

**Memorandum
Office of the City Clerk**

To: John C. Phillips, City Manager
Subject: Outdoor Plaza Event – Steve’s Old Time Tap
Date: August 11, 2011



Attached is a Plaza Activity/Event Application for Steve’s Old Time Tap in conjunction with Rock 104.9 radio station requesting to host a Bike Night Motorcycle Give Away event on Saturday, October 8, 2011 from 10:00 a.m. to 4:00 p.m. This event will be held on Plaza Area/West.

Steve’s Old Time Tap is also requesting that 17th Street between 2nd and 3rd Avenue be closed for this event. It is noted that access will be available to the Holiday Inn. Food and alcohol will be sold inside. One remote outdoor location may be added. The certificate of insurance is forthcoming and the application fee has been paid.

The purpose of this event is to generate attendance during the daytime and to promote awareness of The District to the community.

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

RECOMMENDATION:

It is recommended that Council approve the event for Steve’s Old Time Tap subject to complying with all liquor and Plaza regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: John C. Phillips, City Manager

OK
7/27/11

July 27, 2011

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear Aleisha,

On Saturday, October 8, Steve's Old Time Tap and Rock 104.9 radio station would like to hold the Rock 104.9 Bike Night Motorcycle Give Away.

The event will feature approximately 1000 bike enthusiasts who will compete for a motorcycle from Budweiser and Rock 104.9. All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. Beverages will be sold from inside Steve's Old Time Tap. One remote outdoor location may be added.

The purpose of this event is to generate attendance during the daytime, and to bring awareness of The District to the community.

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

Thank you.

Sincerely,



Jeff Rusk



CITY OF ROCK ISLAND
Great River Plaza

Handwritten signature and date 7/27/11

ACTIVITY / EVENT PERMIT

ROCK 104.9 BIKE NIGHT
MOTORCYCLE GIVE AWAY

1. APPLICANT INFORMATION

Form with fields for NAME (FIRST, MIDDLE INITIAL, LAST), HOME ADDRESS, CITY, STATE, ZIP CODE, E-MAIL, TELEPHONE NO., and CELL PHONE NO.

Form with fields for ORGANIZATION NAME, E-MAIL, ADDRESS, CITY, STATE, ZIP CODE, and AREA CODE/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.

- 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
Jeff Rusk	2210-38 th Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	309-788-4302			

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
10-08-2011	6:00 am	9:00 am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
10-08-2011	4:00 pm	7:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
10-08-2011	10:00 am	4:00 pm

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: ROCK 104.9 BIKE NIGHT MOTORCYCLE GIVE - AWAY

Number of Attendees expected: 100 Guests

B. LOCATION OF ACTIVITY / EVENT

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

17th St Between 3rd + 2nd Ave.

17th Street between 2nd Avenue and 3rd Avenue

Purpose of Event / Activity: Radio Promotion/Contest & Bring People Downtown

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)

17th Street between 2nd Avenue & 3rd Avenue. (Will allow access to hotel)

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.)

Extra barricades, road closure signs, 12 trash barrels (24 barricades requested) & TWO (2) Quad boxes installed. Please check with Carl McClaskey for locations.

- 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 [Signature] Date 7-27-11
Organization Leader _____ Date _____

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

Application Fee
Permit Fee
App: 357.00

Approved by City Council

Approved by City Clerk

License No.

Application Fee Receipt No
Permit Fee Receipt No.
App-Receipt-06410

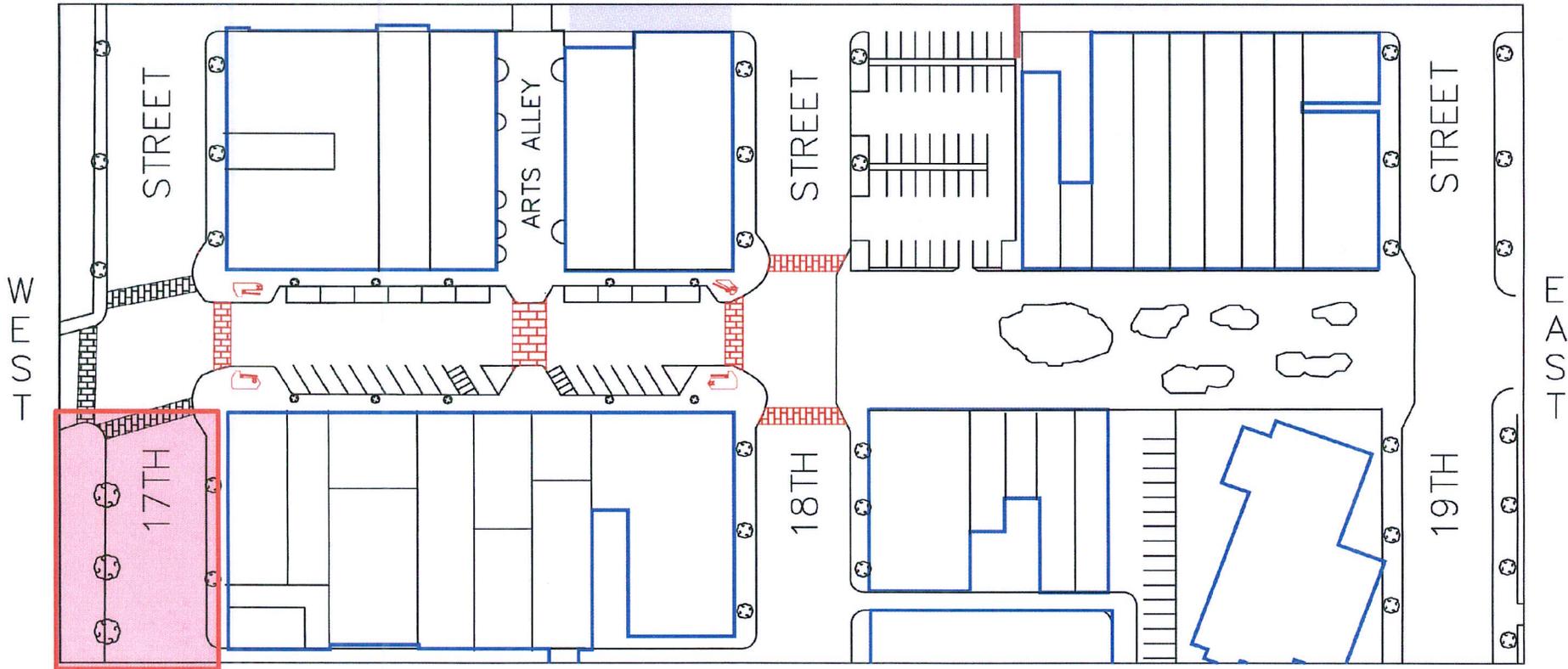
License Printed - Date
License Delivered - Date

Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:

1st Avenue

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

**Rock 104.9
Bike Night**
October 8, 2011 10:00AM – 4:00PM



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