

CITY OF EAST MOLINE

915 16th Avenue, East Moline, IL 61244

**APPLICATION
FOR:** BLOCK PARTY, SPECIAL EVENT, OR
LIQUOR LICENSE HOLDER OUTDOOR EVENT

To All Applicants:

This packet has been developed to explain the regulations in as clear and comprehensive a manner as possible. Applicants must now submit a breakdown of requested city services, including an estimate of total costs (costs for services are found on page 2 of this document).

If a group is a registered 501©3 not for profit, they may apply for a waiver of city services of up to 50% of the cost of those services, up to \$1250.00; requests for waivers of more than \$1250.00 will go to City Council for review. Groups receiving a waiver for city services must also list the City of East Moline as an event sponsor, and display our logo prominently at the event.

There is now also a \$100 clean up deposit for all events, which cannot be waived.

The application process is otherwise unchanged; application packets are available on-line or at the Finance Office in City Hall. For further information contact Regina Walters at 309-752-1538, or Elliot Liebson at 309-752-1597. You may also email the City at rwalters@eastmoline.com.

Thank you for holding your event in East Moline!

NOTES:

- Applications must be received a minimum of 30 days prior to the event.
- Applicants must have liability insurance, (Liquor License holders must issue a certificate of DRAM Shop Insurance that list the outdoor event as being covered) and the City must be named as an additional insured.
- All parade applications must include a route map, including location of float staging area(s).
- It is strongly encouraged that all floats have wheelwatchers.
- Entities other than 501©3 not-for-profits will pay all costs of city service provision
- 501©3 not-for-profits may apply for a waiver of up to 50% of the cost of city services (up to \$1250); requests for waivers of more than \$1,250 of city service provision will be reviewed by Council.
- All requests for fee and services waivers for annual events must be submitted by **October 1**, and must include a proposed budget, estimated total costs of City fees and services, and amount requested to be waived.
- Events (co)organized by the City are automatically waived in full, but must still submit an application.
- Residential block parties (below 100 persons attending) need not pay for city services, nor the application permit
- Events receiving City services without charge must list and promote the City of East Moline as a sponsor. This includes the City Logo in all advertisements, promotional materials, and displaying the City of East Moline banner at the event.
- All events will require a \$100 clean-up deposit

Fee Schedule for Services from City Staff:

Event: _____ **Date** _____

Public Works:

Costs to be Filled Out by City

- General Laborer: \$30/hour regular _____
\$50/OT (2 hour minimum) _____
- Supervisor: \$60/hour all times _____
- Garbage Truck: \$70/hour + \$200 min. per dump _____
- Pickup Truck: \$12.24/hour _____
- Large Dump Truck \$19.00/hour _____
- Tractor: \$25.26/hour _____
- Manlift: \$36.38/hour _____
- Medium Dump Truck \$15.00/hour _____
- Barricades/cones: \$1 each _____
- Class III Barricade: \$2 each _____
- Signs: \$2 each _____
- Custom Sign: \$25 to \$50 each _____
- Minimum Fee May Apply** (up to \$35) _____

INS: _____

Total Costs _____

NOT provided! porta-johns, sound system, tables and chairs, bleachers, tents, trash cans with liners

Health Services:

- Temp. Food and Beverage permit: \$20 per vendor

Fire/EMS Services:

- Paramedics (2) & equipment: up to \$100 per hour per two staff, plus equipment (2 hour minimum)

Police Services:

- Police Officer: \$30/hour (minimum 2 hours)

CITY OF EAST MOLINE

A SITE PLAN MUST BE SUBMITTED FOR ALL OUTSIDE EVENTS
OUTLINING LOCATIONS OF FOOD, BATHROOMS, GARBAGE AND EMERGENCY EXITS
PROOF OF LIABILITY INSURANCE *MUST* BE SUBMITTED, AND THE CITY NAMED AS ADDITIONAL INSURED
DRAM SHOP CERTIFICATE MUST BE SUBMITTED IF YOU ARE SERVING ALCOHOLIC BEVERAGES

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

Today's Date: _____

Name of Applicant / Event: _____

Address of Event: _____

Contact Name: _____ Address: _____

Daytime Phone: _____ Cell Phone: _____ Date of Birth: _____

Email Address: _____ Website: _____

Date(s) of Event: _____ Hours: _____ # Of People Expected: _____

Description of Event: _____

Will Food Be Served: _____ ****If yes, you need to contact the Health Inspector, 752-1510****

Will Alcoholic Beverages be Available: _____ If Yes, will they be PROVIDED or SOLD? _____

Do you currently have an up to date liquor license with the City? _____ If Yes, License #: _____

Any outside event at which alcoholic beverages are served must be limited to hours of 10:00 am to 12:00 midnight

Will there be live or amplified music: _____ If Yes, Inside or Outside? _____

Will any Street, Avenue or Alley be Blocked? _____

IF YES:

Street / Avenue / Alley _____ From _____ To _____

Application Fee's:

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

Block Party: NO FEE

Parade: 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 License Holder's – Outdoor Events:

\$50 per event

Signature of Applicant

Signature of Mayor

CITY OF EAST MOLINE SPECIAL EVENT PERMIT FEE WAIVER REQUEST FORM

East Moline Department of Finance
East Moline City Hall
915 16th Avenue
East Moline, IL 61244
(309) 752-1538

The City of East Moline has granted administrative authority to waive special event permit fees under certain criteria, up to 50% of the costs of service provision (with a maximum waiver of \$1250.00). Waivers for an amount greater than \$1250.00 require review and approval by the East Moline City Council. This form is designed to assist East Moline in evaluating requests. The criteria for waivers are as follows:

- The event sponsor must be a 501©3 not-for-profit organization qualifying under the Internal Revenue Code of the United States.
- The event sponsor must demonstrate a financial hardship or need for a waiver to be approved.
- The event is a fund-raiser and the proceeds after expenses are to be used for a charitable cause benefiting the community or legitimately needy persons.

Name of organization: _____

Contact person: _____

Telephone number/email: _____

Description and Location of event: _____

• Fundraising criteria for qualification:

a. Raising funds for _____

b. _____% of proceeds after expenses to be dedicated to the above listed

• To establish economic hardship or need:

1. Demonstrate the fee amount is beyond the ability of the sponsor to pay

...OR...

2. Demonstrate the fee amount will require an unreasonable portion of the revenue to be derived.

...OR...

3. Demonstrate there is not funding available from the volunteer sponsors who are holding the event to provide financial assistance to persons in need.

• Attach proof of IRS not-for-profit status **and copy of last year's tax return.**

• Attach documentation of financial need/hardship as stated above

I hereby certify that the information provided is true and correct to the best of my knowledge and that a true financial hardship would be wrought on the organization I represent if the special event fees are not waived.

SIGNATURE

NAME (typed or printed)

TITLE

FOR OFFICIAL USE ONLY

Fee amount to be waived: _____

APPROVED BY ADMINISTRATOR'S OFFICE

CHAPTER 20

SPECIAL EVENTS

SECTION:

- 3-20-1: Special Events Permit
- 3-20-2: Exemptions
- 3-20-3: Definitions
- 3-20-4: General Requirements
- 3-20-5: Inspections
- 3-20-6: Violations

3-20-1: **SPECIAL EVENTS PERMIT:** A temporary gathering of more than one hundred (100) persons anywhere within the city of East Moline shall require the event organizer to obtain a special event permit from the city clerk's office. (Ord. 03-16, 5-19-2003)

3-20-2: **EXEMPTIONS:**

- (A) Family gatherings, such as family reunions and wedding receptions.
- (B) Sanctioned school events, both public schools and private schools.
- (C) Sanctioned church events. (Ord. 03-16, 5-19-2003)

3-20-3: **DEFINITIONS:**

PRIVATE PROPERTY: Any building, structure or site which is owned, leased, rented by an individual(s) and is not intended for use by the general public. This would include, but is not limited to, privately owned residences and their lots.

PUBLIC PROPERTY: Any building, structure or site which is owned, leased, rented or used, in whole or in part, by a

governmental unit; or any building, structure or a site that is intended for use by the general public. This would include, but is not limited to, streets, alleys, parks, and educational, institutional or social service establishments. (Ord. 03-16, 5-19-2003)

3-20-4: **GENERAL REQUIREMENTS:**

(A) **Application Required:** All applications and rental agreements for special events must be completed and received by the East Moline city clerk thirty (30) days prior to the event. All application forms shall be provided by the city clerk.

(B) **Site Plan:** A site plan shall be submitted with every application. The site plan shall outline the following locations: food and beverage vendors, restroom facilities, hand washing facilities, garbage cans and dumpsters, live music areas, fire hydrants, emergency routes, and emergency medical services (if applicable) also, amusement equipment and any other attractions, including temporary lodging for employees.

(C) **Application Fee:**

1. A one hundred dollar (\$100.00) application fee will be required upon applying for a requested date on public property. Any special event where the estimated attendance is less than one thousand (1,000) people the application fee will be fifty dollars (\$50.00). The application fee must be paid to the city clerk's office, and is not refundable if the event is canceled. In addition special events where the estimated attendance greater than one thousand (1,000) people may have the one hundred dollar (\$100.00) application fee waived the first time the event is held in East Moline.

2. For special events held on public property where the event organizer typically has more than ten (10) events at a single location, and that property is not owned by the city, the organizer may opt to pay an annual fee of two hundred fifty dollars (\$250.00) instead of the above mentioned fee. This permit will expire April 30 of each year and shall be renewed on or before May 1 of each year. The event must still comply with all other aspects of this ordinance and the city must be notified when having an event.

3. Private property events, as defined in this ordinance, shall not be required to pay a fee.

(D) Code Compliance: The organizer and all vendors of a special event held in the city of East Moline will be required to comply with this code.

(E) Insurance:

1. The event organizer and all vendors shall obtain and keep in full effect throughout the event commercial general liability insurance coverage, covering the options allowed under the permit with the following limits:

(a) Event organizer: One million dollar (\$1,000,000.00) limit.

(b) Food vendor: One million dollar (\$1,000,000.00) limit.

(c) Amusement ride vendor: One million dollar (\$1,000,000.00) limit.

(d) Vendors selling alcohol: Coverage covering the Illinois dramshop statute endorsed to include the "Iowa" dramshop act: One million dollar (\$1,000,000.00) limit.

2. Any person or organization using city property shall name the "city of East Moline" as an additional insured on a primary/noncontributory basis.

3. All vendors and the organizer of a special event shall be required to submit a copy of their certificate of insurance to the city clerk's office at least ten (10) days prior to the scheduled event.

(F) Food And Beverage Vendors:

1. Shall comply with the East Moline health ordinance.

2. All food and beverage vendors shall be required to apply and pay for their food and beverage permit at least thirty (30) days prior to the event. In addition to the regular licensing fee, a twenty five dollar (\$25.00) late fee will be assessed to anyone applying less than thirty (30) days prior to the event.

3. Any food and beverage vendor applying less than ten (10) days prior to the event shall not be permitted to sell unless the health

department has given the event organizer approval prior to the day of the event.

4. At least one Illinois certified food service sanitation manager (FSSMC), or equivalent, shall be staffed at each vendor station where potentially hazardous foods are being served. If several vendor stations are owned or operated by the same person, only one FSSMC shall be required for all.

5. A temporary food and beverage permit shall not be required for any permanently licensed food service facility so long as: a) the foods being served are within the risk classification they are licensed to sell and b) all food is being prepared and served within the permanent structure of their licensed facility.

(G) **Trash Management:** Trash and refuse receptacles shall be provided:

1. Commercial type garbage dumpster(s) shall be provided and shall be available for use by all vendors. Dumpster(s) shall be emptied as often as is necessary to keep garbage off the ground and to allow the lids to be closed tightly. Dumpsters shall be located in an area designated for garbage and refuse storage only, and not in the general vicinity of food or amusement areas. Perimeter fencing shall be installed as determined necessary by the city so as to reasonably control windblown refuse.

2. An adequate number of lined garbage containers shall be located a minimum of fifteen feet (15') from food booths for the public.

(H) **Security:** The East Moline police chief will be notified by the city clerk and be given all information on all special events. Security will be coordinated by the chief of police of the city of East Moline. The event organizer and the police chief will negotiate a security plan based upon manpower and equipment needs as determined by the police chief to ensure the safety and well being of the residents of the city of East Moline as well as any persons attending the event. The issuance of a permit shall be conditioned upon the required security being provided.

(I) **Fire And Medical Plans:** The East Moline fire chief shall be notified by the city clerk and be given all information on all special events. In addition, the fire chief, or his designee shall determine if any emergency medical services are needed during the review of the site plan.

(J) Temporary Restroom And Hand Washing Facilities:

1. Shall be obtained by the special event organizer.
2. Number of facilities required, number of cleanouts, and pumpings will be determined through a coordinated effort between the health department, the portable sanitation provider and the event organizer.
3. Operator shall provide soap, water and single use towels at each hand wash station.
4. For single user portable toilet units clustered at a single location at least five percent (5%) but no less than one toilet unit shall be installed at each cluster whenever typical inaccessible units are provided. Accessible units shall be identified by the international symbol of accessibility.
5. Portable toilet facilities shall be a minimum of one hundred feet (100') from any food service operation. Where site conditions limit the placement of portable toilets, the health officer may allow exemptions to these distances.
6. Must be removed within forty eight (48) hours after said event or will be subject to a ten dollar (\$10.00) per unit per day fine.

(K) Liquor Vendors: Liquor vendors will be required to obtain all appropriate liquor licenses required by the city and the state for the event.

(L) Gambling Prohibited: Gambling will not be permitted in violation of city ordinance and state law.

(M) Time Limit: Special events will not exceed three (3) days without permission from the mayor or city council; with exception of the Rock Island County fair.

(N) Cleanup: The organizer of the special event is responsible to make arrangements for all the after event cleanup in all areas designated by the site plan. In addition:

1. Events Held On City Owned Property: Cleanup shall be completed within twenty four (24) hours after closing, unless a public safety concern is present; then it shall be done immediately. A refundable five hundred dollar (\$500.00) cleanup fee will be required upon applying for the special event permit. This refundable fee may be

reduced if the estimated attendance is less than three hundred (300) people and there is no past history. The deposit may not be returned if any waste not removed from the site within the above mentioned time frame remains. Additionally, if the cost of cleanup exceeds the deposit amount the sponsor shall be required to pay for the costs incurred.

2. Events Held On Property Not Owned By The City: All cleanup must be performed within three (3) days following the special event. If cleanup is not completed within this time frame the owner of the property may then be in violation of the city's nuisance and/or solid waste ordinance.

- (O) Permit Approval Or Denial: After all appropriate departments sign off on the special event permit the city clerk's office will notify the event organizer of the approval or denial of the permit. If the permit is denied the reason will also be given.
- (P) Organizer Responsibility: The organizer of the event shall be responsible to be knowledgeable of all other applicable city ordinances relating to the special event. (Ord. 03-16, 5-19-2003)

3-20-5: **INSPECTIONS:**

- (A) The East Moline health inspector will be notified of any special event where food and/or beverages are to be served to ensure strict compliance with health rules and regulations.
- (B) The East Moline building inspector will be notified of any special event for the purpose of inspecting any and all temporary electrical work performed. An electrical permit shall be required for any temporary or permanent electrical work performed for any special event. All work is to be performed by a licensed electrical contractor.
- (C) Inspection of the grounds will be conducted after the event by the chief of police or his/her representative, and the health inspector; the findings shall be reported to the city clerk.
- (D) The event organizer of the special event will allow a representative of the city of East Moline to inspect the grounds, whether on public or private grounds, at various times during the event, to assure compliance with this ordinance and this code. This representative of the city will not be charged a fee for entry.

- (E) Inspection of the grounds will be conducted by the fire chief or his/her representative for any fire code violations or concerns. (Ord. 03-16, 5-19-2003)

3-20-6: **VIOLATIONS:** Violation of any inspections or general requirements of this ordinance shall give the city just cause to deny the event to continue, or to deny the organizer any future events within the city of East Moline. Violations of this ordinance shall also be punishable under the general penalty provisions of this code. (Ord. 03-16, 5-19-2003)