

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Outdoor Event - Blue Cat Brew Pub
Date: March 7, 2016



Attached is a letter and application from Martha Cleveland of the Blue Cat Brew Pub requesting permission to hold an outdoor event (Camp Kesem Fundraiser) on Saturday, April 2, 2016 from 11:00 am to 5:00 pm at 113 18th Street. This event will be co-hosted by Gamma Alpha Beta, which is an Augustana College fraternity. Augustana College has granted permission for the Gamma Alpha Beta fraternity to co-host this event at the Blue Cat Brew Pub. The letter of permission is attached.

This event will be held on Blue Cat's property on the grassy lot area behind the establishment, which will be demarcated along 1st Avenue and the alley between the designated area, Daiquiri Factory and RIBCO. I.D.'s will be checked for age verification and wristbands will be utilized to ensure that minors do not enter the demarcated area. The Blue Cat Brew Pub will be providing security personnel and three off-duty police officers for this event.

Alcohol will be sold and all food will be prepared and sold from inside the establishment. Amplified sound (music) will be provided by a disc jockey from 11:00 am to 5:00 pm.

The Blue Cat Brew Pub is also requesting that all fees be waived due to this event being a charitable fundraiser and on private property. They are suggesting a charitable contribution of \$15.00 for admittance into this event. The Blue Cat Brew Pub has stated that a portion of the proceeds from food and beverage sales will be donated to this charity. No streets will be closed, and the event is open to the public. The certificate of insurance is attached.

Executive Director Catherine Rodgers-Ingles has reviewed and approved the event application.

The purpose of this fundraising event is to promote awareness for Camp Kesem, which is specifically for children that are living with a parent who has cancer or has lost a parent to cancer.

RECOMMENDATION:

It is recommended that Council approve the event and waive the fees for the Blue Cat Brew Pub, subject to complying with all liquor license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

February 29, 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 Fundraiser for Camp Kesem, being organized this year by the Gamma Alpha Beta Fraternity from Augustana College. The date is as follows:

Saturday, April 2, 2016 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 1st 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 Cleveland
Blue Cat Brew Pub
113 18th Street
Rock Island, IL 61201
(309) 788-8247

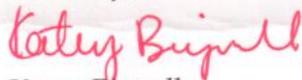
Office of Student Activities

November 24, 2015

To Whom It May Concern,

I am writing in support of Blue Cat Brew Pub's request to be the host site for an event on **Saturday, April 2nd, 2016 from 11:00p-5:00p** at their establishment (113 Eighteenth Street, Rock Island, Illinois). This event has been cleared through Augustana College's Office of Student Life and Leadership and we are working with Blue Cat to make this event safe and within the regulations of Rock Island. The student organization hosting the event is working with Blue Cat to provide games and entertainment for all the guests (both minors and of age) and ensure that those that are minors do not have access to the bar area. Non-alcoholic beverages will be provided and of age individuals can purchase their own alcoholic beverage, should they choose to do so, at the bar area. Augustana College Greek Life will support the chapter in providing three uniformed off duty Police Officers for this event as well as bus transportation between campus and Blue Cat. If you have any questions please feel free to contact me via email at kateybignall@augustana.edu or by phone at 309-794-2695.

Sincerely,



Katey Bignall
Director of Greek Life
309-794-2695



CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Martha Cleaveland	113 18 th Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		

ORGANIZATION NAME	E-MAIL			
Blue Cat Brew Pub	bluecatbrew@bluecatbrewpub.com			
ADDRESS	CITY	STATE	ZIP CODE	
113 18 th Street	Rock Island	IL	61201	
AREA CODE/TELEPHONE NO.				
309-788-8247				

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.

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> A. EDUCATIONAL | <input type="checkbox"/> B. FRATERNAL | <input type="checkbox"/> C. POLITICAL |
| <input type="checkbox"/> D. CIVIC | <input type="checkbox"/> E. RELIGIOUS | <input type="checkbox"/> 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) Martha Cleaveland	HOME ADDRESS 113 18th Street	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL	TELEPHONE NO. 309-788-8247	CELL PHONE NO.		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
4/2/2016	6:00am	11:00am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
4/2/2016	5:00pm	10:00pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
4/2/2016	11:00AM	5:00pm

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event:

Number of Attendees expected: _____

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: _____ To raise awareness, support and money for Camp Kesem, a camp for children who live with or have lost a parent to cancer. To attract visitors and patrons to downtown Rock Island, The District and Blue Cat Brew Pub _____

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.) _____

- 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 _____

Organization Leader _____ Date _____

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.
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License Printed - Date License Delivered - Date
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**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**

Camp Kesem Fundraiser

(Blue Cat Brew Pub)

APRIL 2, 2016 11:00AM – 5:00PM

1st Avenue

R I V E R P L A Z A

N O R T H

Wooden Fence

To Be Demarcated & Secure

Blue Cat Main Entrance

S T R E E T

A R T S A L L E Y

S T R E E T

S T R E E T

W E S T

17TH

18TH

19TH

E A S T

S O U T H

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

