

**Memorandum
Office of the City Clerk**

To: Randall Tweet, City Manager
Subject: Ya Maka My Weekend 2021
Date: August 2, 2021



Attached is an activity application from Kyle Peters of The Daiquiri Factory, requesting permission to hold the annual Ya Maka My Weekend festival in the Downtown Plaza area on Saturday, August 14th 2021 from 3:00 p.m. to 12:30 a.m., and Sunday, August 15th 2021 from 4:00 p.m. to 12:30 a.m. Set up will be from 6:00 a.m. to 3:00 p.m. on August 14th.

Street closings include 18th Street from the alley near Icons Martini Bar to the alley next to Huckleberry's, and 2nd Avenue from 18th to 19th Streets. There will be food vendors and beer trailers utilized in the fenced-in area as in the past. IDs will be checked and wristbands utilized for age verification.

The Daiquiri Factory will work with the Rock Island Police Department to ensure adequate security.

A Certificate of Insurance is attached.

RECOMMENDATION: It is recommended that Council approve the request from The Daiquiri Factory for the 2021 Ya Maka My Weekend festival, including the outdoor sale and consumption of alcohol where noted; subject to complying with all Plaza and liquor license regulations; and subject to being closed down early if complaints are received.

Submitted by: Josh Adams, Interim City Clerk

Approved by: Randall Tweet, City Manager



CITY OF ROCK ISLAND
Great River Plaza



ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME of EVENT:
YA MAKAMY WEEKEND

NAME (First, Middle Initial, Last) Kyle R Peters	HOME ADDRESS 5516 30th Ave	CITY Moline	STATE IL	ZIP CODE 61265
E-MAIL Kyle.peters@mchsi.com	TELEPHONE NO. 309-269-2449	CELL PHONE NO. 309-269-2449		

ORGANIZATION NAME Daiquiri Factory	ADDRESS 1809 2nd Ave	CITY Rock Island	STATE IL	ZIP CODE 61201
E-MAIL Kyle@daiquirifactory.com	TELEPHONE NO. 309-786-1016			

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
Kyle R. Peters	5516 30th Ave	Moline	IL	61265
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
Kyle.peters@mchsi.com	309-269-2449	309-269-2449		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
August 14, 2021	6:00 AM	3:00 PM

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
August 15, 2021	12:30 AM	3:30 AM

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
August 14, 2021	4:00 PM	12:30 AM

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Ya Maka My Weekend

Number of Attendees expected: 2000

B. LOCATION OF ACTIVITY / EVENT See Map

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

Purpose of Event / Activity: Celebrating Caribbean Culture with great food, live music, + open air market.

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 # 6 CRAFTS # 8 BROCHURES # ___ OTHER ___
 STAGES # 2

If food is being distributed or sold, the City Health Inspector must be contacted.

D. STREET CLOSING REQUESTED (also identify on attached map)

18th Street from the Alley by Icons to the Alley next to Huckleberry's. 2nd Ave From 18th to 19th Street. Please See Map.

E. ADDITIONAL EQUIPMENT/WORK BEING REQUESTED FROM CITY (banners hung, extra trash barrels, barricades, etc.) 15 TRASH CANS + A 10 or 15 yard Dumpster. Barricades to Block off streets + parking lots. 15 Barricades. Water Hock up For Food Vendors.

- 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.
- 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). I have also signed and submitted the City of Rock Island Great River Plaza Indemnification Agreement as part of this application.

Applicant Daiquiri Factory Date 7-19-21

Organization Leader [Signature] Date 7-19-21

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

Application Fee Permit Fee

City Council Approval Date

City Clerk Approval Date

License Number

Application Fee Receipt No.
Permit Fee Receipt No.

License Printed Date
License Delivery Date

**Return Application with Map, Certificate of Insurance, Great River Plaza Operation Plan and Indemnification Agreement to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201 (309) 732-2010**

GREAT RIVER PLAZA OPERATION PLAN

Following are some issues that must be addressed when planning an event in The District. In addition, any Daytime or Nighttime Vendor as well as any business that has an Outdoor Café must address these matters. Please check them off as you read each one that relates to you, and submit this form to the City Clerk when submitting the application with your signature. You are responsible for fulfilling these concerns.

As a Plaza User: (Everyone)

- My/Our event will enhance the downtown experience and be appropriate for the area.
- I have a Certificate of Insurance, naming the City as additional insured to submit along with the application as outlined in the Ordinance.
- I am submitting a map of all the activities – locations of port-a-potties, fencing, entertainment, etc.
- The equipment and materials used will be aesthetically pleasing to everyone.
- I will not allow any alcoholic beverages to be sold/served in glass or cans on the Plaza. All alcoholic beverages will be served in plastic cups.
- I am submitting a description or photo of the type of fencing I will be using on the Plaza.
- I will not allow vehicles on the Plaza, with the exception of the time needed for loading/unloading equipment, etc.
- I understand that any violations of the ordinance or other regulations will be cause for penalty consisting of not opening the business for a period of time to having the license revoked.

As an Activity/Event Sponsor:

- I am making application for the event a minimum of 45 DAYS prior to the date of the event.
- I have a system set up/have discussed with The District Office - for shutting down the streets.
- Preparations have been made for clean-up and garbage removal within two hours after the event ends.
- I have notified and worked with the neighbors and/or downtown businesses regarding my event.
- I have made plans to hire off-duty officers for the event through Lt. Rich Landi in the Office of Professional Standards, Rock Island Police Department.
- I have notified the Public Works Department if I have a need for additional electricity hookups, garbage cans, barricades and water. (Noted on application also).
- I have received permission from the Health Inspector to have food available during this event.
- I have a system to check IDs and monitor under-age drinking: (Please describe) Wrist Bands at the Gates
- I will begin to advertise this event only after approval by the City Council, and I have made arrangements to do so.
- I will need to rent port-a-potties and locate them within the area and not in front of a business that is open.

- (X) If using tables, chairs or tents, I will need to rent an adequate number for the event. (If using tents, remember that holes cannot be drilled into the Plaza area to secure them. A method for securing the tent needs to be one that does not disturb/harm the surface of the Plaza area.)
- (X) I have hired/recruited volunteers of an appropriate age to staff the gates and the beer tents.
- (X) I have made application for a liquor license if needed for my event.
- (X) I will have the fence in place approximately two hours prior to the event, and removed within two hours following the end of the event.
- (X) I will clean the Plaza after my event and dispose of all trash appropriately.
- (X) I have checked with City staff regarding my signs and decorations planned for this event, and will have them removed within two hours of the end of my event.
- (X) I have included a letter with my application describing the details of the proposed Activity/Event.

As a Food Vendor:

- () I will cover the surface of the Plaza under my vendor cart and serving area with a material adequate to protect the surface of the Plaza from any grease or other kinds of damage.
- () I will keep my cart and area (minimum of 25 feet around my cart) clean, safe and free of debris, including boxes and packaging.
- () I will make every attempt to have customers dispose of their debris in the City trash barrels provided on the Plaza.
- () I will remove my cart and all trash from the Plaza at the end of my business day, and will not dispose of my trash in the City trash containers.
- () I will keep my license visible in my business area at all times and protected from destruction.
- () I will remain in one spot until I am directed or approved to move to another location by City staff or District staff.
- () I will not park my vehicles on the sidewalk.
- () Revocation of license will mean no license will be issued to me the following year.

As a Non-Food Vendor:

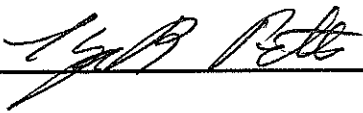
- (X) I will make every attempt to have customers dispose of their debris in the City trash barrels provided on the Plaza.
- (X) I will remove all of my waste from the Plaza at the end of my business day, and will not dispose of my trash in the City refuse containers.
- (X) I will keep my license visible in my business area at all times and protected from destruction.
- (X) I will move freely around the Plaza until I am directed or approved to move to another location by City staff or District staff.
- (X) I will not enter into any business on the Plaza unless I am invited in by that establishment.

(X) Revocation of license will mean no license will be issued to me the following year.

As the business owner with an **Outdoor Café**, I agree to:

- () Place only safe and aesthetically pleasing furniture outdoors for use by my patrons.
- () Remove all furniture and demarcation, fencing, etc. at the close of my business each day.
- () Not use any outdoor sound amplification within the café area for customers.
- () Maintain my outdoor café with a safe and clean environment.

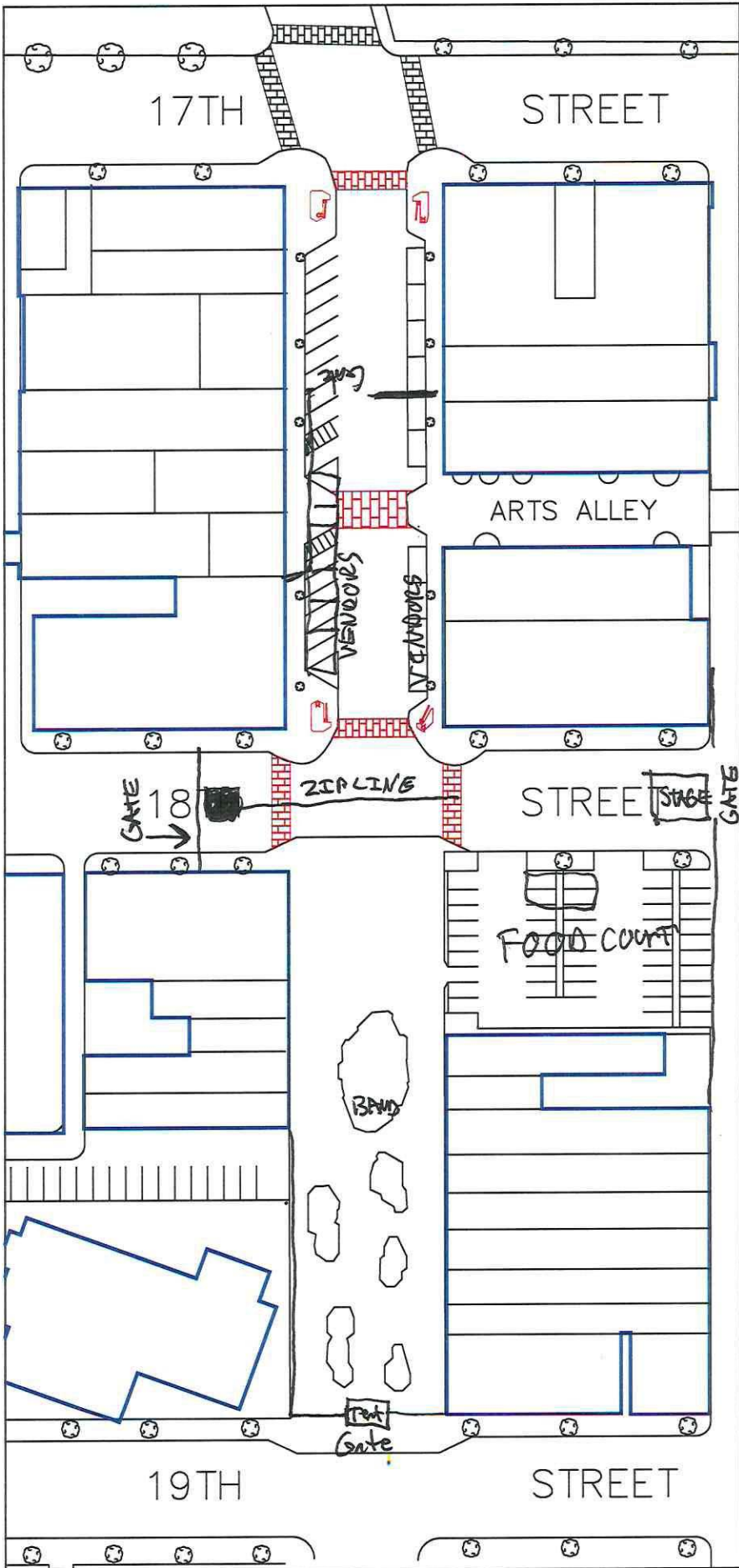
As a lessee of the Plaza for my business/event/café, I agree to abide by the above rules and regulations, as well as the Ordinances of the City of Rock Island. I have also signed and submitted the City of Rock Island Great River Plaza Indemnification Agreement.


Name

7-19-21
Date Signed

G R E A T R I V E R P L A Z A

NORTH



W E S T

17TH

STREET

ARTS ALLEY

STORAGE

ZIPLINE

STREET

STAGE

GATE

FOOD COURT

BAND

19TH

STREET

E A S T

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

SOUTH

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



**CITY OF ROCK ISLAND
GREAT RIVER PLAZA
INDEMNIFICATION AGREEMENT**

Comes now 18094C DBA Daiguini Factory, the permit applicant who is applying for a permit for use of the plaza pursuant to the conditions of Chapter 8, Article VII, Division 2 Sec. 8-255 concerning permits for use of the Great River Plaza and hereby agrees to indemnify and hold the City harmless from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements, and judgments, including attorney fees, arising out of any actual or alleged injury to any person, death, damage to any property, and any other damage or loss claimed to result in whole or in part from the permit holder's negligence, reckless conduct, or intentional conduct, whether by any act or omission of the permit holder or any of its employees, representatives, volunteers, agents, or subcontractors.


Signature, Applicant or Duly Authorized Agent

Kyle R Peters
PRINT NAME of Applicant or Duly Authorized Agent

Daiguini Factory
PRINT NAME of Business/Organization

7-19-21
Date

