

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Outdoor Plaza Event – Steve's Old Time Tap
Date: April 26, 2012



Attached is a Plaza Activity/Event application for Steve's Old Time Tap in conjunction with the St. Patrick's Society of the Quad Cities requesting to host an Irish Family Festival on Saturday, August 25, 2012 from noon to 10:00 pm.

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 properties adjacent to 17th Street. Food and alcohol will be sold at this event. It is noted that two (2) beer wagons will be located outside.

Steve's Old Time Tap will check I.D.'s and wristbands will be utilized. Amplified sound will be provided by several Irish bands.

Steve's Old Time Tap will work with the Police Department to ensure adequate security for this event. The application fee has been paid and the certificate of insurance is forthcoming.

The purpose of the event is to celebrate Irish culture and generate funding for the St. Patrick's Day Grand Parade that is held annually in March.

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 license regulations.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

April 23, 2012

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

JKB 4/24/12

Dear Aleisha,

On Saturday, August 25th, 2012, Steve's Old Time Tap would like to host an Irish Family Festival, to be held in conjunction with the St. Patrick Society of the Quad Cities.

The event will be located on 17th Street, between 2nd Avenue and 3rd Avenue. We will allow access to properties adjacent to 17th Street.

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 outdoors. Persons wishing to purchase alcohol will be required to have a wristband once proof of legal age has been verified. Irish bands will perform during the event.

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

The purpose of this event is to celebrate Irish culture and generate funding for the Grand Parade which is held in March every year.

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

Thank you.

Sincerely,

Jeff Rusk
Proprietor

OK
[Signature] 4/24/12

ACTIVITY / EVENT PERMIT

Irish Family Festival 2012

1. APPLICANT INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 th Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	788-4302	314-4716		

ORGANIZATION NAME	E-MAIL		
Steve's Old Time Tap			
ADDRESS	CITY	STATE	ZIP CODE
223 17 th Street	Rock Island	IL	61201
AREA CODE/TELEPHONE NO.			
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)	HOME ADDRESS	CITY	STATE	ZIP CODE
Jeffrey L. Rusk	2210 38 th Street	Rock Island	IL	61201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
	788-4302	314-4716		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS: (AM/PM)
August 25, 2012	5:00 am	11:00 am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS (AM/PM)	CLEAN UP ENDS: (AM/PM)
August 25, 2012	10:00 pm	11:00 pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
August 25, 2012	12:00 Noon	10:00 pm

A. TYPE OF ACTIVITY / EVENT

CONCERT OTHER MUSIC CRAFTS ART SHOW INFORMATION

CIRCUS / CARNIVAL ANIMAL SHOW PUBLIC SPEAKERS OTHER Irish Fest

Name of Activity / Event: St. Patrick's Irish Family Festival

Number of Attendees expected: 450

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To bring business to The District and support the Grand Parade and St. Patrick's Society of the Quad Cities.

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 # 2 FOOD # CRAFTS # BROCHURES # OTHER
 STAGES # *→ Inside only*

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 and 3rd. Avenue – leaving access to properties adjacent to 17th Street. Must not block intersection of 2nd Ave & 17th Street.

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (extra trash barrels, barricades, etc.) Extra trash barrels, barricades (for street closure), 3 electrical boxes attached to poles. 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 <i>App Fee \$135.00</i>
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Approved by City Council

Approved by City Clerk

License No.

Application Fee Receipt No Permit Fee Receipt No. <i>App- A121311-7953</i>
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License Printed - Date License Delivered - Date
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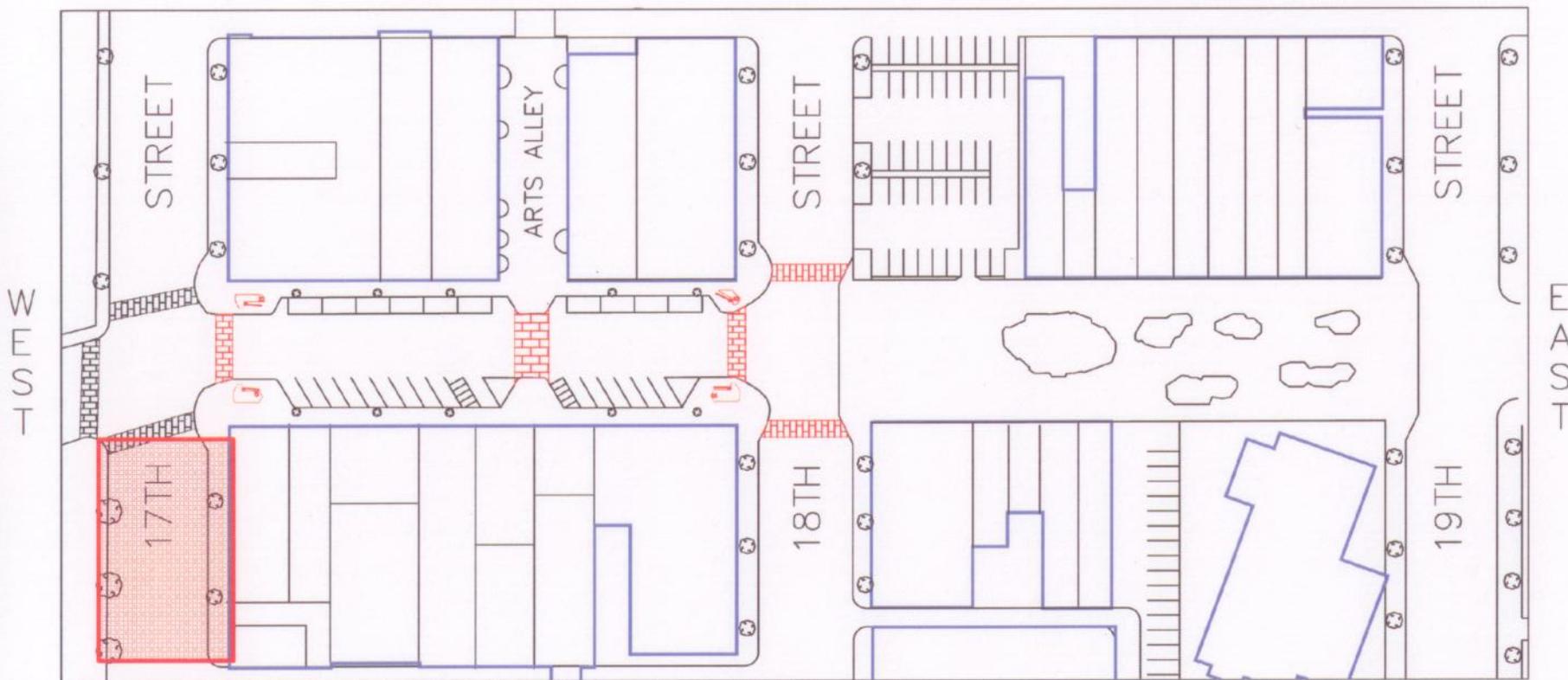
**Return Application, Certificate of Insurance and Great River Plaza Operations Plan to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

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

Irish Family Fest

August 25, 2012

12:00 Noon – 10:00PM



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