Special Event Council Request

Event Type: Check all that apply		
Community Event		
Fireworks		
Parade		
✓ Festival		
Fundraiser		
Other:		
Event Name:		
Lincoln Highway Heritage Festival		
Event Date & Time		
August 19, 20, 21 2022 All day		
La cation (Davita)		
Location/Route:		
Downtown Area		

Contact Name & Organization:		
Kathy Yocum		
Contact Phone:		
815-973-8850		
Contact E-Mail:		
kathy7988@hotma	ail.com	
Alcoholic Bevera	ages	
\\/:!! alaalaa!; a laa	verse reache a comina d'anneal de the a comit 2 *	
will alconolic be	verages be served or sold at the event? *	
Served/Sold		
Neither		
Name of busines	ss/organization providing alcohol:	
To Be Determined		
How will area whaken?	nere alcohol is served be contained and what security and ID measures will be	
Will provide a writt	ten plan when the vendor is determined.	

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:

- 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

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?

Monday 8-15 to Monday 8-22 North Main from the alley next to the VFW to 5th Ave. and 4th Ave from the alley behind Dimond Bros Insurance to Lincoln Hwy. On Saturday 8-20 Lincoln Highway from Cherry Ave. to 6th Ave. and 4th St from Lincoln Hwy to N 6th St. from 6:00 am to 5:00 pm. On Sunday 8-21 Lincoln Highway from Cherry Ave. to Route 38 and Cherry Ave from Lincoln Highway to N Main St. from approximately 12:30 pm to 3:30 pm for the parade. Side streets along Lincoln Hwy will need to closed to traffic crossing Lincoln Highway during the parade. North Main St from 5th Ave to 6th Ave on Saturday 8-20 and Sunday 9-21 from 6:00 am Saturday to Sunday 6:00 pm.

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



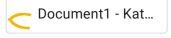
Agree to require masks and social distancing of attendees.



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

This content is neither created nor endorsed by Google.

Google Forms