Special Event Council Request

Event Type: Check all that apply
Community Event
Fireworks
Parade
✓ Festival
✓ Fundraiser
Other:
Event Name:
Rochelle Cinco De Mayo

Event Date & Time	
Saturday May 4th, 2024 3-11PM	
Location/Route:	
North block Main st. Rochelle	
Contact Name & Organization:	
Monce Aguirre- Hispanic Community Association	
Contact Phone:	
815-979-8410	
Contact E-Mail:	
míaserrano.0118@gmail.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 Illin	To se	serve alcoholic beverages	at an event	. a one-dav li	icense must b	e obtained from	the City	of Rochelle AND	the State of Illing
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Special Event Liquor Checklist

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

- Served/Sold
- Neither

Name of business/organization providing alcohol:

TBD

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

We will rope off the area, businesses will card and provide wrist bands for 21 and older

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

Water & Electricity

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

Downtown Parking Lots

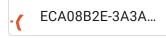


If so, which parking lots?
Spirited Square - Lot 1
Spirited Square - Lot 2
Spirited Square - Lot 3
Spirited Square - Lot 4
Downtown Lot - Cherry & Main Street (gravel lot)
Downtown Lot - Lincoln Highway & Cherry Avenue (RMU)
Downtown Lot - 4th Avenue & North Sixth Street - Lot 1
Downtown Lot - 4th Avenue & North Sixth Street - Lot 2
Downtown Lot - 4th Avenue & Museum Alley
Downtown Lot - 300 Block of North 6th Street
Downtown Lot - 5th Avenue & 6th Street
Is a street closure requested?
Yes
○ No

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

Main Street(the usual)

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



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. Copy of Proof of Insurance naming the "City of Rochelle" as an additional insured including name and date of the event in the amount of \$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.



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

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