



BASS STREET LANDING FACILITY RESERVATION PERMIT
Moline Centre
619 16th Street, Moline, IL 61265, 309.524.2003



Revised September 2019

Name of Event: _____

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: _____

DAILY FEES

| | | | |
|---------------------------------|-----------------|--------------------------|---------------------------------|
| Application fee | \$ 25.00 | | |
| Rental fee | \$175.00 | | |
| Damage deposit fee | \$150.00 | | |
| Damage deposit fee (food truck) | \$250.00 | | |
| Electrical fee | \$ 75.00 | <input type="checkbox"/> | Yes <input type="checkbox"/> No |
| *Alcohol dispensed or sold | | <input type="checkbox"/> | Yes <input type="checkbox"/> No |
| Clean-up fee | \$100.00 | <input type="checkbox"/> | Yes <input type="checkbox"/> No |
| TOTAL AMOUNT DUE | \$ _____ | | |

*A Liquor License Special Request Form may also be required. See attached.



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Bass Street Landing Special Use Information

1. City of Moline sponsored activities have priority over all other types of events.
2. All **Special Event** requests will be considered on a “first-come, first-served” basis. (**A separate application is required- DO NOT USE THIS FORM-please refer to Special Event Criteria on page 3**).
3. A non-refundable \$25.00 application fee and a \$175.00 rental fee will be required to schedule/reserve the Plaza. A \$150 damage deposit fee (\$250 damage deposit for Food Trucks) is also required to schedule/reserve the plaza. The damage deposit will be returned to you approximately 3 weeks after your scheduled rental as long as there is no damage to the plaza during your event. Deposits made by credit card will be refunded via check payment.
4. Fencing is not required.
5. **Amplified music can be played until 10:00pm., Sunday – Thursday; 11:00 p.m., Friday/Saturday.** (Please refer to City of Moline Ordinances, Chapter 21; Section 21-1100(7).
6. 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.
7. **Vehicles, moving trucks, or any other powered equipment must be authorized. Unauthorized vehicles on the plaza will result in forfeiture of the damage deposit**
8. We do not provide tents, tables, chairs, etc. If you plan on setting up the night before an event you must advise us in advance. The City of Moline and Moline Centre will not be held liable for damage to any items left on The Plaza overnight.
9. Tents can only be placed in the center of the Plaza in between the festoon lights.
10. Tents that require water barrels to support the structure will need to pay a water deposit fee of \$500. (**Water use will be recorded and you will be refunded the difference**). Please contact the City of Moline Finance Department to make payment and to set up a water hook-up appointment with the City of Moline Water Department. 309.524.2070.
11. 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.
12. **All fees are due and payable at the time of reservation.** Fees rendered by check should be made payable to the “City of Moline” which is located at 619 16th Street, Moline, IL, 61265.



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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.
- If alcohol will be served, a Liquor License Application Permit is required and attached to this form. Please contact the City of Moline at (309) 524-2004 with any questions regarding alcohol. **Any alcohol service needs to have Liquor Liability insurance listing the City of Moline as additional insured as well as proof of coverage for Assault & Battery.**
- 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 are 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.**
- A **Special Event Application** can be found on the City of Moline's website at www.moline.il.us.



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CANCELLATION POLICY

1. WEATHER CANCELLATION. In the event of inclement weather, all fees, except for the Application Fee will be refunded. Please notify Moline Centre Main Street at (563)823-2660 within 5 days after the reservation date to receive refund. The event may be rescheduled at the earliest available date.
2. OTHER CANCELLATIONS
 - a. Cancellation requests must be made in writing two weeks (14 days) prior to the scheduled event date. All monies, except the Application Fee, will be refunded.
 - b. For any cancellation made less than fourteen (14) days prior to the event, all fees (except for the damage deposit) will be forfeited.

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.

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

Signature of Applicant/Event Coordinator

Date

Geoff Manis
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