

Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other:

.....

Event Name:

Cut the Square with Hub City Motor Club

.....

Event Date & Time

9/12/2025, 4-8 pm

.....

Location/Route:

Flagg Township Museum

.....

Contact Name & Organization:

Jan Devore, Flagg Township Museum

Contact Phone:

815 562-3040

Contact E-Mail:

hubhistory@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 Illinois.

[Special Event Liquor Checklist](#)

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

☐ Served/Sold

☒ Neither

Name of business/organization providing alcohol:

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

.....

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?

None

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

2025 SITE MAP ...

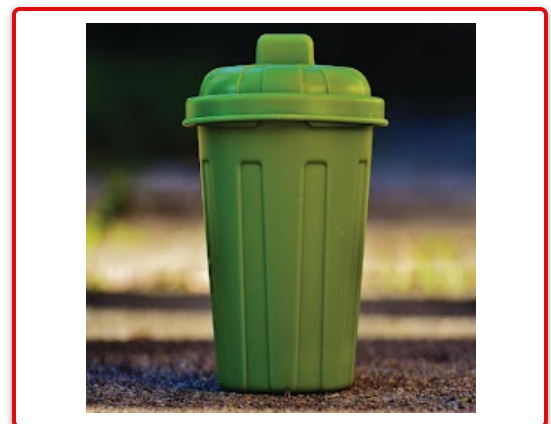
↑ Add file

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.

Certificate of Ins...

 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

2



Parking Cones:

 Dropdown

3



Caution Tape Roll:

⌵ Dropdown

Choose



Folding picnic tables (up to 10):

⌵ Dropdown

2



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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