

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Outdoor Plaza Event-Steve's Old Time Tap
Date: January 10, 2012



Attached is a Plaza Activity/Event Application for Steve's Old Time Tap requesting to host a viewing area for the Grand Parade and a St. Patrick's Day post parade party on Saturday, March 17, 2012 from 9:00 am to 7:00 pm.

Steve's Old Time Tap is also requesting that 17th Street between 2nd and 3rd Avenue be closed for this event. The street closure will occur prior to the parade, will reopen to allow the parade passage and close again once the parade has finished. Food and alcohol will be sold at this event. The Certificate of Insurance is forthcoming.

Steve's Old Time Tap will check I.D.'s for age verification and wristbands will be utilized. Amplified sound (Irish music) will be provided by a disc jockey. This event is free to the public. Steve's Old Time Tap will work with the Police Department to ensure adequate security for this event.

The purpose of the event is to provide a festive atmosphere and encourage parade patrons to remain Downtown after the conclusion of the parade. 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: Thomas Thomas, City Manager

ok 5-11/12
[Signature]

January 10, 2012

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

Dear Aleisha,

On Saturday, March 17th, 2012, Steve's Old Time Tap would like to again host a viewing area and post parade party for the Grand Parade, scheduled for the same date.

The event will be located on 17th Street, between 2nd Avenue and 3rd Avenue. The street will be closed prior to the parade, and will reopen to allow the parade passage, closing again once the parade has finished.

All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. Two beer wagons will be located on the sidewalk on the west side of 17th Street, adjacent to the hotel. Persons wishing to purchase alcohol will be required to have a wristband once proof of legal age has been verified. A DJ will broadcast Irish music during the event. The event will be free to the public, so pedestrian traffic will not be impeded.

We will work with the Rock Island Police Department to ensure adequate security for the event.

The purpose of this event is to provide a festive atmosphere on the Illinois side of the parade route and encourage parade patrons to remain in downtown Rock Island after the conclusion of the parade. Closing this section of the parade route will offer a safer area in which to observe the parade, as parking will be restricted.

Attached is the completed street closing application and sound amplification request. I have contacted our insurance carrier and a certificate of insurance will follow.

Thank you.

Sincerely,



Jeff Rusk
Proprietor



CITY OF ROCK ISLAND
Great River Plaza

Handwritten signature and date 1/11/12

ACTIVITY / EVENT PERMIT

Grand Parade Viewing Party

1. APPLICANT INFORMATION

Form with fields: NAME (FIRST, MIDDLE INITIAL, LAST), HOME ADDRESS, CITY, STATE, ZIP CODE, E-MAIL, TELEPHONE NO., CELL PHONE NO.
Jeff Rusk, 223 - 17th Street, Rock Island, IL, 61201, 309-786-4543

Form with fields: ORGANIZATION NAME, E-MAIL, ADDRESS, CITY, STATE, ZIP CODE, AREA CODE/TELEPHONE NO.
Steve's Old Time Tap, 223 17th Street, Rock Island, IL, 61201, 309-786-4543

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) Jeff Rusk	HOME ADDRESS 2210-38 th Street	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL	TELEPHONE NO. 309-788-4302	CELL PHONE NO.		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
3-17-2012	6:00 am	9:00 am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
3-17-2012	7:00 pm	9:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
3-17-2012	9:00 am	7:00 pm

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Grand Parade Viewing Party

Number of Attendees expected: 150 throughout the day

B. LOCATION OF ACTIVITY / EVENT

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

17th Street between 2nd Avenue and 3rd Avenue

Purpose of Event / Activity: Parade viewing and party

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.)

2 Electrical hook-ups (quad boxes) on concrete light poles, barricades, road closure signs, 8 trash barrels (16 barricades requested)

- 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 1-10-12

Organization Leader *Same* 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**

Grand Parade Viewing

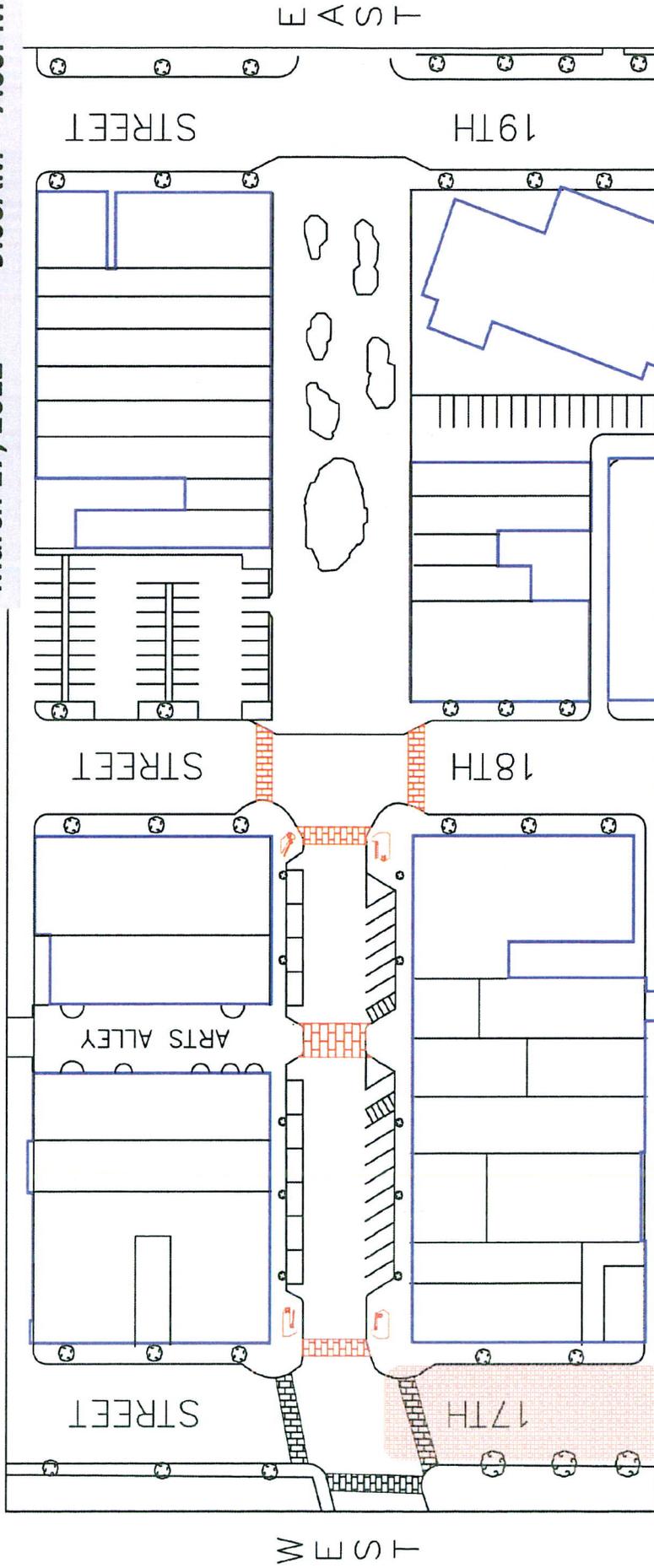
Party

2012

March 17, 2012 9:00AM - 7:00PM

G R E A T R I V E R

NORTH



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

SOUTH

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

WEST

EAST