

BASS STREET LANDING FACILITY RESERVATION PERMIT

City of Moline

619-16th Street, Moline, IL 61265, (309) 524-2004

I. Event or Activity

A. Please check one (see reverse side for information) Special Event (Open to the Public) Private Event

B. Describe event, explaining any equipment, trailers, tentage, power generation, etc. necessary for the event:

C. Date of Event: _____ Time: From: _____ To _____

D. Anticipated size of crowd: _____

E. Admission charge or donation? Yes No

F. Amplified music? Yes No

G. Food or beverage dispensed? Yes No

H. Food or beverage sold? Yes No

I. Alcohol dispensed? Yes No

J. Alcohol sold? Yes No

K. Electricity (\$75.00) Yes No

K. Water (\$500.00 deposit) Yes No

L. Fencing: Self-Erect City Erect N/A

II. Sponsoring Organization or Individual

A. Name of organization or individual: _____

B. Contact Person: _____ Daytime phone: _____

Email _____

Address: _____ City, State, Zip: _____

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: _____ Date: _____

(Signature)

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

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 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. Fencing will be provided at no charge, provided that the sponsor erects and dismantles the fencing. Fencing is required for all events at which alcohol is available for consumption or purchase. 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.
6. If City staff is used to erect and dismantle the fencing, a charge of \$150.00 will be incurred.
7. The electrical fee for all events (both Private Events and Special Events) is \$75.00 and is payable by a separate check to the City of Moline at the Finance Department located at the City Hall East Annex, 1616 6th Avenue. Contact Keith Verbeke, City of Moline Revenue Manager, at (309) 524-2072. For electrical needs at Bass Street Landing Plaza stage, contact City of Moline at (309) 524-2350. For all other electrical needs in the plaza and/or 17th Street, contact Laurie Peters or Marcia Mitchell from Ruhl Management at (563) 355-4000.
8. ***All fees are due and payable at the time of reservation.***
9. Amplified music must be pre-approved by the City of Moline as part of the event sponsor's application fee to schedule / reserve the plaza.
10. 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.
11. All events must end by 11:00 p.m.
12. 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.
13. 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.
14. 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.
15. 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.