

# Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other: .....

Event Name:

Let's Get Lit Spring Market .....

Event Date & Time

May 17, 2025-4:00-9:00 .....

Location/Route:

Parking Lots Behind Acres Bistro & Page Park-407 Lincoln Hwy. ....

Contact Name & Organization:

Teresa Petry-The Artists' Garde, Acres Bistro, Scalehouse Lounge

Contact Phone:

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-Sold Inside the Building

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

Alcohol is served from inside of Acres Bistro-Area Roped off

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

☐ No

**Downtown Parking Lots**

14

13

12

11

10

9

8

7C

7B

7A

6

5

4

3

2

1

W 5th Ave

W 4th Ave

W 3rd Ave

W 2nd Ave

W 1st Ave

W Lincoln Ave

Cherry Ave

0 130 260 390 520 Ft

Projection: Transverse Mercator  
 Coordinate System: NAD 83 (2011) US  
 Feet through Year Scale Factor: 1.000000  
 Ellipsoid: GRS 80  
 Datum: North America  
 Map Date: 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?

N/A

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

 Parking Lot Map ...

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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.

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.



COI May 17 Mark...



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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

10




Caution Tape Roll:

 Dropdown

1



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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