

Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other:

Event Name:

Community Action Network (CAN) Food Truck Fair

Event Date & Time

April 26, 2025 & October 18, 2025 from 11am to 2pm

Location/Route:

.....

Contact Name & Organization:

Michelle Pease- CAN

Contact Phone:

815-751-0461

Contact E-Mail:

michellepease91@yahoo.com

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:

N/A

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

N/A

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

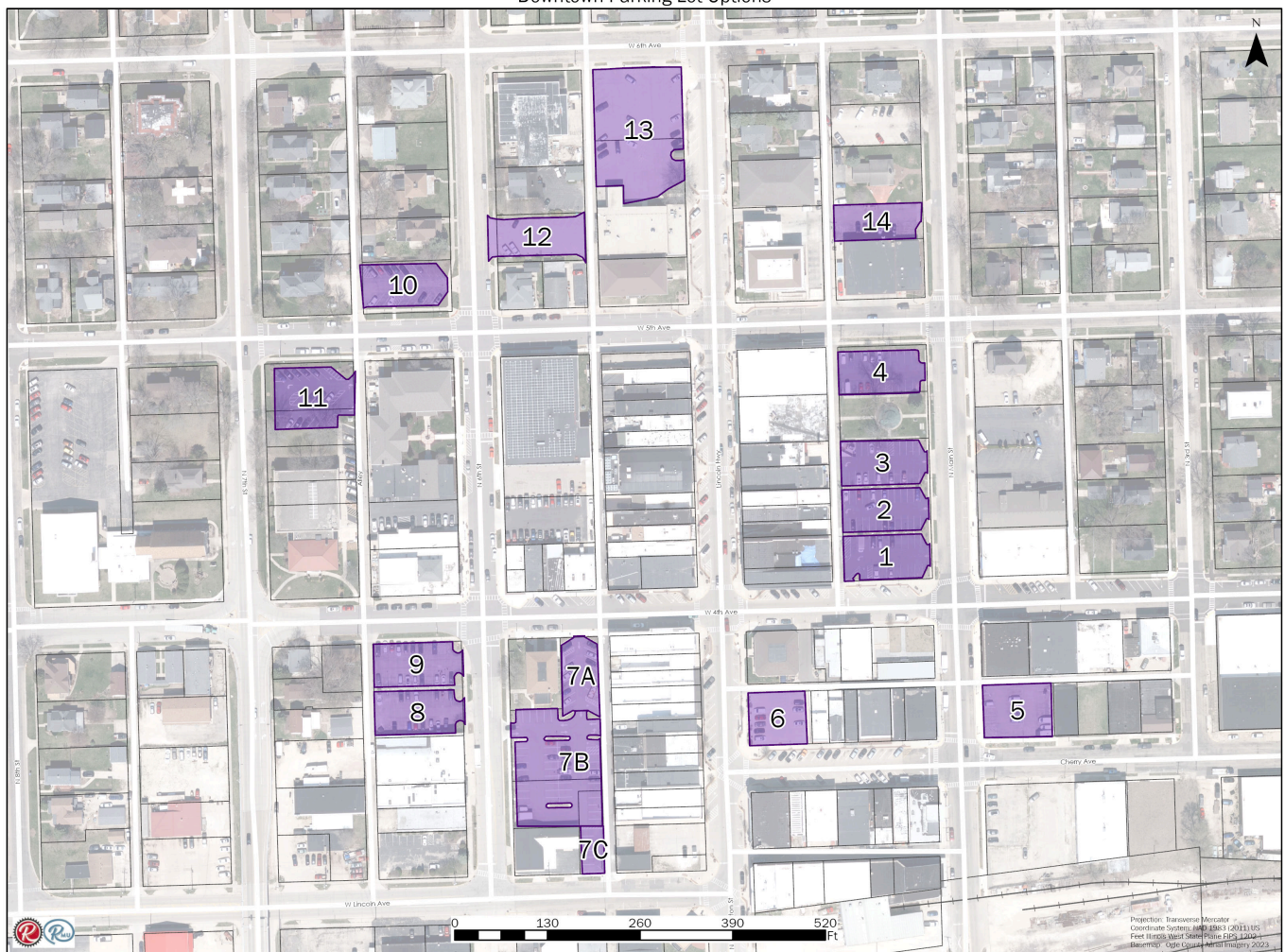
Are parking lot closures requested?

Yes

No

Available Parking Lots:

Downtown Parking Lot Options



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?

N/A

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

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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.

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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):

 Dropdown

1. 1

2. 2

3. 3

4. 4

5. 5

6. 6


7. 7

8. 8

9. 9

10. 10

Parking Cones:

 Dropdown

1. 1

2. 2

3. 3

4. 4

5. 5

6. 6

7. 7

8. 8

9. 9

10. 10

11. 11


12. 12

13. 13

14. 14

15. 15


Caution Tape Roll:

 Dropdown

1. 1


2. 2

Folding picnic tables (up to 10):

 Dropdown

- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5
- 6. 6
- 7. 7
- 8. 8
- 9. 9
- 10. 10

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

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