

CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME of EVENT:

NAME (First, Middle Initial, Last)	HOME ADDRESS	CITY	STATE	ZIP CODE
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		

ORGANIZATION NAME	ADDRESS	CITY	STATE	ZIP CODE
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.

- | | | |
|------------------------------------------------|----------------------------------------------|---------------------------------------------------------|
| <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)	HOME ADDRESS	CITY	STATE	ZIP CODE
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)

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: _____

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). I have also signed and submitted the City of Rock Island Great River Plaza Indemnification Agreement as part of this application.

Applicant _____ Date _____

Organization Leader _____ Date _____

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 with Map, Certificate of Insurance, Great River Plaza Operation Plan and Indemnification Agreement to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

CHECKLIST for GREAT RIVER PLAZA EVENTS AND VENDORS

The purpose of having activities on the Great River Plaza is to encourage visitors and residents to enjoy themselves in a safe, healthy and clean environment that is enjoyable for all. To this end, we ask that you read and use this checklist criterion we have provided below to assist you in planning and implementing your activity as a vendor, entertainment provider or other Plaza user.

- ✓ **EVENT MUST ENHANCE DOWNTOWN EXPERIENCE**
Your event must add to the enhancement of the downtown and be carefully put together so it is a successful event.
- ✓ **APPROPRIATENESS OF ACTIVITIES**
Your activity will need to be approved by the City Council once all of your plans have been submitted to the Office of the City Clerk. If the event is judged to be inappropriate, the recommendation to the City Council will be to NOT approve your application. An example of an inappropriate activity would be one that would embarrass, insult or degrade another person, religion or culture.
- ✓ **MAP OF ALL ACTIVITIES (APPLICATION)**
Part of the application process includes submitting a map of your event. This map will need to include the location of your gate persons, your vendors, your port-a-potties, as well as any entertainment venues and the audience. The map should also include any streets that are to be closed for your event and where fencing (if any) will be placed.
- ✓ **AESTHETICS (APPLICATION)**
Aesthetics or the appearance of the area for your event/activity is important. We ask that you rent appropriate items to use such as fencing, tents, chairs, etc. that are suitable and safe as well as clean. A picture of your vendor cart and a description or photo of your fencing is part of the application process.
- ✓ **NOTIFY AND WORK WITH NEIGHBORS DOWNTOWN**
It is your responsibility as a vendor with an entertainment venue, to notify the neighboring businesses and The District Office of your event and information about it – including dates, times, type of event, etc. as well as street closing times and re-opening times at least 30 days prior to the event.
- ✓ **SYSTEM FOR SHUTTING DOWN STREETS (APPLICATION)**
You are asked to contact Public Works if you need to close a street and work with them to determine the best way to close the street including barricades, gates, and necessary signage. You must notify all businesses affected by your event. Notification in writing to the businesses, including the time the streets will close and open (after you have cleaned the area) must be provided at least 30 days prior to the event.
- ✓ **CLEAN UP**
As a “tenant” of the Great River Plaza, it is your responsibility to clean the Plaza area, whether it is as a vendor, café owner or entertainment venue. After your event is over or after you close your vendor business or outdoor café at the end of the day, you must clean

your area, remove any furniture you put in place, pick up any trash and dispose of it appropriately.

✓ **GARBAGE REMOVAL**

You are not to use the City trash containers for your trash – these are for the customers who need to throw away their trash. You must remove your trash from the Plaza daily.

The removal of any garbage on the Plaza is your responsibility. The dumpsters are rented by downtown businesses and are not to be used by vendors without their specific permission. If you anticipate a large amount of garbage, you should secure a dumpster. You are not to use the City trash containers, as these are placed there for the customers to dispose of their trash instead of throwing it on the ground. You are expected to empty the City trashcans at the end of your event to allow for regular use. You are expected to clean up the Plaza after your event; and in the event this is not done well, this will be taken into consideration when you apply for another event.

✓ **TYPE OF FENCING ACCEPTABLE**

Fencing should be sturdy and noticeable, and at the same time not distract from the Plaza area. It should be attractive and pleasing to the eye. It should not be attached to any streetlight or light posts on the Plaza, but rather you will need to provide some type of corner standards to hold it in place without drilling in the Plaza surface.

✓ **VEHICLES ON PLAZA**

No vehicles are allowed on the Great River Plaza. If you need to drive a vehicle on the Plaza to unload your equipment or supplies, the vehicle must be removed as soon as these things are unloaded. This is written into the Ordinance and will be enforced.

✓ **STAGE (APPLICATION)**

The stage area on the east side of the Plaza will be available for your use once your event has been approved. You will need to check it out for appropriate electrical connections and sound systems that you might need for the event/activity.

✓ **POLICE**

If you are planning an entertainment venue or activity on the Plaza (not including food vendor or outdoor café), you need to hire an appropriate number of off-duty Police Officers for the event. Call Lt. Rich Landi at 732-2402 to arrange this with him.

✓ **PUBLIC WORKS** – (electric, garbage cans, barricades and water sources)

If you need additional garbage cans, barricades for street closings, electricity, or a water source for your event/activity, include these things on your application. These items need to be included at the time of application so they can be approved/reviewed as part of the application process. If additional electricity is needed, you will need to include this on your application – be specific so the Public Works Department can review the needs and assist you if they are able.

✓ **CONTACT THE DISTRICT**

Applications must be submitted for review to the Executive Director (948-2008) before submitting the final completed application to the City Clerk's Office. Unless it is a District-sponsored event, you will still need to submit the final completed application to the City Clerk for approval.

✓ **INSURANCE (APPLICATION)**

Insurance coverage for your vendor cart, your outdoor café, or your event is a requirement already included in the Ordinance. The application indicates the amount of coverage needed and the City of Rock Island is to be listed as additional insured. No application will be approved unless the City Clerk, prior to the event or starting date of your vendor business or outdoor café, has received the Certificate of Insurance.

✓ **HEALTH DEPARTMENT - FOOD (APPLICATION)**

If you are selling food/beverages, or having vendors who will be selling food or beverages, you need to contact Brian Tauke, Health Inspector at 732-2910. You or your vendor will need to apply for a Health Permit and be approved by Mr. Tauke in order to sell food or beverages to the public.

✓ **BEVERAGES – ALCOHOL AND NON-ALCOHOL (APPLICATION)**

All alcoholic beverages sold on the Plaza must be sold in plastic cups. No cans or bottles containing alcoholic beverages are allowed on the Plaza.

Any alcoholic beverages to be sold require a liquor license and dram shop insurance coverage. This should be indicated on your application, and you will also need to contact the Mayor's Secretary at 732-2012 regarding the requirements for this item.

If you are going to sell alcoholic beverages, you must demarcate the area that these beverages are to be sold in and consumed in. The fence must be aesthetically pleasing and cannot be anchored to existing structures on the Plaza – trees, light poles, etc. You may contact The District Office to find out if they have fencing available to rent to you for your event.

For all outdoor events, you must have a system established to check IDs. All sales of alcohol must occur within a demarcated/fenced area. If you plan to allow minors to attend your event, this needs to be submitted for approval as part of the application process. You need to hire/obtain volunteer persons to staff your entrance gates that are responsible and will check the IDs of those entering and exiting the gates. Persons selling in beer tents must be of age and no minors are allowed to sell in beer tents.

✓ **ADVERTISING**

You are responsible for any advertising/publicity that is done to promote your event. You should not begin to advertise the event until after City Council has approved the event. Make sure that what you are advertising or publicizing has been approved and the information is accurate.

✓ **RENTAL NEEDS** (cannot drill into Plaza surface)

You may need to rent tables, chairs and/or tents for your event/vendor cart/outdoor café. These items need to be aesthetically pleasing, clean and safe for all. No tents can be anchored to the Plaza surface, nor can fences be anchored to street light poles or other light poles, trees or any other structures on the Plaza. Before you rent these items, check with The District Office; they may have some items you can rent from them that will meet these criteria.

Port-a-potties are a necessity when having an outdoor event. You need to rent an adequate number of these to meet the needs of your anticipated audience. These need to be placed in areas that are accessible to your customers without hindering businesses and pedestrians on the Plaza area. You will need to contract to have these removed immediately so they do not remain on the Plaza too long the following day.

The sound and light system and any other equipment needed are your responsibility. You need to check this out prior to your use of the Plaza as part of the application process.

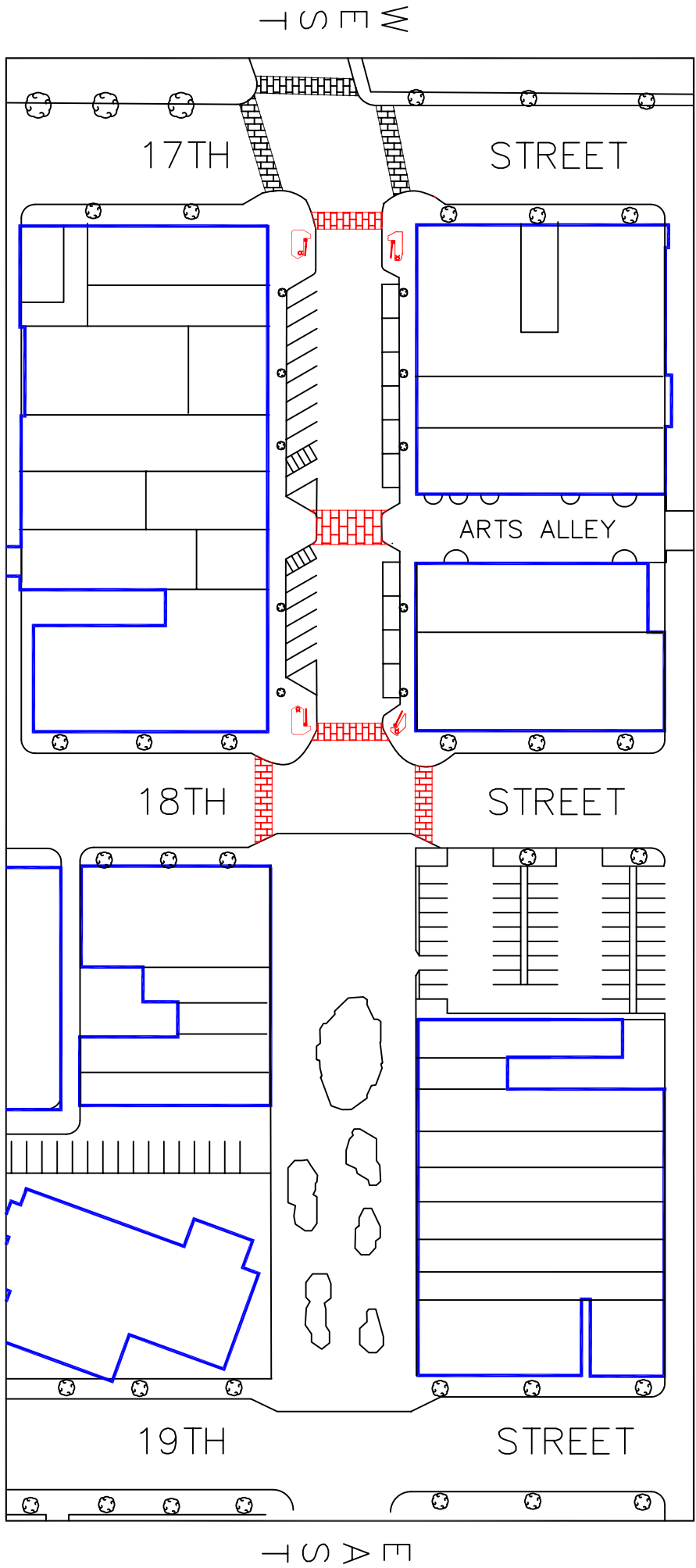
✓ **DECORATIONS & SIGNAGE (APPLICATION)**

All decorations you place on the Plaza area for your event need to be removed immediately following the event. Any decorations that need to be hung from the light poles, such as banners, etc. require the permission of the City Council. This request must be submitted in writing as part of the application process. A description of the type of decorations you plan to use should be included.

Any signage you will use should be included in the application process. A complete description, including size, etc. should be included as well as the location of any signs.

G R E A T R I V E R P L A Z A

NORTH



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

SOUTH

WEST

EAST

GREAT RIVER PLAZA OPERATION PLAN

Following are some issues that must be addressed when planning an event in The District. In addition, any Daytime or Nighttime Vendor as well as any business that has an Outdoor Café must address these matters. Please check them off as you read each one that relates to you, and submit this form to the City Clerk when submitting the application with your signature. You are responsible for fulfilling these concerns.

As a Plaza User: (**Everyone**)

- () My/Our event will enhance the downtown experience and be appropriate for the area.
- () I have a Certificate of Insurance, naming the City as additional insured to submit along with the application as outlined in the Ordinance.
- () I am submitting a map of all the activities – locations of port-a-potties, fencing, entertainment, etc.
- () The equipment and materials used will be aesthetically pleasing to everyone.
- () I will not allow any alcoholic beverages to be sold/served in glass or cans on the Plaza. All alcoholic beverages will be served in plastic cups.
- () I am submitting a description or photo of the type of fencing I will be using on the Plaza.
- () I will not allow vehicles on the Plaza, with the exception of the time needed for loading/unloading equipment, etc.
- () I understand that any violations of the ordinance or other regulations will be cause for penalty consisting of not opening the business for a period of time to having the license revoked.

As an **Activity/Event** Sponsor:

- () I am making application for the event a minimum of 45 DAYS prior to the date of the event.
- () I have a system set up/have discussed with The District Office - for shutting down the streets.
- () Preparations have been made for clean-up and garbage removal within two hours after the event ends.
- () I have notified and worked with the neighbors and/or downtown businesses regarding my event.
- () I have made plans to hire off-duty officers for the event through Lt. Rich Landi in the Office of Professional Standards, Rock Island Police Department.
- () I have notified the Public Works Department if I have a need for additional electricity hookups, garbage cans, barricades and water. (Noted on application also).
- () I have received permission from the Health Inspector to have food available during this event.
- () I have a system to check IDs and monitor under-age drinking: (Please describe) _____

- () I will begin to advertise this event only after approval by the City Council, and I have made arrangements to do so.
- () I will need to rent port-a-potties and locate them within the area and not in front of a business that is open.

- () If using tables, chairs or tents, I will need to rent an adequate number for the event. (If using tents, remember that holes cannot be drilled into the Plaza area to secure them. A method for securing the tent needs to be one that does not disturb/harm the surface of the Plaza area.)
- () I have hired/recruited volunteers of an appropriate age to staff the gates and the beer tents.
- () I have made application for a liquor license if needed for my event.
- () I will have the fence in place approximately two hours prior to the event, and removed within two hours following the end of the event.
- () I will clean the Plaza after my event and dispose of all trash appropriately.
- () I have checked with City staff regarding my signs and decorations planned for this event, and will have them removed within two hours of the end of my event.
- () I have included a letter with my application describing the details of the proposed Activity/Event.

As a Food Vendor:

- () I will cover the surface of the Plaza under my vendor cart and serving area with a material adequate to protect the surface of the Plaza from any grease or other kinds of damage.
- () I will keep my cart and area (minimum of 25 feet around my cart) clean, safe and free of debris, including boxes and packaging.
- () I will make every attempt to have customers dispose of their debris in the City trash barrels provided on the Plaza.
- () I will remove my cart and all trash from the Plaza at the end of my business day, and will not dispose of my trash in the City trash containers.
- () I will keep my license visible in my business area at all times and protected from destruction.
- () I will remain in one spot until I am directed or approved to move to another location by City staff or District staff.
- () I will not park my vehicles on the sidewalk.
- () Revocation of license will mean no license will be issued to me the following year.

As a Non-Food Vendor:

- () I will make every attempt to have customers dispose of their debris in the City trash barrels provided on the Plaza.
- () I will remove all of my waste from the Plaza at the end of my business day, and will not dispose of my trash in the City refuse containers.
- () I will keep my license visible in my business area at all times and protected from destruction.
- () I will move freely around the Plaza until I am directed or approved to move to another location by City staff or District staff.
- () I will not enter into any business on the Plaza unless I am invited in by that establishment.

() Revocation of license will mean no license will be issued to me the following year.

As the business owner with an **Outdoor Café**, I agree to:

- () Place only safe and aesthetically pleasing furniture outdoors for use by my patrons.
- () Remove all furniture and demarcation, fencing, etc. at the close of my business each day.
- () Not use any outdoor sound amplification within the café area for customers.
- () Maintain my outdoor café with a safe and clean environment.

As a lessee of the Plaza for my business/event/café, I agree to abide by the above rules and regulations, as well as the Ordinances of the City of Rock Island. I have also signed and submitted the City of Rock Island Great River Plaza Indemnification Agreement.

Name

Date Signed



**CITY OF ROCK ISLAND
GREAT RIVER PLAZA
INDEMNIFICATION AGREEMENT**

Comes now _____, the permit applicant who is applying for a permit for use of the plaza pursuant to the conditions of Chapter 8, Article VII, Division 2 Sec. 8-255 concerning permits for use of the Great River Plaza and hereby agrees to indemnify and hold the City harmless from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements, and judgments, including attorney fees, arising out of any actual or alleged injury to any person, death, damage to any property, and any other damage or loss claimed to result in whole or in part from the permit holder's negligence, reckless conduct, or intentional conduct, whether by any act or omission of the permit holder or any of its employees, representatives, volunteers, agents, or subcontractors.

Signature, Applicant or Duly Authorized Agent

PRINT NAME of Applicant or Duly Authorized Agent

PRINT NAME of Business/Organization

Date