

Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other: Parking Vehicles Only

Event Name:

100 Year Masonic Lodge Anniversary

Event Date & Time

August 9th, 2025

Location/Route:

5th Ave from Lincoln Ave to Alley

Contact Name & Organization:

Masonic Lodge - Horicon Lodge 244

Contact Phone:

815-739-9150

Contact E-Mail:

bearrows@rochelle.net

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.

 Add file

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

☐ No

0 130 260 390 520 Ft

Projection: Transverse Mercator
 Coordinate System: NAD 83 (2011) US
 Free String: West State Police (105, 1000)
 Date: 10/10/2023

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?

5th Ave from Lincoln Highway to Alley Between Lincoln Hwy & 6th Street (1/2 Block)

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

 Masonic Street C...

 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.



Masonic Street C...



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):



Dropdown

Choose



Parking Cones:



Dropdown

Choose



Caution Tape Roll:

⌵ Dropdown

Choose



Folding picnic tables (up to 10):

⌵ Dropdown

Choose



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

⬆ Add file

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