



**2011 CITY OF MOLINE
BASS STREET LANDING FACILITY RESERVATION PERMIT**

City of Moline
619-16th Street, Moline, IL 61265, (309) 524-2054

Name of Event: _____

Type of Event: Please check one (see reverse side for information) Special (Open to the Public) Private

Set-up Date & Time: _____

Event Start-up Date & Time: _____

Event End Date & Time: _____

Clean-up Date & Time: _____

Sponsoring Organization: _____ 501© Non-Profit

Event Coordinator: _____ Day Phone: _____

Address: _____ Cell Phone: _____

City/State: _____ E-mail: _____

Describe Event: Explain equipment, trailers, tentage, power generation, etc. necessary for the event.

Estimated Attendance: _____ Yearly Event: Yes No (Circle One)

Admission charge or donation Yes No

Street closures or Public Right of Way Yes No

Merchandise Sold Yes No

Raffle Yes No

Amplified Sound Yes No

Food or beverage dispensed Yes No

Food or beverage sold Yes No

*Alcohol dispensed (fencing required) Yes No

*Alcohol sold (fencing required) Yes No

Electricity - \$75.00 fee Yes No

Water - \$500.00 deposit + additional form Yes No

Fireworks Yes No

*Fencing responsibility of applicant

III. Acknowledgement

The undersigned certifies that he/she is duly authorized to conduct business on behalf of the sponsoring organization and will comply with all City Ordinances and requirements.

Name: _____
(Signature)

Date: _____

Fees:	Application Fee:	<u>\$ 25.00</u>
	Rental Fee:	<u>\$125.00</u>
	Damage Deposit	<u>\$150.00</u>
	**Clean-up (\$100)	_____
	Electricity (\$75.00)	_____
	Water Hydrant (\$500.00 deposit)	_____
	Total Amount Due:	_____

This is for weekend events when food or beverages are served. **No fee for ceremony ONLY.

Bass Street Landing Special Use Information

1. City of Moline sponsored activities have priority over all other types of events.
2. All special use requests will be considered on a "first-come, first-served" basis.
3. A non-refundable \$25.00 application fee and \$125.00 rental fee will be required to schedule/reserve the plaza.
4. A security deposit in the amount of \$150.00 will also be collected at the time of reservation. Deposit refunds will be mailed approximately 3-weeks after your scheduled rental. Deposits made by credit card will be refunded as a credit on the card.
5. The electrical fee for all events (both Private Events and Special Events) is \$75.00.
6. **All fees are due and payable at the time of reservation.** Fees rendered by check should be made payable to the City of Moline at the Finance Department which is located at Moline Central Fire Station, 1630 8th Avenue.
7. Fencing is required for all events at which alcohol is available for consumption or purchase. **(The City does NOT supply fencing.)** Applicants who reserve the Plaza and who also desire to close the adjoining 17th Street must formally request closure from the City Clerk's office. Under no circumstances can fencing extend east to the eastern curb line of 17th Street to close the street right-of-way for a special event.
8. Amplified music can only be played until 10:00pm.
9. All events of three (3) hours or longer in duration must arrange for porta-potties or document other arrangements or agreements with surrounding businesses to provide public restrooms for the event.
10. All events must end by 11:00 p.m.
11. **Vehicles, moving trucks, or any other powered equipment are prohibited on the concrete plaza at Bass Street. Unauthorized vehicles on the plaza will result in forfeiture of the damage deposit.**

12. All equipment including tentage, chairs, etc. utilized for Private Events must be removed from the Plaza by 11:00 p.m. No items may be left in the Plaza overnight. In addition, equipment may not be set up the day/evening before the rental and left on the Plaza overnight.
13. Sponsors must apply at least 30 days in advance of the date of the event reservation to ensure availability and to allow time for the City to adequately process the application.
 - For events open to the public, a completed Special Event application is due 45 days prior to the event. If State highway closure is required for the event, application must be submitted 60 days prior to the event.
14. When applying for a reservation, the sponsor must declare whether the event is a Private Event or a Special Event in accordance with the following criteria:

Private Event Criteria:

- Closed to the public with attendance by invitation only;
- No request to close any public street or right-of-way;
- Less than 450 people invited to attend;
- Alcohol may be permitted at no charge to the attendees;
- No admission charge to attend;
- Compliance with Chapter 6 insurance specifications is not required;
- City reserves the right to cancel a private event, except weddings and wedding receptions, 120 days in advance if the date conflicts with a planned Special Event.

Special Event Criteria:

- Open to the public with or without an admission fee;
- May include a request to close or partially close the adjoining public right-of-way;
- Estimate over 450 people in attendance;
- Alcohol provided as approved by the local Liquor Control Commissioner (charges may be assessed to attendees in accordance with City Code and state statute for the purchase of alcohol);
- Sponsor provides insurance coverage pursuant to Chapter 6 of the Moline Code of Ordinances, but in no event less than the minimal amount shown in said Chapter;
- Sponsor may be required to reimburse the City the cost of providing public safety personnel to ensure adequate coverage to serve the event

Event sponsors who are planning an activity at the Plaza which qualifies as a Special Event under the above criteria will be required to complete and submit a separate application (along with a corresponding fee) with the City Clerk's office, Moline City Hall, 619 16th Street. The completed Special Event application is due 45 days prior to the event. If State highway closure is required for the event, application must be submitted 60 days prior to the event.

- _____ 1. Applicable fees
- _____ 2. Certificate of Liability Insurance Listing City of Moline as additional insured
- _____ 3. Signed application
- _____ 4. Sign licensing agreement prepared by City Clerk (Agreement will be mailed to you).
- _____ 5. Sign traffic agreement prepared by Traffic Sergeant (Agreement will be mailed to you).
- _____ 6. Plan for Event Security
- _____ 7. Plan for Sanitation Facilities
- _____ 8. Expectation/Plan for emergency medical needs
- _____ 9. Event fire suppression plan

All licenses and permits required herein are separate requirements. Depending upon the nature of the event, it is possible that more than one license or permit will be required and the undersigned acknowledges and understands that it is his/her obligation to secure ALL necessary licenses and/or permits. The undersigned is authorized to act on behalf of the entity, and agrees to the necessary costs, insurance requirements, and other guidelines identified in the Bass Street Landing Facility Reservation Permit or any document, license, or permit referenced herein; and further agrees to provide the City Clerk's office with all required necessary documents, including the executed cost estimated memorandum, which will be forwarded to the Event Coordinator shortly after this initial application is completed.

Signature of Applicant/Event Coordinator

Date

Please return documents and fees by _____ in order for the City to best serve you!

Terri Smith
Moline City Hall
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Phone: (309) 524-2055
tdsmith@moline.il.us