



City of Moline Special Event Policy

- I. **Purpose:** The public health, safety, and welfare of the residents of Moline require the regulation of special events within the City. Accordingly, special events involving the use of City streets, parking lots, and other City owned properties, as well as City staff support, may be permitted in the City only upon approval of the special events committee and/or Mayor and City Council. The City of Moline reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator. Special Event Applications are reviewed by representatives from each department.
- II. **Permission required:** A person shall not sponsor, conduct or promote a special event on City property unless obtaining permission for the event from the City of Moline.
- III. **Special Event:** any transient amusement enterprise, outdoor temporary gathering, and any similar event that is to occur on city-owned or controlled property and/or requires City staff or financial support, or other resources. Events include but are not limited to a fundraiser, musical performance, public show, road race, parade, entertainment, amusement or other exhibition. All walk/run/marathon courses must be pre-approved by the City's special event committee.
The following are not classified as a special event under this policy: 1) neighborhood block parties; 2) events held at Bass Street Landing, which are coordinated by the Moline Main Street Director; and 3) TaxSlayer events, regardless of attendance; any special City services provided to support TaxSlayer events will be addressed through separate agreements between the City of Moline and TaxSlayer Center.
- IV. **Special Event Tiers:**
 - A. **Tier 1:** No/limited physical activity by participants and no severe exposure to spectators, such as but not limited to outdoor meetings, small-medium road walks/runs, flea markets and auctions, picnics and social gatherings. 500 people or less in attendance. No/partial road/parking lot closure. No alcohol. Special events committee approval required. Notice to City Council.
 - B. **Tier 2:** Moderate/major physical activity by participants and moderate/severe exposure to spectators, such as but not limited to road races/marathons, political rallies, parades, and concerts/music events. Crowd size of events more than 500, partial/full street, roadway or parking lot closure, and all functions where alcoholic beverages are served for any type of event. Special event committee and City Council approval required.
- V. **Special Event Application.** A special event application must be completed for every special event held on public property or requiring special City or governmental services (unless a series of events were approved by a single application – e.g., Mercado, La Pulga, etc.) The

application may be found on the City website, or on a form provided by the City Clerk’s Office. The submittal of a special event application does not imply event approval. An approved application is non-transferable, and is not auto-renewing.

A. Timing: To allow for proper logistical planning and preparation of public safety and public works officials, applications and associated fees must be provided as follows:

Special Event Timeline	
90 Days Prior to Special Event Date	<ul style="list-style-type: none"> • Tier 2 Events - Submit application, including route and map, and applicable fees
60 Days Prior to Special Event Date	<ul style="list-style-type: none"> • Tier 1 Events - Submit application, including route and map, and applicable fees • Special Events Committee review and recommendation/approval
30 Days Prior to Special Event Date	<ul style="list-style-type: none"> • Submit proof of insurance • Submit vendor permits • Finalize police/fire staffing • Tier 2 Special Events – City Council review and approval
30 Days After Event	<ul style="list-style-type: none"> • Submit final report

B. Application Fees: A \$50 application fee is charged for all special events. Events planned by the City or City entities (i.e. school district) are exempt from fees.

C. Final Report: A final report detailing the revenues generated and distributed/used from the event, as well as the economic impact of the event is required as part of the application approval process. This report will be due within thirty (30) days following the end of the event. Failure to submit a required financial report may result in the denial of subsequent applications. Final reports are reviewed by the special event committee. Future special event applications may be denied if the committee determines a negative impact to the community.

D. Date, Time and Route: In order to reduce Police/Fire staffing and traffic flow complications, approval of event date, time and route are at the discretion of the special event committee.

VI. Special City Services. To minimize the impact of special events on taxpayers and City resources, special City services including police, fire, and public works services and utility costs shall be reimbursed.

A. Requirements. The requirement for public safety personnel at special events will be determined by the Chief of Police, Fire Chief or their designees. When three (3) or more police officers are needed, an additional supervisor is required. As deemed necessary for public safety, additional police and/or fire personnel may be required for Tier 2 special events. All special City service requests must be made to the special event committee sixty (60) days prior to the event.

B. Fees. The applicant is responsible for payment of special City service fees immediately upon completion of the event. Special City services provided shall be reimbursed to the City in full, unless the City is a primary or co-sponsor of the event. The applicant must plan walk/race/parade routes taking the advice and/or requests of the Moline Police Department. Applicants not following the City approved route may be subject to full reimbursement of special City service costs and denial of future special event permits.

Special City Service Fees	
Police Offer (OT Rate)	\$60 per hour
Firefighter/Paramedic (OT Rate)	\$60 per hour
Public Works - Laborer (OT Rate)	\$40 per hour
Electrical Service (if available) – at the sole discretion of the City, additional fees may be charged depending on the specific machinery utilizing electricity	\$75 per day

VII. Use of Public Property and Street/Roadway Closures.

A. Authorization: The closure of neighborhood streets can be authorized by the special event coordinator for block parties or public assemblies. Tier 1 special events requiring no or partial parking lot or road closure may be authorized by the special event committee. Complete closure of City owned parking lots and roads for special events may only be authorized by the City Council.

B. Emergency Access/Closure: The closure of any street, roadway, or parking lot for a special event may be revoked by the Mayor, Chief of Police, Fire Chief, or City Administrator in the case of public emergencies. Public safety vehicles must be

provided access at any time such as emergency warrants access, regardless of whether the street or roadway closure has been authorized by the City Council or City Administrator. The Chief of Police or Fire Chief or their designee can order an event to close and cease operation if the event is in violation of law or policies, presents a danger to persons or property, threatens the peace and quiet, or creates unmanageable problems for public safety officials.

- C. Damage:** Support structures (including tents, stages, bleachers, scaffolding, etc.) erected on public property or in the public right-of-way shall not damage the pavement or vegetation in any manner. The permittee shall be liable for any and all damage to the public property or public right-of-way resulting from the special event.

VIII. Risk Management.

- A. Hold Harmless Agreement:** All applicants desiring to use public property for a special event must sign an agreement to hold harmless and indemnify the City and its Officers, Agents, and Employees against any loss, cost, expense, injury, damage or liability incurred by reason of any personal injury or property damage sustained by any person, caused or resulting from the approved special event and should cover injury or damage caused by or in any way related to the activity or activities of the special event as approved.

- B. Proof of Insurance:** In general, the City requires that any special event on public property provide a certificate of insurance listing the City of Moline as an additional insured on an insurance policy with limits of \$1,000,000 written on an occurrence basis form for bodily injury, property damage, and general liability or commercial general liability. Events that directly impact another agency's facilities may need to name that agency in the certificate of insurance as well. This certificate of insurance must be filed with the City Liaison no later than 14 days prior to the start of the event. Insurance certificates must contain a provision that it cannot be cancelled without at least 14 days' written notice to the City. The City may require the applicant to provide higher coverage limits or additional coverage(s) depending on the size and type of the event, use of fireworks or bounce houses, or when alcohol will be dispensed or sold. Insurance and indemnification paperwork supplemental to the application must be received no later than 14 days prior to the event. Failure to provide adequate insurance and indemnification information shall be grounds to deny or cancel the event.

IX. Additional Requirements.

- A. Alcohol:** If alcohol will be dispensed or sold at a special event on public property, a special event liquor license will be required from the City and may be required by the State of Illinois. A separate application for the special event liquor license is available from the City Clerk or at the City's website. Liquor liability insurance coverage of \$1,000,000 is required.

- B. Food:** Food served or sold at the special event requires approval of the Environmental Health Specialist, and a food license from the City of Moline may be required.
- C. Support structures:** The use of temporary structures, canopies, scaffolding, bleachers, stages, and tents are subject to the limitations and requirements listed in the applicable Illinois Fire Prevention Code. These requirements include inspections, use of flame-resistant fabric, regulation of location of open flame devices, heaters, and generators, use of extension cords, distances between the temporary structures, etc. These requirements should be discussed with Fire and Public Works personnel. Temporary structures/tents must be inspected and approved by the Chief of the Moline Fire Department or his designee as part of the application process.
- D. Fire Extinguishers:** Portable fire extinguishers, with a minimum 2A rating, are required in all booths, structures, and locations used for assembly, cooking, or if hazardous conditions exist. The extinguisher must have an attached service tag showing that it has been inspected within the previous twelve (12) months.
- E. Electrical Power:** All electrical work shall be performed by a licensed electrical contractor and shall be inspected by the Electrical inspector. Public Works may be contacted at (309) 524-2370 to determine if an electrical permit is required prior to beginning any electrical work.
- F. Raffles:** Raffles require a separate raffle permit application according to state statute. The finance department may provide additional information on raffle requirements and provide a raffle application.
- G. Chemical Toilets:** Special events with expected attendance of 250 or more, and lasting two hours or more are required to provide temporary restroom facilities (chemical toilets), when public restrooms are not available for use. Special events with expected attendance of less than 250 or with an expected duration of less than two hours may be required to provide chemical toilets, depending on the nature and circumstances of the event, at the sole discretion of the special event committee. The chemical toilet vendor being used must be disclosed at the time of application.
- H. Trash:** Special events may be required to include plans for addressing trash collection and removal.
- I. Cleanup:** If the event is held on public property, permittees must clean and otherwise restore the event site to its pre-event condition. This includes the removal of all debris resulting from the event. The public property impacted by the event will be inspected after event and cleanup conclusion, and an invoice for payment will be sent for any required cleaning that is performed by the City. If City cleanup of the area is necessary, the invoiced amount will cover actual expenses plus a 10% administrative fee.

- J. **Signs:** The City of Moline sign ordinance does not allow for event signs to be placed in the right-of-way without approval of the City even on a temporary basis. If temporary signs advertising the event are desired, please include specific sign information (size, quantity, location, duration of display, etc.) as part of the permit application process.
- K. **Parking:** Tier 2 special events may require a parking plan as part of the application process.
- L. **Noise:** The City of Moline Code provides for certain limits on noise within the community. These regulations are available in Chapter 21 Nuisances in General of the Moline Code of Ordinances available at www.moline.il.us.

X. Definitions

- A. **Block Party:** The closure of a neighborhood street to vehicular traffic for a limited duration (less than twelve (12) hours) to allow residents of the neighborhood to assemble for a social gathering.
- B. **Parade:** Any march, ceremony, show, exhibition, pageant or procession of any kind, or similar display, upon public right-of-way.
- C. **Event Sign:** A banner or poster used to promote a special event displayed at City designated locations or on City owned property.
- D. **Community Organization:** A not-for-profit or governmental organization located within the corporate limits of the City or sponsored by qualifying charitable, civic, or governmental organizations which seek to strengthen and enhance certain aspects of the community and to strengthen Moline's identity. To be considered a not-for-profit organization, the organization shall be registered as such with the state of Illinois and registered with the Internal Revenue Service as a 501 (c) 3 or similar organization.
- E. **Corporate Authorities:** The Mayor and City Council of the City of Moline.
- F. **Educational Entity:** Any state, regional, local, religious, or private educational entity with a physical facility located within the City limits of the City of Moline.
- G. **Event Manager:** The person acting on behalf of the event sponsor or the permittee to manage and coordinate the special event.
- H. **Governmental Entity:** Means any federal, state or unit of local government providing services to residents of the City of Moline.
- I. **Normal Course of Operation:** The basic activity and/or purpose of any governmental, educational, religious, or not-for-profit organization and shall not include special events or other activity not normally associated with such entity or organization.
- J. **Private Entertainment Event:** Means events of a temporary nature intended for a limited number of attendees or exclusive groups and which is not intended for the general public.

- K. Public Property:** Any property owned by or dedicated to the City or other governmental agency including streets, roadways, dedicated rights-of-way, parks, parks facilities and waterways.
- L. Special City Services:** Services provided by the City during an event which are in addition to, above and/or beyond the respective level of such services and/or operations normally provided by the City, such services may include, but are not limited to, any of the following: labor costs, material and equipment costs for street closures, provision of barricades, trash or recycling receptacles, special parking signs, special electrical services, special police protection details, special fire/EMS protection, or use of City vehicles and/or equipment.
- M. Special Event Coordinator:** Representative of the Special Event Committee working directly with the event sponsor.
- N. Sponsoring Organization:** Any partnership, association, organization or corporation, including the City, which has received City approval for any special event.
- O. Support structures:** Any temporary structures erected in connection with any special event including but not limited to stages, scaffolding, bleachers, tents, stands, and/or booths.
- P. City:** The City of Moline
- Q. City Administrator:** The Moline City Administrator, or his designee.
- R. City Liaison:** City staff member assigned to function as the primary City contact for an event.