



**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 if food will be provided or sold. 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.

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*

FOOD PERMITS: *The Health Inspector should be contacted regarding any food service activities to determine if a Temporary Food Permit is required. If a permit is required the application must be approved 10 business days prior to the event (30 if it is a hog roast). Please contact 752-1510 for questions or to obtain the correct application. The application can also be picked up at the City Hall Annex at 912 16th Ave.*

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 of graph paper, consisting of 30 columns and 30 rows of small squares, intended for drawing a site plan.

CITY OF EAST MOLINE SPECIAL EVENT PERMIT FEE WAIVER REQUEST FORM

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 501C3 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 1) IRS not-for-profit status **and 2) 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: _____

**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:

Reggie Freeman, 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:

<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 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.

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 --- 135 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 135 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, Hereford or Radden Parks

You should plan on setting up food activities in the covered park pavilion with a concrete slab floor (not grills or fryers). 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.

Rock Island County Fair Grounds

Each vendor will need to seek approval prior to the event so that the fairgrounds can be notified that they have a valid license. Please note that the fairgrounds has a special event license with the city, but it does not enable them to sell food or permit vendors to sell food without the proper permits. Vendors will also have to have an approved water source and depending on the location and time of the year the on-site hydrants may not be a viable option.

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.

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. You will need to verify if water hydrants will be available to connect to. If so, 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 13th Avenue
- _____ Has Metrolink (751-9690) been contacted?
- _____ Have the neighbors been notified
- _____ Provided contact information for Sanitation needs