



**915 16th Avenue, East Moline, IL 61244  
309-752-1538**

**APPLICATION            SPECIAL EVENT**  
**FOR:**

**TO ALL APPLICANTS:**

Thank you for choosing the City of East Moline to host your Event. This packet obtains information to make the Application Process and Approval of your application as easy as possible. If you have any questions, please contact the Finance Office at the number above to assist you.

Attached you will find:

- 1) Event Application
- 2) City Service Information Sheet
- 3) Site Map
- 4) Fee Waiver Request Form
- 5) One-Day Liquor License Application (only fill out if applicable)
- 6) Temp. Food Permit Application (only fill out if applicable)
- 7) Application Check List

Once received your application is submitted to the following Departments for review and approval:  
Police; Fire; Inspections; Engineering and Public Works

**IMPORTANT FACTS**

Applications must be received a minimum of **30 days prior to the event.**

**\*\* \$100 REFUNDABLE CLEAN UP DEPOSIT REQUIRED FOR ALL EVENTS \*\***

**APPLICATION FEE'S**

**Block Party:** NO FEE

**Special Event:** \$50 if less than 1,000 people  
\$100 if more than 1,000 people  
\$250 if more than 10 events annually at the same location  
Private Property Events – NO FEE  
Events Co-Organized by the City – NO FEE

**Liquor Lic Holder (Outdoor Event) - \$50 per event**

**CITY OF EAST MOLINE  
EVENT APPLICATION**

Date Received by the Finance Office: _____
---

**APPLICATION FOR:** \_\_\_ Block Party \_\_\_ Special Event \_\_\_ Parade \_\_\_ Liquor License Holder Outdoor Event

**Date Applied:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_ **Event Website:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Rain Date(s):** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**# of People Expected:** \_\_\_\_\_

**Are you Requesting City Services:** YES / NO

\*If Yes – see next page outlining contact information

**Will food be available?** YES / NO

*A valid temporary food permit may be required. Please contact the Health Inspector at 309-752-1510 to determine if you, or your vendors, will be required to acquire one. If so, the temporary food permit application MUST be turned in 10 days prior to the event or it will be denied. 309-752-1510*

**Will Alcoholic Beverages be available?** YES / NO

*A one day liquor license may be required and a Certificate of DRAM Insurance will be necessary. If the event is for a Liquor License holder that is having an outdoor event, a Certificate of Insurance must be submitted listing the outdoor event. A State Liquor License may also be required.*

**Will there be amplified sound/music?** YES / NO

If so, during what specific hours: \_\_\_\_\_

**Will any Street, Avenue or Alley be blocked or Closed for the Event?** YES / NO

**IF YES, PLEASE MARK THIS INFORMATION ON YOUR SITE PLAN**

*Metrolink (751-9690) may need to be contacted to implement route changes if necessary.*

**SANITATION FACILITIES** *If your event requires such items as Portable Toilets and Trash Receptacles these items need to be listed on the site plan and must be adequate to accommodate the expected number of attendees.* Company Providing Services: \_\_\_\_\_

Company Name & Contact Information

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Mayor

**CITY OF EAST MOLINE  
EVENT APPLICATION  
CITY SERVICES – FEE’S MAY APPLY**

---

**IF CITY SERVICES ARE NEEDED THE APPROPRIATE DEPARTMENTS WILL BE IN CONTACT WITH THE EVENT APPLICANT TO PROVIDE A COST FOR SUCH SERVICES. THESE SERVICES WILL NEED TO BE PAID PRIOR TO THE APPROVAL OF THE EVENT.**

---

**TEMP. ELECTRICAL NEEDS** *The Inspection Department must be contacted regarding all Electrical needs and hook ups. Please contact 752-1509*

**TEMP. PLUMBING NEEDS** *The Inspection Department must be contacted regarding all Plumbing needs. Please contact 752-1512*

**TEMP. FOOD PERMITS:** *The Health Inspector should be contacted regarding all questions on Food Service and Temporary Food Permits. Please contact 752-1510*

**TEMP. STRUCTURE:** *Any Temporary Structures must be approved by the Building Inspector. Please contact 752-1509.*

**SECURITY SERVICES** *City Staff will work with the event application regarding approved security (Police and/or Fire) and all special needs relating to these services and any cost associated with these services.*

*Police Contact Information: 752-1545*

*Fire Contact Information: 752-1502*

**BARRICADES** *City staff will work with the applicant regarding the number barricades needed for the type of event and provide a cost estimate for the barricades and other City services from the Public Works Department. Public Works Contact Information: 752-1573*

**SANITATION FACILITIES** *City Staff will provide information to the Event Applicant regarding the number of port-a-potties and trash receptacles required for the event. The City does not provide these services and a private business would need to be contacted to provide these services.*

**FIREWORKS / PYROTECHNICAL DISPLAY** *The City Fire Inspector must be contacted with information pertaining to Fireworks or any pyrotechnical display at the event. Please contact 752-1502*

**CITY OF EAST MOLINE  
EVENT APPLICATION  
SITE PLAN**

**A SITE PLAN MUST BE SUBMITTED FOR ALLOUTSIDE EVENTS**

**The site plan shall outline the following: Street Closings; Food and Beverage Vendors; Restroom Facilities; Hand Washing Facilities; Trash Receptacles; Live Music Areas; Fire Hydrants, Emergency Routes and (if applicable) Amusement Equipment and Temp. Lodging for employees.**

A large grid area for drawing the site plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the applicant to draw and outline the event site details as specified in the text above.



**CITY OF EAST MOLINE – SPECIAL EVENT  
ONE DAY LIQUOR LICENSE APPLICATION  
CLASS “C” LICENSE - \$25 DAILY**

**DRAM SHOP INSURANCE MUST ACCOMPANY THIS APPLICATION**

**DATE:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_ **Event Website:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAYOR’S APPROVAL:**

\_\_\_\_\_  
**John Thodos, Mayor of East Moline**

**Date:** \_\_\_\_\_

Hours may not exceed regular liquor hours of 6:00 am to 3:00 am on the following day Monday thru Saturday with opening hour on Sunday at 8:00 am. No minors may be served alcoholic beverages. No minors may be allowed to pour, mix, serve or tend any bar. “Minors” are considered to be any person under the age of 21 years.

A State License may be required. Please contact either address below or visit:

[://www.state.il.us/lcc](http://www.state.il.us/lcc)

**Chicago Address:**  
100 W Randolph, Ste. 5-300  
Chicago, IL 60601  
312-814-2206

**Springfield Address:**  
222 S. College, Room 100  
Springfield, IL 62706  
217-782-2136

# Temporary Food Permits

Please contact the Health Inspector at 752-1510, [kbradley@eastmoline.com](mailto:kbradley@eastmoline.com) or stop by the City Hall Annex at 912 16<sup>th</sup> Avenue, East Moline for a temporary permit application and the correct applicable fee for your specific event.

Thank you.



## Temporary Vendor Checklist

### 1. **General --**

- Read the Temporary Vendor Guidelines packet
- Copy of IL Food Service Sanitation Certificate at event

### 2. **Food Safety --**

- Thermometers provided for hot / cold holding units
- Thermometers (dial or digital) and alcohol swabs provided for taking food product temperatures
- Adequate hot holding units
- Adequate cold holding units – electrical required unless approved by health department prior to event
- Adequate number of clean and sanitized cooking utensils
- Sanitizer container for dispensing utensils if not stored in food product
- Proper dispensers for condiments (cut onions must be kept on ice)
- Dunnage racks or pallets for off-ground storage of food, utensils and single service items)

### 3. **Employee Hygiene –**

- Proper hand washing station provided (see guidelines for East Moline requirements)
- Paper towels, dispensed hand soap, hand sanitizer gel
- Gloves
- Aprons and caps, hairnets or hats

### 4. **Sanitizing Surfaces and Equipment –**

- Bleach or Quaternary Ammonia for sanitizer
- Sanitizer solution pail or spray bottle
- Test strips for testing sanitizer concentration
- 3 pails for dish washing set up (wash – rinse – sanitize)
- Dish soap

### 5. **Stand –**

- Provisions for floor and ceiling if not provided by organizer
- Non-absorbent, easily cleanable cover for table (if it is not already non-absorbent)
- Clean trash can with lid and liners – each vendor must have
- Cleaning supplies (broom, etc)
- Screening and/or fan if required by East Moline Health Department

# Temporary Vendor Guidelines

This list is intended to help you prepare for an event in East Moline.  
It in no way replaces the State requirements of the Illinois Food Service Sanitation Code.

## Note to Vendors –

Beginning in June of 2006 all vendors of temporary events must apply for a temporary permit at least 10 days prior to the event or the permit will automatically be denied.  
(Exception – County Fair vendors will begin in 2008)

## Minimum Mandatory Equipment for Temporary Vendors:

- Thermometer – digital or dial, must include 0 to 200 degrees on the scale and be easy to read – I know Target has some that are fairly inexpensive
- Alcohol swabs to sanitize the thermometer – Walgreen's has these - approx. \$1 for a box of 100
- Hand washing station –
  - I do not allow pails of standing water to wash hands in – I recommend Igloo drinking coolers (like the ones for soccer games or at McDonalds) or something similar
  - The station must have a spout and not a push button – this will allow you to wash both hands at the same time under running water.
  - Must use warm potable water
  - Put a capful (approx. 1 T of sanitizer) into the water
  - Antibacterial hand soap
  - Paper towels
  - Hand Sanitizer Gel is also required as part of the hand washing station
  - Gloves are optional according to state law, but the public likes seeing them
  - Bucket to catch water from the hand washing station
- Sanitizer --Bleach or Quaternary ammonia are approved sanitizers
- Test strips to test the sanitizer concentration (if you do not have I will bring samples with me on Saturday...if you do not know how to set up the correct sanitizer concentration I will show you on Saturday).
- 3 pails to set up a temporary dish washing station – should be set up as follows:
  - Wash – warm water and dish soap
  - Rinse – plain warm water
  - Sanitize – warm water and sanitizer (50 ppm bleach / 200 ppm Quats)
- To serve food keep the dispensing utensil in the food product or in a sanitizer pail
- Towel and sanitizer pail to sanitize work surfaces (100 ppm bleach / 400 ppm Quats)
- Plastic/ Vinyl Table or Cover to make the tables non-absorbent and easily cleanable
- Floors and Ceilings - Cover is required, non-absorbent flooring required, all food/supplies off ground

## Other Requirements

### Cooking Temperatures:

Poultry / Stuffed Foods / Reheating ----- cook to 165 F before serving  
Pork / Ground or Mixed Meats ----- cook to 155 F before serving  
Whole cuts of meat / hot dogs / other hot foods ----- cook to 145 F before serving

### Holding Temperatures:

Hot foods --- 140 F and above  
Cold foods – 41 F and below (cut onions for condiments must be kept on ice to keep them as cool as possible)  
Frozen foods – 0 F and below

### Foods Cooked Offsite At a Licensed Facility:

- If cooking at another licensed / approved site prior to the event foods must be maintained at above 140 F the entire time – labeling or temperature log required – Inspector must be notified of this process for permit approval.

- If cooked at another licensed / approved site prior to the event and foods were cooled or frozen the foods must be cooled according to code and be rapidly reheated onsite (within 2 hours). If not heated within that time foods must be discarded – labeling or temperature log required for both the cooling and reheating processes – Inspector must be notified of this process for permit approval.

**Hand Washing and Glove Use:**

- Hand washing must be done often and as needed
- State law requires that hands be washed prior to putting gloves on and after removing the gloves
- Gloves must be changed every hour OR every time tasks are changed OR when they become contaminated
- Separate tasks – money handling / food prep (raw foods) handling / Cooked food handling

## **Information for Typical Places for Events**

### **Facilities at Empire or Hereford Parks**

You will be setting up in a covered park pavilion with a concrete slab floor. There are electrical outlets available, but you may need extension cords. There may be wood park bench tables for your use in this pavilion, unless they are being removed for people to sit at (check with event organizer to see if you must bring tables). If you use these tables you will need to bring a table covering to make the tables non-absorbent and easily cleanable. All cooking and serving must be done under the pavilion, unless approved before hand.

### **Facility at Rock Island County Fair Grounds for Motor Sport Spectacular**

You will be setting up in the paved parking lot outside the grandstand. There are electrical outlets available, but you will need extension cords. There are water hydrants, but you should plan on bringing in bottled water for use for cooking processes since this water has not been flushed or tested. I will not allow vendors to use this water for their food production or hand-washing uses.

### **Facility at Rock Island County Fair Grounds for County Fair**

You will be setting up in the paved parking lot outside the grandstand. There are electrical outlets available, but you will need extension cords. There are water hydrants to connect to but you will need food-grade hoses to connect to them. The hydrants have already been flushed and sampled by the City. We recommend changing filters prior to connecting and you must flush your systems prior to using this water for food production or hand washing. Water samples will be taken from your trailer the first day. If you need instructions on how to flush you system please contact me.

### **Downtown Events**

You will be setting up on the sidewalk, street or lot depending on the event organizers design – all will be on non-absorbent surfaces. There may be electrical outlets available, but you will need extension cords. However some downtown events do require a generator so check with the event organizer. There are also water hydrants to connect to but you will need food-grade hoses to connect to them.

### **Other Locations**

Please contact the Health Department at 752-1510 to discuss the requirements at your particular location

**CITY OF EAST MOLINE  
EVENT APPLICATION  
CHECK LIST**

- \_\_\_\_\_ \$100 Refundable Deposit submitted
- \_\_\_\_\_ Application Fee submitted
- \_\_\_\_\_ Application completely filled out and submitted 30 Days Prior to the Event
- \_\_\_\_\_ Site Plan Attached
- \_\_\_\_\_ Certificate of Insurance submitted
- \_\_\_\_\_ Additional Permits and/or Licenses applied for
  - \_\_\_\_\_ Temporary Food Permit
  - \_\_\_\_\_ One Day Liquor License
  - \_\_\_\_\_ Temporary Structures
  - \_\_\_\_\_ Temporary Electric / Plumbing
  - \_\_\_\_\_ Mechanical Devices
  - \_\_\_\_\_ Signage
- \_\_\_\_\_ Fee Waiver submitted (if applicable)
- \_\_\_\_\_ Park Shelter Reserved (if applicable)
  - Reserved at the City Maint & Eng. Facility, 1200 13<sup>th</sup> Avenue
- \_\_\_\_\_ Has Metrolink (751-9690) been contacted?
- \_\_\_\_\_ Have the neighbors been notified
- \_\_\_\_\_ Provided contact information for Sanitation needs