



915 16th Avenue • East Moline, IL 61244

309-752-1538 • kmelody@eastmoline.com

SPECIAL EVENT APPLICATION

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 (309-752-1538) or email kmelody@eastmoline.com.

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 in the Finance office, we will forward it to the following departments for review and approval:

Police, Fire, Inspections, Health, 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 FEES

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 License Holder (Outdoor Event) - \$50 per event

CITY OF EAST MOLINE
SPECIAL EVENT APPLICATION

Date Received by
Finance Office _____

Block Party Special Event Parade Liquor License Holder – Outdoor Event

Date Applied _____

Name of Event _____

Event Address _____ Phone _____

Event Date(s) _____ Rain Date(s) _____ Hours: _____

Event Website _____ Contact Email _____

Business/Organization Name _____

Contact Name _____ Contact Phone _____

Contact Address _____ City/State/Zip _____

Description of Event _____

Number of People Expected _____

Are you Requesting City Services? (If yes – see next page outlining contact information) Yes No

Will prepared or packaged (retail) food be available? Yes No

A valid temporary food permit may be required if food will be provided or sold. Please contact the city 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 may be denied, or late fees applied.

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 current East Moline 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 yes, list specific hours _____

Will you need barricades provided by the city? Yes No

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.

YOU will need to contact MetroLINK Dispatch (309-788-3360 or mpannell@qcmetrolink.com) to notify them of street closures.

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: _____ Phone # _____

Signature of Applicant

Signature of Mayor

IF CITY SERVICES ARE NEEDED THE APPROPRIATE DEPARTMENTS WILL BE IN CONTACT WITH THE EVENT APPLICANT TO PROVIDE A COST (IF APPLICABLE) FOR SUCH SERVICES. ALL SERVICE FEES WILL NEED TO BE PAID PRIOR TO THE APPROVAL OF THE EVENT.

TEMPORARY ELECTRICAL NEEDS – 309-752-1509 smeyer@eastmoline.com

The Electrical Inspector must be contacted regarding all electrical needs and hook ups.

TEMPORARY PLUMBING NEEDS – 309-752-1512 aschaefer@eastmoline.com

The Plumbing Inspector must be contacted regarding all plumbing needs.

TEMPORARY FOOD PERMITS – 309-752-1510 lgorishek@eastmoline.com

Contact the Health Inspector regarding all questions on Food Service & Temporary Food Permits.

TEMPORARY STRUCTURE – 309-752-1509 smeyer@eastmoline.com

The Building Inspector must approve any temporary building structures.

SECURITY SERVICES - Police Contact – 309-752-1545 • Fire Contact – 309-752-1502

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

BARRICADES - Public Works – 309-752-1574

City staff will work with the applicant regarding the number barricades needed for the type of event and provide a cost estimate the barricades and other city services from the Public Works Department.

SANITATION FACILITIES – 309-752-1510 lgorishek@eastmoline.com

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 – 309-752-1502

The Fire Department must be contacted with information pertaining to fireworks or any pyrotechnical display used.

A SITE PLAN MUST BE SUBMITTED FOR ALL OUTSIDE 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 temporary lodging for employees.

A large grid area for drawing the site plan, consisting of a 30x30 grid of small squares.

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.

Organization Name _____

Name of Event _____ Location _____

Contact Name _____

Contact Phone _____ Contact Email _____

Description of Event _____

FUNDRAISING CRITERIA FOR QUALIFICATION

- a) Raising funds for _____
- b) Percentage of proceeds, after expenses to be dedicated to fundraising cause _____
- 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: _____
APPROVED BY ADMINISTRATOR'S OFFICE

DRAM SHOP INSURANCE MUST ACCOMPANY THIS APPLICATION

Date _____

Organization Name _____

Name of Event _____ Location _____

Event Date _____ Event Hours _____

Contact Name _____

Contact Address _____

Contact Phone _____ Contact Email _____

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

All vendors must apply for a temporary permit at least 10 days prior to the event or the permit may be denied, and late fees will apply.

A minimum of one Certified Food Protection Manager must be onsite. If this is your first event in East Moline, you will have one year to comply with this requirement or future applications may be denied.

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.

Hand Washing

No bare hand contact with ready-to-eat foods is allowed.

Hand washing must be done often and as needed:

- When switching tasks: IE: when prepping raw meat and moving to ready to eat foods
- After using the restroom
- After taking out the garbage
- After taking a break/eating/smoking
- Before putting on gloves

Handwashing stations:

- The station must have a flip or turn 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
- Hand soap
- Paper towels
- Bucket to catch water from the hand washing station

Sanitizer

- Chlorine bleach or quaternary ammonia
- Provide test strips
- For wiping cloths and sanitizer buckets used to sanitize work surfaces, use 100 ppm bleach or 400 ppm quat

Dishwashing Station

You will need 3 containers to set up a temporary dish washing station

1. Wash: warm water and dish soap
2. Rinse: plain warm water
3. Sanitize: warm water and sanitizer (50 ppm bleach / 200 ppm Quat)

Temperatures

Thermometers must be onsite to check temperatures throughout event and in each mechanical unit

Cooking Temperatures:

165°F: Poultry / Stuffed Foods / Reheating

155°F: Pork / Ground or Mixed Meats

145°F: Whole cuts of meat / hot dogs / other hot foods

Holding Temperatures:

135°F: Hot Foods

41°F: Cold Foods

0°F: Frozen Foods

Foods Cooked Offsite at a Licensed Facility

All facilities where food is stored, prepped, cooked, cooled and/or reheated must be licensed and inspected. Proof of license and inspection is required prior to event.

General Guidelines

- All food and supplies must be stored off the ground
- Garbage containers should be covered and stored in a convenient location, but away from food and food prep areas
- Overhead protection is required, except over grills or outdoor cooking equipment
- Non-potentially hazardous baked goods sold without the benefit of inspection must have a warning sign visible to customers declaring the source

If you have any questions regarding these requirements, please contact me at 309-752-1510.



Lindsay Gorishek
Health Inspector, City of East Moline



Health Department
 City of East Moline
 912 16th Avenue | East Moline, IL 61244 | 309-752-1510

Register Online
www.eastmoline.com/emfood

Temporary Food and Beverage Application

A temporary food service license is required for any food establishment operating at a fixed location in conjunction with a single event. License may not exceed five (5) days unless otherwise authorized by the Health Department.

APPLICATIONS FOR A FOOD SERVICE LICENSE MUST BE SUBMITTED **10 DAYS PRIOR TO EVENT.**

Please attach a menu with your application

EVENT NAME _____

Dates of Event Starting Date: _____ Ending Date: _____

Event Location _____

Event Organizer _____ Phone: _____

Event Organizer Email _____

Facility Type: Booth Mobile Permanent Building Pushcart

VENDOR INFORMATION

Vendor Business Name: _____

Owner: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Email: _____

If different than above:

Onsite Manager: _____ Phone: _____

FOOD PROTECTION MANAGER CERTIFICATION

Name _____ ID# _____ Exp: _____

Name _____ ID# _____ Exp: _____



Health Department
 City of East Moline
 912 16th Avenue | East Moline, IL 61244 | 309-752-1510

Temporary Food and Beverage Application

HANDWASHING FACILITIES

Provided by: Event Coordinator Vendor

Must be provided at all locations: hand soap, single-use towels, and trash receptacle

Type of handwashing facility:

- Gravity-fed water with spigot/bucket
- Self-contained portable unit
- Plumbed hot/cold water under pressure
- N/A: only prepackaged foods are sold

***For food items not prepared onsite, please fill out the following and attach that establishment's current license to this form:**

Establishment Name: _____

Address: _____ City/State/Zip _____

Phone _____ Date of Preparation _____

APPLICATION SUBMITTED LESS THAN TEN (10) DAYS BEFORE EVENT WILL BE SUBJECT TO A LATE FEE.

Temporary Food Service Permit Fee: \$50.00

Temporary Retail (prepackaged) Permit Fee: \$25.00

FOOD SERVICE PERMIT COST PLUS LATE FEES

RETAIL PERMIT COST PLUS LATE FEES

2-9 days before event \$75.00

2-9 days before event \$37.50

Less than 2 days before event \$100.00

Less than 2 days before event \$50.00



Applicant Signature _____ Date: _____

OFFICE USE ONLY

Amount Received _____ Date Received _____ Received By _____

Payment Type Cash Credit Card Check # _____ Money Order # _____

Approved by: _____ Date: _____ Permit # _____

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 event 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 location

- _____ \$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