

**Memorandum
Office of the City Clerk**

To: Todd Thompson, City Manager
Subject: Outdoor Event – Steve’s Old Time Tap
Date: January 24, 2023



Attached is a letter from Jeff Rusk of Steve’s Old Time Tap requesting permission to hold an outdoor plaza event with music for the St. Patrick’s Day Parade on Saturday, March 18, 2023 from 7:00 a.m. to 5:00 p.m. at 223 17th Street.

Mr. Rusk is requesting the closure of 17th Street between 2nd Avenue and 3rd Avenue and 3rd Avenue between 17th Street and 18th Street for the event. The streets will be closed prior to the parade, will reopen to allow the passage of the parade, and will be closed after the parade has passed.

Steve’s Old Time Tap will also be utilizing the parking lot of the Stern Center, renting it from Bridges Catering, which has provided an approval letter.

All food that will be purchased will be prepared inside Steve’s Old Time Tap. Steve’s Old Time Tap is requesting the outdoor sale and consumption of alcohol. There will be one beer serving station on the sidewalk on the west side of 17th Street, adjacent to the hotel. The second beer serving station will be located in the parking lot. IDs will be checked and wristbands will be utilized for age verification.

Steve’s Old Time Tap will work with the Rock Island Police Department to ensure adequate security for the event.

The event will feature a DJ and live band playing Irish music so sound amplification is also being requested.

The event is free to the public and pedestrian traffic will not be impeded.

The certificate of insurance is pending.

RECOMMENDATION:

It is recommended that Council approve the request from Steve’s Old Time Tap for the outdoor event with sound amplification, street closures, and the outdoor sale and consumption of alcohol; subject to complying with all liquor license regulations and subject to being closed down early if complaints are received.

Submitted by: Josh Adams, Deputy City Clerk

Approved by: Todd Thompson, City Manager

January 16, 2023

City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear City Clerk,

On Saturday, March 18, 2023 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, and on 3rd Avenue between 17th and 18th Street and in the parking lot adjacent to Steve's Old Time Tap. Steve's is renting the parking lot from Bridges for the year of 2023. The streets will be closed prior to the parade, and will reopen to allow the parade passage, closing again when the parade has finish.

All food that will be purchased for consumption by the general public will be prepared inside Steve's Old Time Tap. One beer serving station will be located on the sidewalk on the west side of 17th Street, adjacent to the hotel. The second beer serving station will be located in the parking lot. Persons wishing to purchase alcohol will be required to have a wristband once proof of legal age has been verified. We are also requesting sound amplification for a DJ and a live band who 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 a completed Event Permit application. I have contacted our insurance carrier and a certificate of insurance will follow. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'JEFF RUSK', written in a cursive style.

Jeff Rusk
Steve's Old Time Tap



ROCK ISLAND
ILLINOIS

RECEIVED
JAN 13 2023

CITY OF ROCK ISLAND
Great River Plaza

ACTIVITY / EVENT PERMIT

1. APPLICANT INFORMATION

NAME of EVENT:
Grand Parade viewing Party

NAME (First, Middle Initial, Last) Jeffrey L Rusk	HOME ADDRESS 2210 38 TH ST	CITY RI	STATE IL	ZIP CODE 61201
E-MAIL budman100@hotmail.com	TELEPHONE NO. 309 788 4302	CELL PHONE NO. 309 314 4716		

ORGANIZATION NAME Lucky Luke's LLC, DBA STEVE'S Old Time Tap	ADDRESS 223 17 TH ST	CITY RI	STATE IL	ZIP CODE 61201
E-MAIL budman100@hotmail.com	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 ST	RI	DI	01201
E-MAIL	TELEPHONE NO.	CELL PHONE NO.		
budman100@hotmail.com	309 788 4302	309 314 4716		

4. ACTIVITY / EVENT DETAILS

SETUP OF EVENT: (MONTH/DAY/YR)	SET UP BEGINS: (AM/PM)	SET UP ENDS: (AM/PM)
mar 18 2023	6:30 Am	7:30 Am

CLEAN UP OF EVENT: (MONTH/DAY/YR)	CLEAN UP BEGINS: (AM/PM)	CLEAN UP ENDS: (AM/PM)
mar 18 2023	5:30 Pm	6:30 Pm

DATE OF EVENT: (MONTH/DAY/YR)	EVENT TIME: EVENT STARTS (AM/PM)	EVENT TIME: EVENT ENDS (AM/PM)
mar 18 2023	7 Am	6 Pm

A. TYPE OF ACTIVITY / EVENT

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

Name of Activity / Event: Grand Parade Viewing Party

Number of Attendees expected: 150

B. LOCATION OF ACTIVITY / EVENT

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

Purpose of Event / Activity: To watch the St. Patrick's Grand Parade

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 St between 3rd Ave - 2nd Ave
3rd Ave between 18th St - 17th St

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

24 Barricades, 3 street closed signs
20 Trash cans

- 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 *[Signature]* Date 1-13-2023
Organization Leader *[Signature]* Date 1-13-2023

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**



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

Comes now Lucky Luke's LLC, DBA STEVE'S Old Time Tex 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]
Signature, Applicant or Duly Authorized Agent

Jeffrey L. Rusk
PRINT NAME of Applicant or Duly Authorized Agent

Lucky Luke's LLC
PRINT NAME of Business/Organization

1-13-2023
Date

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)

- (X) 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.
- (K) I am submitting a map of all the activities – locations of port-a-potties, fencing, entertainment, etc.
- (Z) The equipment and materials used will be aesthetically pleasing to everyone.
- (R) 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.
- (L) I am submitting a description or photo of the type of fencing I will be using on the Plaza.
- (4) I will not allow vehicles on the Plaza, with the exception of the time needed for loading/unloading equipment, etc.
- (P) 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:

- (K) I am making application for the event a minimum of 45 DAYS prior to the date of the event.
- (X) I have a system set up/have discussed with The District Office - for shutting down the streets.
- (L) Preparations have been made for clean-up and garbage removal within two hours after the event ends.
- (K) I have notified and worked with the neighbors and/or downtown businesses regarding my event.
- (X) 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.
- (X) 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).
- (K) I have received permission from the Health Inspector to have food available during this event.
- (P) I have a system to check IDs and monitor under-age drinking: (Please describe) _____

- (N) I will begin to advertise this event only after approval by the City Council, and I have made arrangements to do so.
- (Y) 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.

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.

Jeffrey L. Rusk

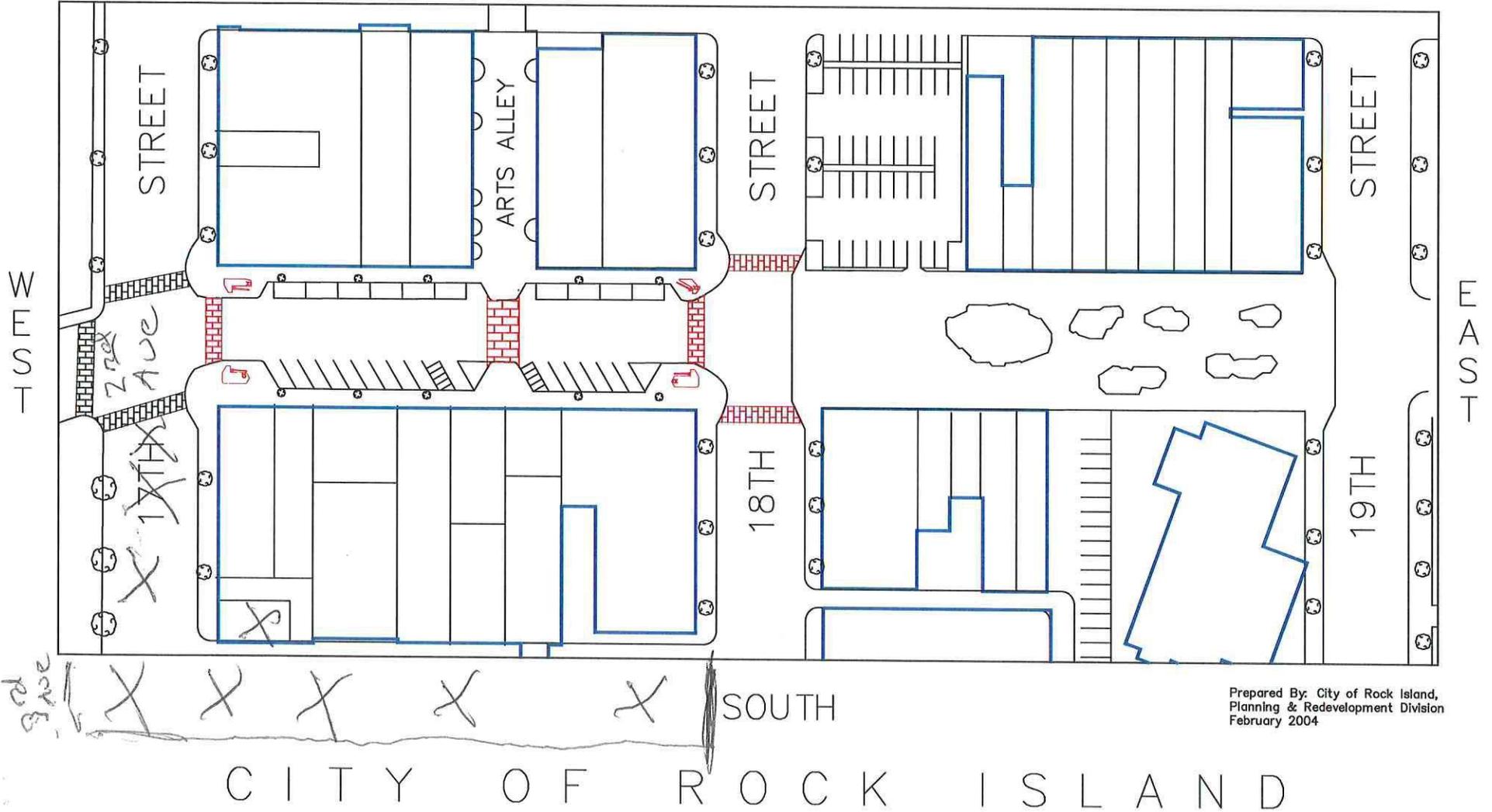
Name



1-23-2023

Date Signed

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



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

To Whom It May Concern:

Jeff Rusk will be leasing The Stern Center parking lot at 1721 3rd avenue for the dates of 3/17-3/19 for the St. Patrick's Day parade. If you have any questions, please feel free to reach out to me at (309) 269-7499 or bridgescateringcc@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "W. J. Healy". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Bill Healy

Owner

Bridges Catering/ The Stern Center



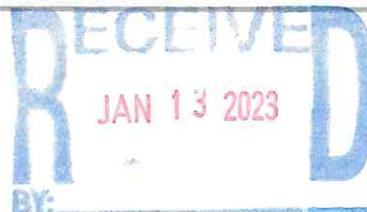
ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

LICENSE APPLICATION

SOUND AMPLIFICATION

FEE: \$25/ Per Day



APPLICANT INFORMATION

BUSINESS/ORGANIZATION NAME LUCKY LUKE'S LLC. DBA. STEVE'S OLD TIME TAB	ADDRESS 223 17 TH ST	CITY R.I.	STATE IL	ZIP CODE 61201
TELEPHONE NO. 309 786 4543				

APPLICANT'S NAME Jeffrey Rusk	ADDRESS 2210 38 TH ST	CITY RI	STATE IL	ZIP CODE 61201
TELEPHONE NO. 309 282 4302				

DATE (S) OF ACTIVITY mar 18 2023	TIME OF ACTIVITY (TO - FROM) 7 AM Till 6 PM
TYPE OF EVENT Grand parade viewing Party	WHERE EVENT WILL BE HELD 223 17 TH ST RI IL 61201

Estimate distance sound will be thrown: 100'

Is the proposed location within 300 feet of the property line of any church, hospital, school or courthouse?

Yes _____ No ~~X~~

SIGNATURES of persons in the range of the Sound Amplification MUST be submitted on attached petition indicating their approval or disapproval of the use of Sound Amplification.

Sound Amplification after 6:00 pm and/or on Sundays requires approval of City Council and must be received by the City Clerk at least two weeks before the City Council Meeting prior to your event. The City Council meets the second and fourth Mondays of the month except when the fourth Monday is a legal holiday; then the City Council will meet on the third Monday of the month.

[Handwritten Signature]
Signature of Applicant

1-13-23
Date of Application

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

City Council Approval
Date

City Clerk Approval
Date

License Fee

License Fee Receipt
Number

License Number

License Printed Date

License Delivery Date

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

