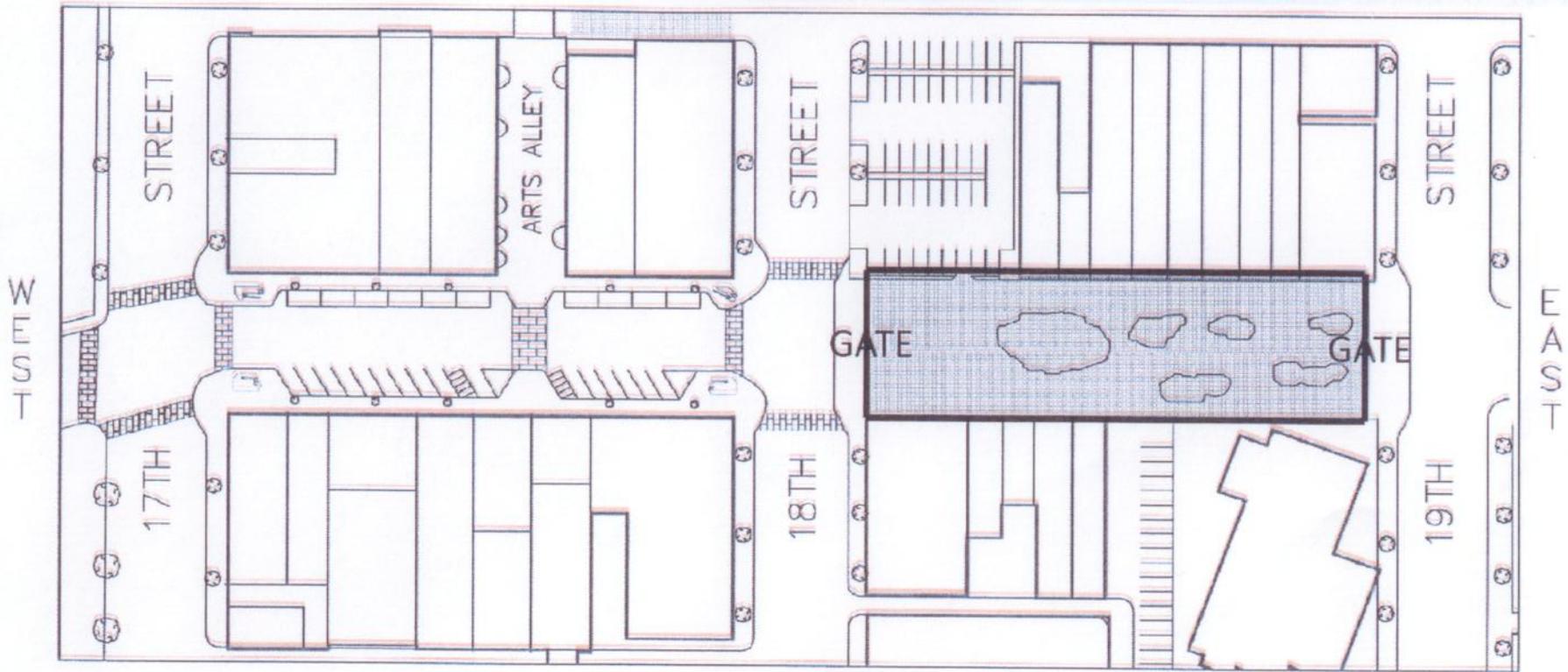
1st Avenue

G R E A T R I

Daiquiri Factory

Parade Party/Shamrock Shakedown

March 12, 2016



SOUTH

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