

# Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other:

Event Name:

Fall Night Market

Event Date & Time

September 20, 2025 4:00PM-9:00PM

Location/Route:

Back Lots at 407 Lincoln Hwy--or Front (dependent on construction of stage etc.)--Page Park

Contact Name & Organization:

Teresa Petry Acres Bistro, ScaleHouse Lounge, The Artists' Garden

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

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

Alcohol will be Served & purchased in Acres Bistro

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?

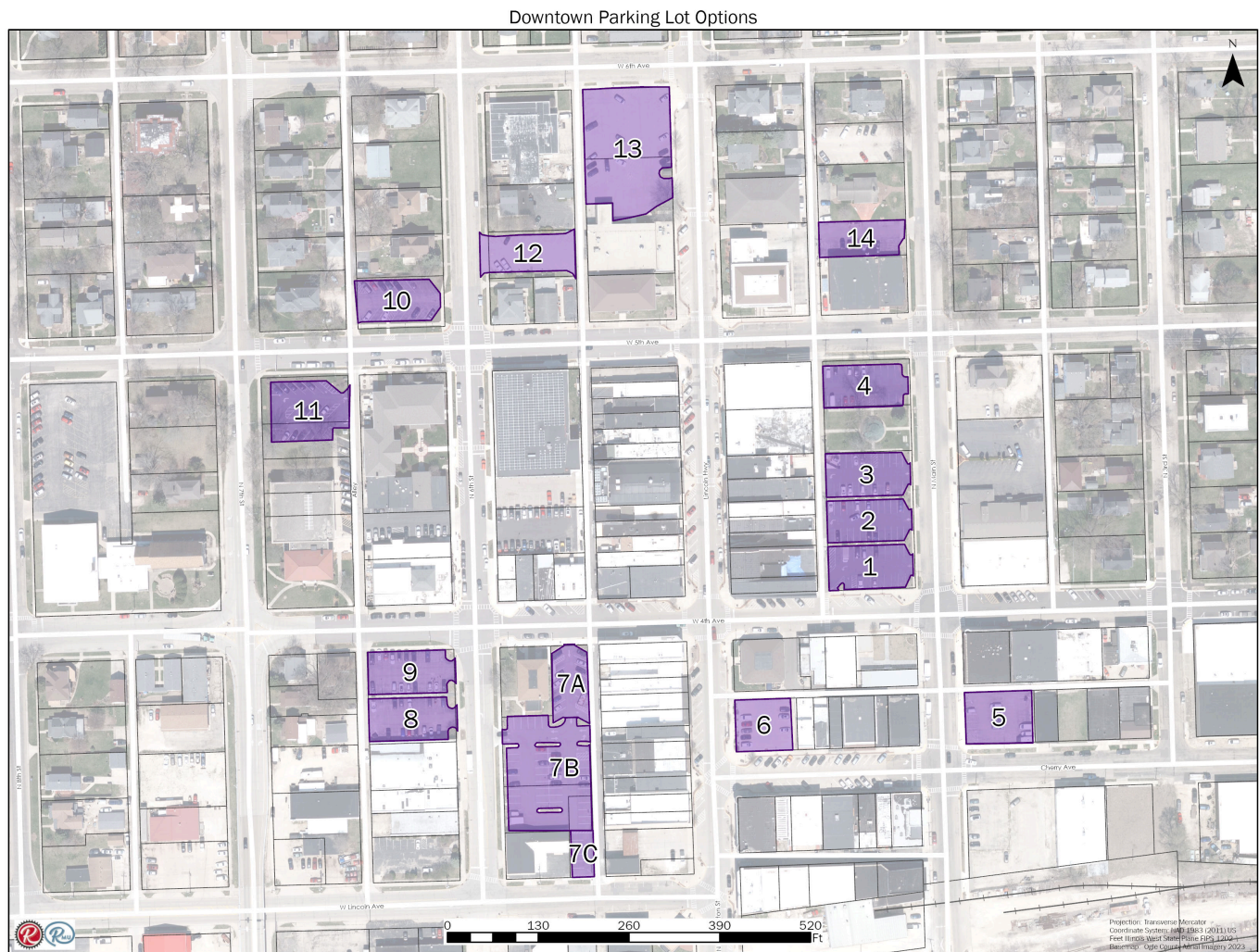
- ☐ Yes
- ☒ No

### Street & Parking Lot Closures

## Are parking lot closures requested?

☒ Yes☐ No

## 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?

Dependent on construction in lots 1,2,3,4--we would like to close Lincoln Hwy. S. to 4th St.-413 4th Ave also  
Page Park--If any of the lots of 1-4 are available

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



Marked Areas for...



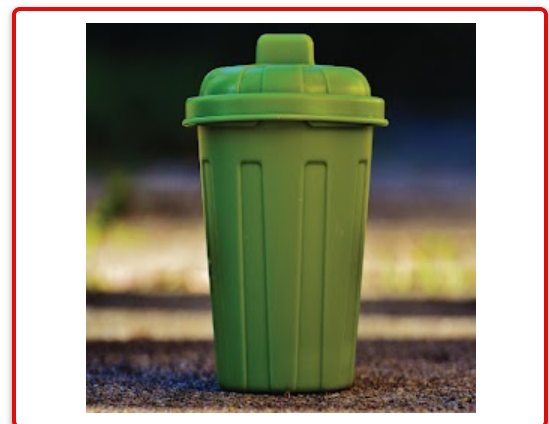
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Event Coordinators must agree to the following:

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.


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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

8



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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