

Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other:

Event Name:

Turkey Trot

Event Date & Time

November 28, 2024 - 8:30a-11am

Location/Route:

Streets on West side of city and bike path.

Contact Name & Organization:

Greg Frieders - Rochelle Park District

Contact Phone:

815-562-7813 ext 106

Contact E-Mail:

gfrieders@rochelleparkdistrict.org

Alcoholic Beverages

To serve alcoholic beverages at an event, a one-day license must be obtained from the City of Rochelle AND the State of Illinois.

[Special Event Liquor Checklist](#)

Will alcoholic beverages be served or sold at the event? *

☐ Served/Sold

☒ Neither

Name of business/organization providing alcohol:

How will area where alcohol is served be contained and what security and ID measures will be taken?

.....

If serving alcohol off premises of an establishment, complete required special event application for liquor sales and submit fee separately.

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Water & Electricity

Electricity is available for Downtown Events at the Gazebo or Page Park. Please indicate if you intend to use:

- ☐ Page Park
- ☐ Gazebo
- ☒ Electricity not required/Utilizing different location

A water connection is available at the Downtown Gazebo. Would you like water available for the event?

- ☐ Yes
- ☒ No

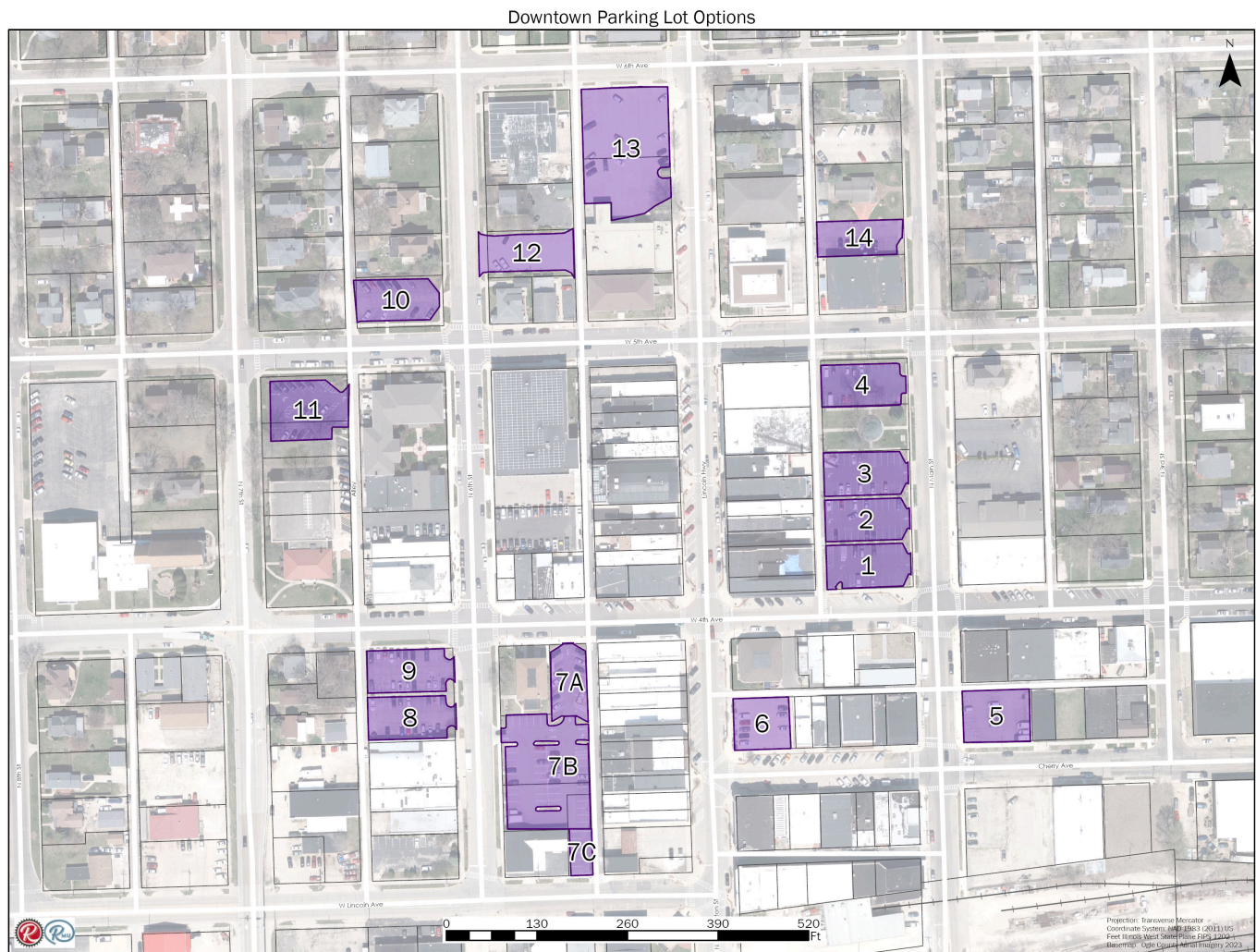
Street & Parking Lot Closures

Are parking lot closures requested?

☐ Yes

☒ No

Available Parking Lots:



If so, which parking lots?

- ☐ Spirited Square - Lot 1
- ☐ Spirited Square - Lot 2
- ☐ Spirited Square - Lot 3
- ☐ Spirited Square - Lot 4
- ☐ Downtown Lot - Cherry & Main Street - Lot 5
- ☐ Downtown Lot - Lincoln Highway & Cherry Avenue (RMU) - Lot 6
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7A
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7B
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7C
- ☐ Downtown Lot - 300 Block of North 6th Street - Lot 8
- ☐ Downtown Lot - 300 Block of North 6th Street - Lot 9
- ☐ Downtown Lot - 5th Avenue & 6th Street - Lot 10

Is a street closure requested?

- ☒ Yes
- ☐ No

What intersections and/or streets are requested to be closed?

i believe the only road people really run on are sunset terrace and Joanne. I don't remember if we actually close or just barricade. Barricades at the X's on the map

Please upload a site drawing. Include barricade and street closure locations. *

 Turkey Trot Map ...

 Add file

Event Coordinators must agree to the following:

Please agree to the following: *



Agree to display Human
Trafficking Victim Information
Sheet as required by State law



Event coordinators are
responsible for cleanup and
trash disposal after events. I
agree that a cleaning fee of
\$500 may be assessed if
extensive cleanup is required.

Insurance

****REQUIRED**** Please upload Certificate of Insurance. *

Events on City property (including streets, parking lots, etc.) require a Certificate of Insurance for approval.

The Certificate of Insurance must include:

-City of Rochelle listed as an additional insured

-Name of Event

-Date & Time of Event

-Location of Event

-\$1,000,000.00 in general liability, and if alcoholic liquor will be served/sold, liquor liability in the amount of \$1,000,000.00.

 Turkey Trot Map ...

 Add file

Additional Requests:

Special events held in the Downtown Parking lots may request the use of the following:

Trash Cans & Can Liners (Up to 10 may be requested):

Choose 

Parking Cones:

Choose 

Caution Tape Roll:

Choose



Folding picnic tables (up to 10):

Choose



For Carnivals Only: Upload a Certificate of insurance showing proof of worker's comp and one with general liability

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