

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Labor Day Parade
Date: August 3, 2016



Attached is the application for the 32nd annual Rock Island Labor Day Parade to be held on Monday, September 5, 2016 from 9:30 am to noon. The Labor Day Parade is covered under City insurance. The theme for this year is “We ❤️ Rock Island.”

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

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)
9/5/16	9:30 a.m.	12 Noon +_
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
9/5/16	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: 15	Other:
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Walkers

CITY OF ROCK ISLAND

LICENSE APPLICATION

Number of volunteers available for traffic control: 50 ppl (staging area)

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 Parade Route map

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 Department

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

8/3/16
Date of Application

CITY OF ROCK ISLAND

LICENSE APPLICATION

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

City Council Approval Date

City Clerk Approval Date

Route Map and/or Information Included
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Insurance Information Included

License Number

License Printed Date

License Delivery Date

Return Completed Application to:
City Clerk's Office, 1528 3rd 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 32nd annual Rock Island Labor Day Parade will be held on September 5, 2016. 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

