


MEMORANDUM

To: Gregg Mandsager, City Administrator
From: Richard Klimes, Director of Parks and Recreation 
Date: February 2, 2014
RE: Request To Use Public Property – Great River Days 2014

INTRODUCTION:

Please accept this memo and the attached information as a request from Mr. Kerry Keller representing Great River Days Inc. to use the Muscatine Riverfront from Sunday, July 20, 2014 5:00 pm to Sunday, July 27, 2014 for the Annual Great River Days Community Celebration.

BACKGROUND:

The request submitted by Great River Days Inc. includes the closing of the Muscatine Riverfront from the new boat launch parking lot area to the Millennium Plaza. The event request activities include: carnival rides, live bands, youth activities, car and motorcycle shows, arts and crafts fair and a beer tent. The Cedar Street entrance will remain open to allow for boater access to the harbor and new boat launch area. If the event details change, either the new boat launch or the old boat launch will be accessible to the boating public.

This event does include the request to have a beer tent. Alcohol is allowed by permit on the Riverfront from Mad Creek to Linn Street extended to the Mississippi River.

Normal event fees will be charged by the City for this special event. The fees charged will include but are not limited to: building rentals, electrical supply, picnic table delivery, fencing, event security, permits, licenses, and site restoration if needed.

RECOMMENDATION/RATIONALE:

At this time, City Staff would recommend that the City Council approve the request from Great River Days Inc. to use the Muscatine Riverfront from July 20, 2014 to July 27, 2014 for Great River Days 2014 subject to the following conditions:

1. The group agrees to work with the City Staff to develop a site plan to include the location of the beer tent that is not in violation of the City Code.
2. The group agrees to obtain all the appropriate permits and licenses from all appropriate regulatory agencies as required.
3. The group provides the appropriate Certificates of Insurance prior to the event.
4. The group representatives attend all pre-event meetings.
5. The group agrees to pay all appropriate facility and event fees to include but not limited to site restoration fees.

At the January 2014 regular Muscatine Recreation Advisory Commission meeting a unanimous consensus was offered by the Commission to approve the request for Great River Days 2014.

BACKUP INFORMATION:

1. City Special Event Application Form – City Code Title 3, Chapter 14

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions, or concerns.

Attach

C. Les Dennis, Park Maintenance Supervisor
Kerry Keller, Great River Days Inc.

CITY OF MUSCATINE

TITLE 3, CHAPTER 14

License # _____
Wallet # _____
Sticker # _____
Receipt # _____
Issued _____
Expires _____

**APPLICATION FOR USE OF ANY STREET, SIDEWALK, ROADWAY, ALLEY,
PARK, PUBLIC WAY, PROPERTY OR FACILITY**

1. Name of applicant and sponsoring organization, if any:

Great River Days. Inc.

Address: POBx 1624 Muscatine, Ia 52761

Telephone number: 563-571-0155

E-mail address: kkeller@machlink.com

2. Type of event that is planned:

Annual summer festival 4 days of carnival, music & events

3. Proposed location:

Riverside Park from Mad Creek to the Plaza down river from the restrooms

4. Date(s)/Time(s): Park closure 5 pm Sunday 7/20/14 to noon Sunday 7/27/14

5. Expected length of use: 1 week includes set up, event, teardown & clean up

6. Expected size of group: 2500 daily

7. Names of any person or persons in charge of the proposed use at the specified location:

Kerry Keller Muscatine 563-571-0155

Jaime Wiekert Muscatine, Ia. 563-571-3183

Mike Richie Muscatine, Ia. 563-506-4185

Address(es): PO Box 1624

Telephone Number(s): see above

E-mail address(es): kkeller@machlink.com

8. Names and addresses of any persons to be featured as entertainers or speakers:

TBD

9. List mechanical or electronic equipment to be used:

use of electric services in the park area and also generators

10. Number and type of any motor vehicles or other forms of transportation to be used, including bicycles, boats, carriages and golf carts:

possible use of 2 ATV's (gators) and 2 golf carts

11. Number and types of animals to be used:

none

12. A description of any sound amplification to be used:

professional stage, lighting and sound equipment for medium sized shows

13. Proposed monitoring of the group and/or activity including the number of people who will direct traffic, set up, clean up and maintain order, if necessary:

Great River Day committee, Kerry, Jaime, Mike & Judy Connor
Also use local volunteers to direct traffic, monitor the area & set up and tear down (approx 50 +/-)

14. All plans for the provision of security:

We work with the MPD (Bret Talkington) and hire off duty officers

15. Beer or wine consumption? Yes ☒ No ☐

16. Describe any items to be sold or distributed:

possible arts/crafts items and other flea market items
food and beverage concessions

17. Is water connection requested? Yes ☒ No ☐

18. Is electricity requested? Yes ☒ No ☐

19. Have you provided a layout site plan for your proposed activity or event? Yes ☐ No ☒

If yes, please attach.

If no, please explain:

Will drop off or fax in when available, same as previous years

20. Do you understand that you will be financially responsible for all site restoration needed to restore the site to pre-event status? Yes ☒ No ☐

The applicant agrees to indemnify, defend and save harmless the City of Muscatine, together with its agents, officers and employees, from any and all claims, lawsuits, damages, losses and expenses, of whatever nature, which may result from or arise from the activity or event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.

Kerry Keller

Authorized Representative

12/30/2013

Date