

**Memorandum
Office of the City Clerk**



ROCK ISLAND
ILLINOIS

To: Thomas Thomas, City Manager
Subject: District Events - Midweek Music on the Plaza & Gallery Hop
Date: May 13, 2016

Attached are two Plaza Activity/Event applications from The District. They are requesting to hold Midweek Music on the Plaza from noon to 1:00 pm on Wednesdays beginning in June through August.

The amplified sound will include light acoustic or background music. The public will have the opportunity to relax, buy or bring their lunch and enjoy lunchtime music on the Plaza.

The District is also requesting to hold the winter Gallery Hop event on Friday, December 9, 2016 from 5:00 pm to 10:00 pm. This event combines fine artists with local businesses for an art themed open house atmosphere.

In addition, The District is requesting a waiver of the application (\$20.00) and permit (\$35.00) fees for the Midweek Music series and Gallery Hop. These events are intended to add atmosphere and create vibrancy downtown as well as to encourage guests to patronize the local businesses. There is no cost to the public.

Executive Director Micaela Booth has approved the events, and the certificates of insurance are forthcoming.

RECOMMENDATION:

It is recommended that Council approve the events and waive the application and permit fees for The District's Midweek Music on the Plaza series and the December Gallery Hop.

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

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 activities: Midweek Music and December Gallery Hop

Last year, The District hired local musicians to perform light, acoustic music on the plaza stage during the lunch-hour. We would like to do this again beginning in June and running each Wednesday through August. Our goal is to add atmosphere and create vibrancy downtown, while encouraging guests to patronize our local restaurants. We will encourage restaurants to offer lunchtime specials so that people can enjoy their lunch outside along with musical accompaniment. The series is free to the public. There will be no outdoor vending and no alcohol.

As in the past, we are requesting that the Application and Permit fees be waived for these activities. Both are non-revenue generating and intended to benefit the community and local businesses. I will forward our certificate of insurance upon renewal in May, 2016.

Thank you for your consideration.

Sincerely,

Micaela Booth
Executive Director
The Downtown Rock Island Arts & Entertainment District



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

**Midweek Music (lunchtime
entertainment on the plaza)**

1. APPLICANT INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Micaela Booth	100 19 th Street, Suite 109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
Micaela@teamrockisland.com				

ORGANIZATION NAME	E-MAIL			
The District, Inc.	Micaela@teamrockisland.com			
ADDRESS	CITY	STATE	ZIP CODE	
100 19 th Street, Suite 109	Rock Island	IL	61201	
AREA CODE/TELEPHONE NO.				
309-788-6311				

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
Micaela Booth	100 19 th Street, Suite 109	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
Micaela@teamrockisland.com	309-788-6311			

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
Wednesdays (see below)	11:00 AM	Noon

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
Wednesdays (see below)	1:00 PM	1:30 PM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
June 1,8,15,22,29 July 6,13,20,27 August 3,10,17,24,31	Noon	1:00 PM

A. TYPE OF ACTIVITY / EVENT

CONCERT OTHER MUSIC CRAFTS ART SHOW INFORMATION

CIRCUS / CARNIVAL ANIMAL SHOW PUBLIC SPEAKERS OTHER

Background music during lunchtime.

Name of Activity / Event: Midweek Music crowd (25 – 50)

Number of Attendees expected: Usual lunchtime

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To provide light, acoustic music during the lunch-hour to add atmosphere to the downtown and create vibrancy and encourage patronage of downtown restaurants.

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

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.) NONE

- 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.

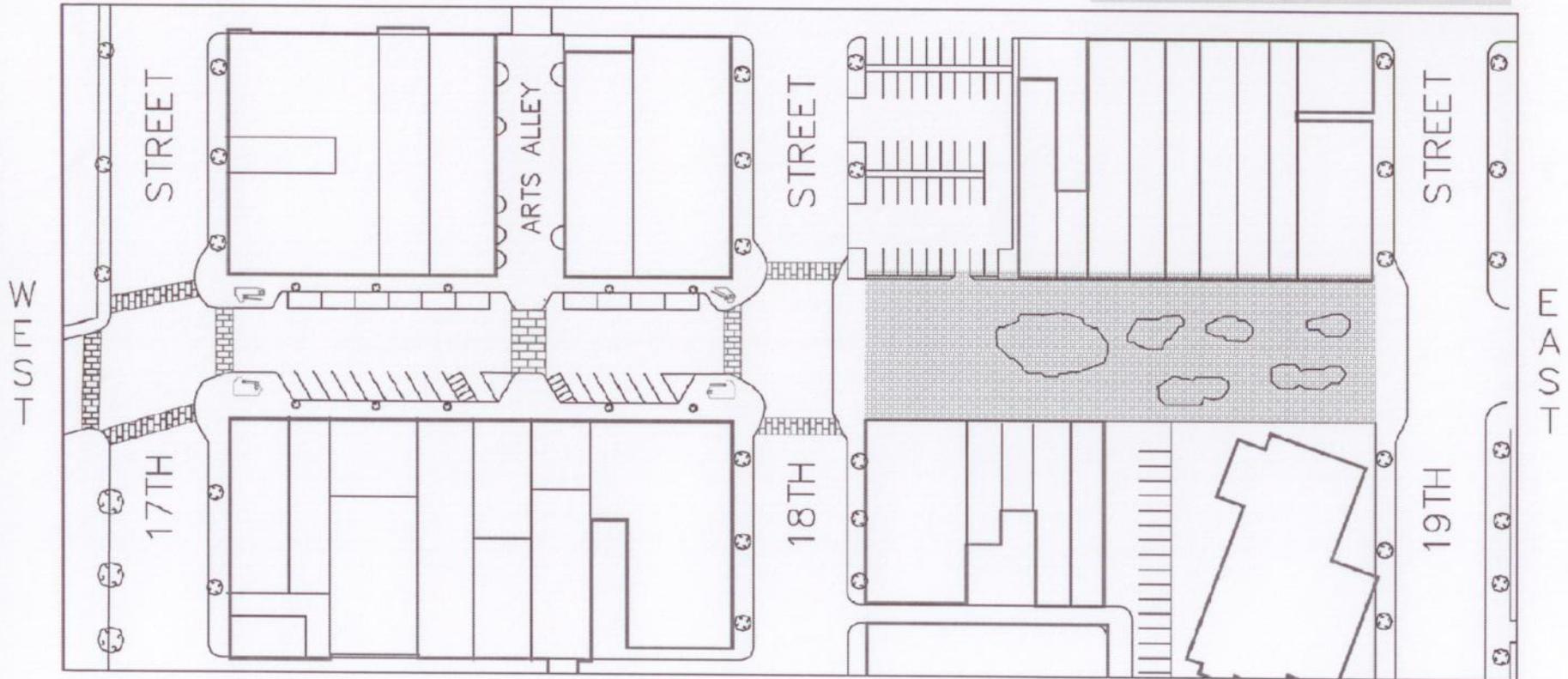
Application Fee Receipt No Permit Fee Receipt No.
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License Printed - Date License Delivered - Date
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**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

G R E A T R I V E R P I
N O R T H

Midweek Music
Wednesdays
June through August
Noon – 1pm



S O U T H

C I T Y O F R O C K I S L A N D

Prepared By: City of Rock Island,
Planning & Redevelopment Division
February 2004



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME (First, Middle Initial, Last) Micaela Booth	HOME ADDRESS 100 19 th Street, Suite #109	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL micaela@teamrockisland.com	TELEPHONE NO. (309) 788-6311	CELL PHONE NO.		

ORGANIZATION NAME The District, Inc.	ADDRESS 100 19 th Street, Suite #109	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL micaela@teamrockisland.com	TELEPHONE NO. (309) 788-6311			

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4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
12/09/2016	3:00 PM	5:00 PM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
12/09/2016	10:00 PM	11:00 PM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
12/09/2016	5:00 PM	10:00 PM

A. TYPE OF ACTIVITY / EVENT

- CONCERT
 OTHER MUSIC
 CRAFTS
 ART SHOW
 INFORMATION
 CIRCUS / CARNIVAL
 ANIMAL SHOW
 PUBLIC SPEAKERS
 OTHER: Art walk/open house

Name of Activity / Event: Gallery Hop

Number of Attendees expected: 500

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: Art themed open house. May have outdoor artists, weather permitting. Event is designed to promote local artists and encourage visitors to 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 ___
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D. STREET CLOSING REQUESTED (also identify on attached map)

None

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.) None

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Organization Leader _____ Date _____

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Application Fee Permit Fee

City Council Approval Date

City Clerk Approval Date

License Number

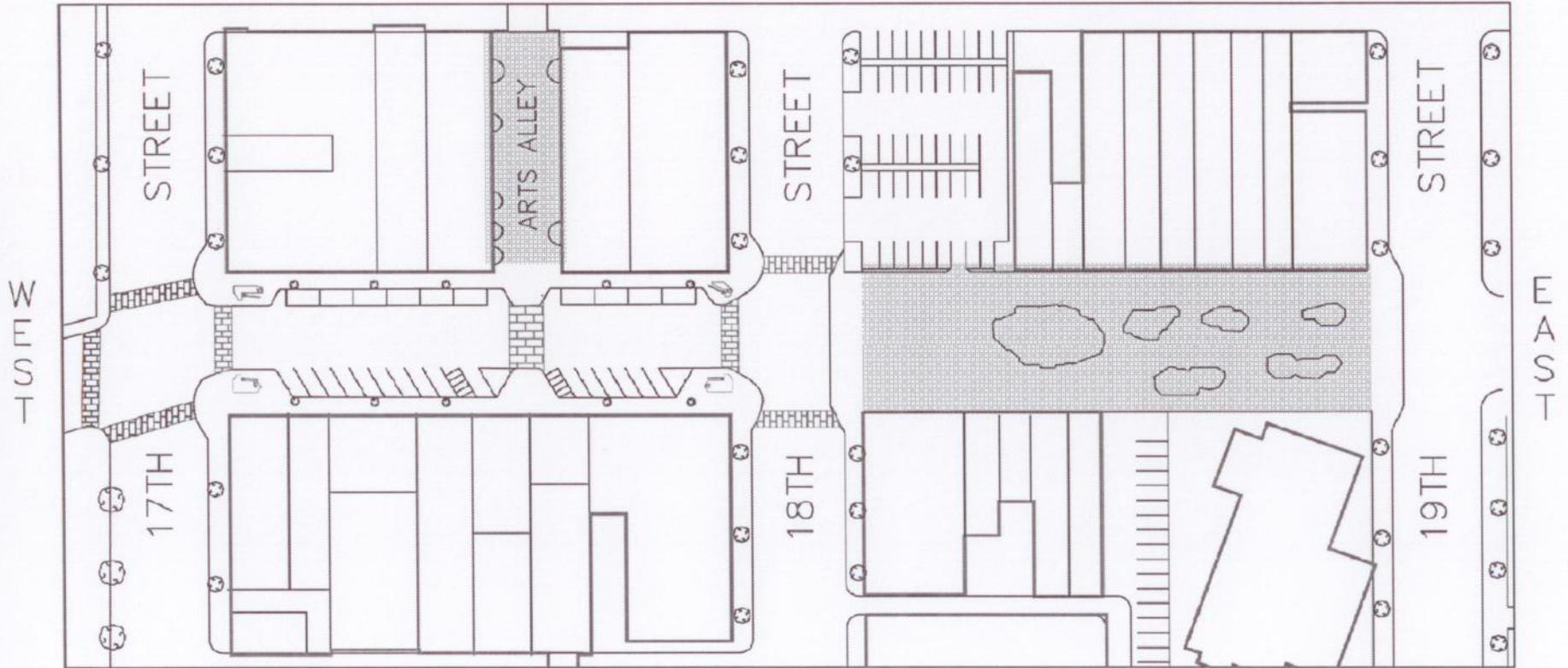
Application Fee Receipt No Permit Fee Receipt No.

License Printed Date License Delivery Date

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City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

G R E A T R I V E R F
N O R T H

GALLERY HOP!
Friday, Dec. 9, 2016



SOUTH

C I T Y O F R O C K I S L A N D

Prepared By: City of Rock Island,
Planning & Redevelopment Division
February 2004