

# Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other:

Event Name:

Let's Get Lit-Holiday Craft/Vendor Event

Event Date & Time

November 9--4:00PM-9:00PM

Location/Route:

2 Parking Lots behind 407 Lincoln Hwy.-Acres

Contact Name & Organization:

Teresa Petry-Acres Bistro

Contact Phone:

Bs: 815-762-8212 Cell: 630-673-8714

Contact E-Mail:

info@acresbistro.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:

Acres Bistro

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

All Alcohol is sold inside Acres Bistro & Scalehouse Lounge

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

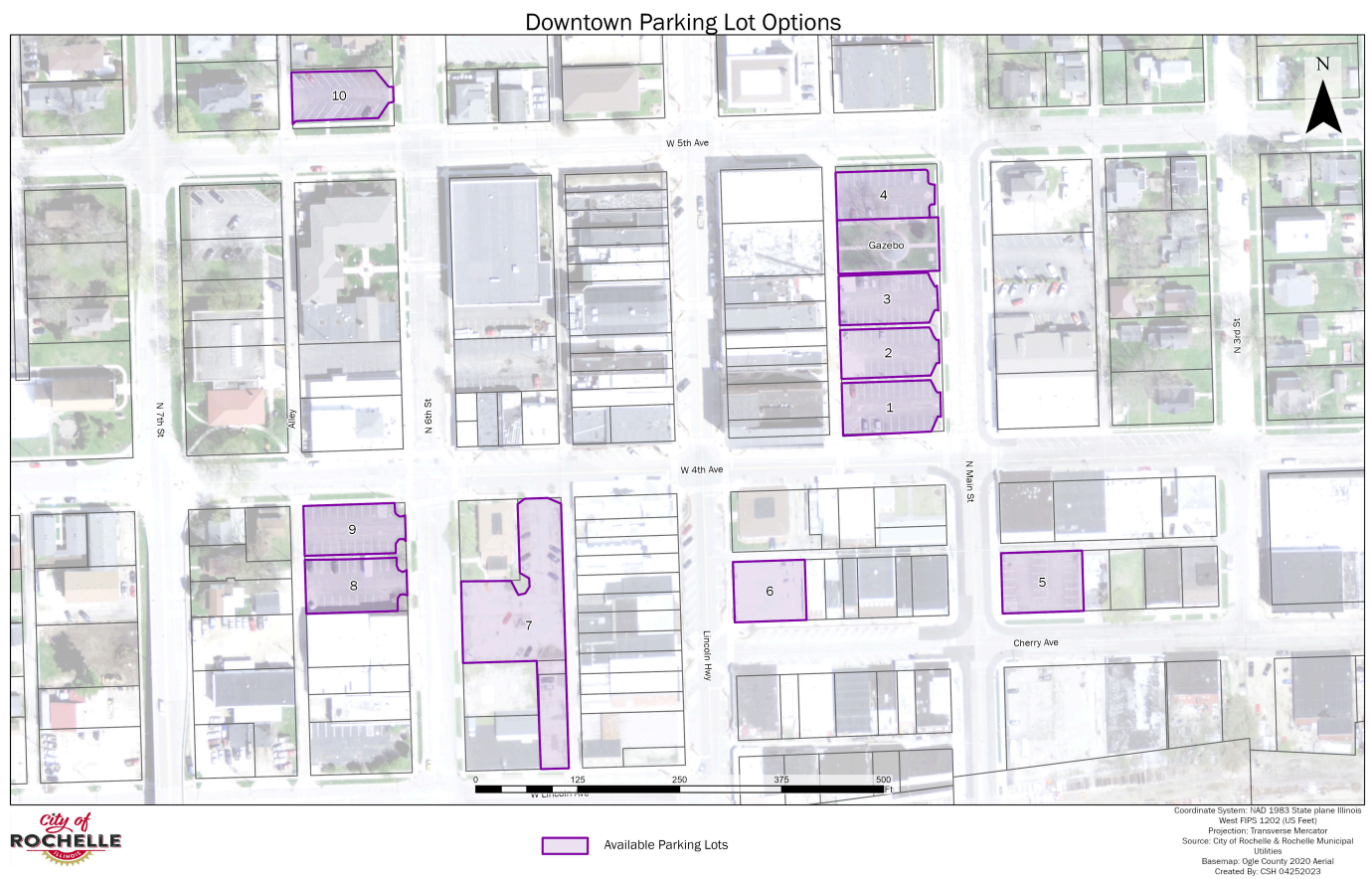
### Street & Parking Lot Closures

Are parking lot closures requested?

☒ Yes

☐ No

## 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?

None

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

 ParkingLots 2 - T...

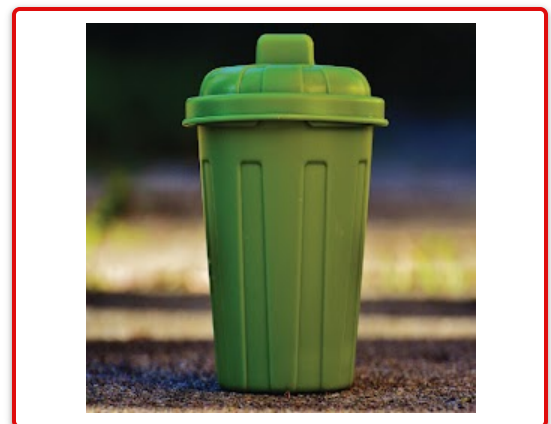
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Event Coordinators must agree to the following:

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. 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. \*

 Acres COI Nov 9 ...

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

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