

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: RIBCO - Outdoor Plaza Events
Date: March 5, 2012



Attached is a letter and two Plaza activity/event applications from RIBCO requesting two (2) additional days as part of their annual outdoor Summer Concert Series for Friday, July 27, 2012 from 7:00 pm to 12:30 am on Saturday, July 28, 2012 and Friday, August 17, 2012 from 6:00 pm to 12:30 am on Saturday, August 18, 2012.

These events will be held on Plaza Area/East and Stage Area/East. Streets are not being closed for these events. Food and alcohol will be sold. The certificate of insurance is forthcoming.

The purpose of these events is to generate attendance and bring awareness of The District to the community. RIBCO will contact the Police Department regarding security for the two (2) events.

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

RECOMMENDATION:

It is recommended that Council approve the events for RIBCO, subject to complying with all liquor and Plaza regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

February 27, 2012

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

Dear Aleisha,

RIBCO Inc. is respectfully applying for the use of the Great River Plaza for the date of Friday, July 27, and August 17, 2012.

RIBCO currently has the approved plaza permits for Saturday, July 28 and Saturday, August 18, but inadvertently left off Friday, July 27 and Friday, August 17 as part of those effective dates. We would like to hold additional our outdoor concerts on these dates.

The purpose of these events is to generate attendance and to bring awareness of The District to the community.

Attached is the amended plaza activity permit. I have contacted our insurance carrier and a certificate of insurance will follow. I will be in contact with Rock Island Police to discuss appropriate security measures.

Thank you.

Sincerely,

Terrence G. Tilka
President
RIBCO, Inc.
1815 Second Avenue
Rock Island, IL 61201
(309) 793-0085



CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
TERRENCE G. TIKA	3085 STILLWATER CT.	BETTENDORF	IA	52722
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
TTIKA@RIBCO.COM		309-912-2553		

ORGANIZATION NAME	E-MAIL		
RIBCO, INC.	TTIKA@RIBCO.COM		
ADDRESS	CITY	STATE	ZIP CODE
1815 2ND. AVE.	ROCK ISLAND	IL	61201
AREA CODE/TELEPHONE NO.			
309-793-1999			

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) TERRY TILKA	HOME ADDRESS 3085 STILLWATER CT.	CITY BETTERIDGE	STATE IA	ZIP CODE 52722
E-MAIL TTILKA@RIBCO.COM	TELEPHONE NO. 793-0085 OFFICE 793-1999 CLUB	CELL PHONE NO. 309-912-2553		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
7-27-2012	2:00 PM	6:00 PM.

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
7-28-2012	2:00 AM	4:00 AM.

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
7-27-2012	7:00 PM.	12:30 AM

A. TYPE OF ACTIVITY / EVENT

- ☒ CONCERT
 ☐ OTHER MUSIC
 ☐ CRAFTS
 ☐ ART SHOW
 ☐ INFORMATION
☐ CIRCUS / CARNIVAL
 ☐ ANIMAL SHOW
 ☐ PUBLIC SPEAKERS
 ☐ OTHER _____

Name of Activity / Event: **SUMMER CONCERT SERIES**

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).

Applicant RIBCO, INC. Date 1.29.2012

Organization Leader J. G. H. Date 2.29.2012

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.

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**



CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

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E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
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ORGANIZATION NAME	E-MAIL			
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NAME (FIRST, MIDDLE INITIAL, LAST) TERRY TIKA	HOME ADDRESS 3085 STILLWATER CT.	CITY BETH.	STATE IA	ZIP CODE 52722 52201
E-MAIL TTIKA@RIBCO.com	TELEPHONE NO. 309-793-0085 OFFICE	CELL PHONE NO. 309 912-2553		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
8-17-2012	2:00 PM	5:00 PM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
8-18-2012	1:00 AM	4:30 AM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
8-17-2012	6:00 PM	12:30 AM

A. TYPE OF ACTIVITY / EVENT

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 ☐ CRAFTS
 ☐ ART SHOW
 ☐ INFORMATION
☐ CIRCUS / CARNIVAL
 ☐ ANIMAL SHOW
 ☐ PUBLIC SPEAKERS
 ☐ OTHER _____

Name of Activity / Event: **SUMMER CONCERT SERIES**

Number of Attendees expected: **3**

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 ____
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Applicant RIBCO, INC Date 2-29-2012

Organization Leader I. G. I. Date 2-29-2012

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