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
O 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.
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?

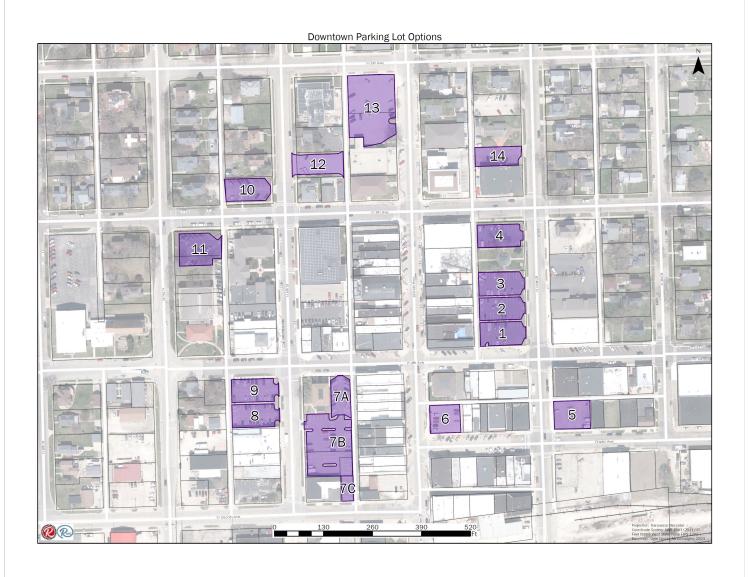


Yes



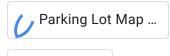
No

Available 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 - 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. *



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 Insurnace 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... 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

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