

Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other:

Event Name:

Cut the Square

Event Date & Time

Friday, May 15, 4 to 8 pm

Location/Route:

Requesting the closure of Parking Lots 7 & 8

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.

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Water & Electricity

Electricity is available for Downtown Events at the Pocket Park or Page Park. Please indicate if you intend to use:

- Page Park
- Pocket Park - 4th Avenue
- Electricity not required/Utilizing different location

A water connection is available at the Pocket Park. Would you like water available for the event?

- Yes
- No

Street & Parking Lot Closures

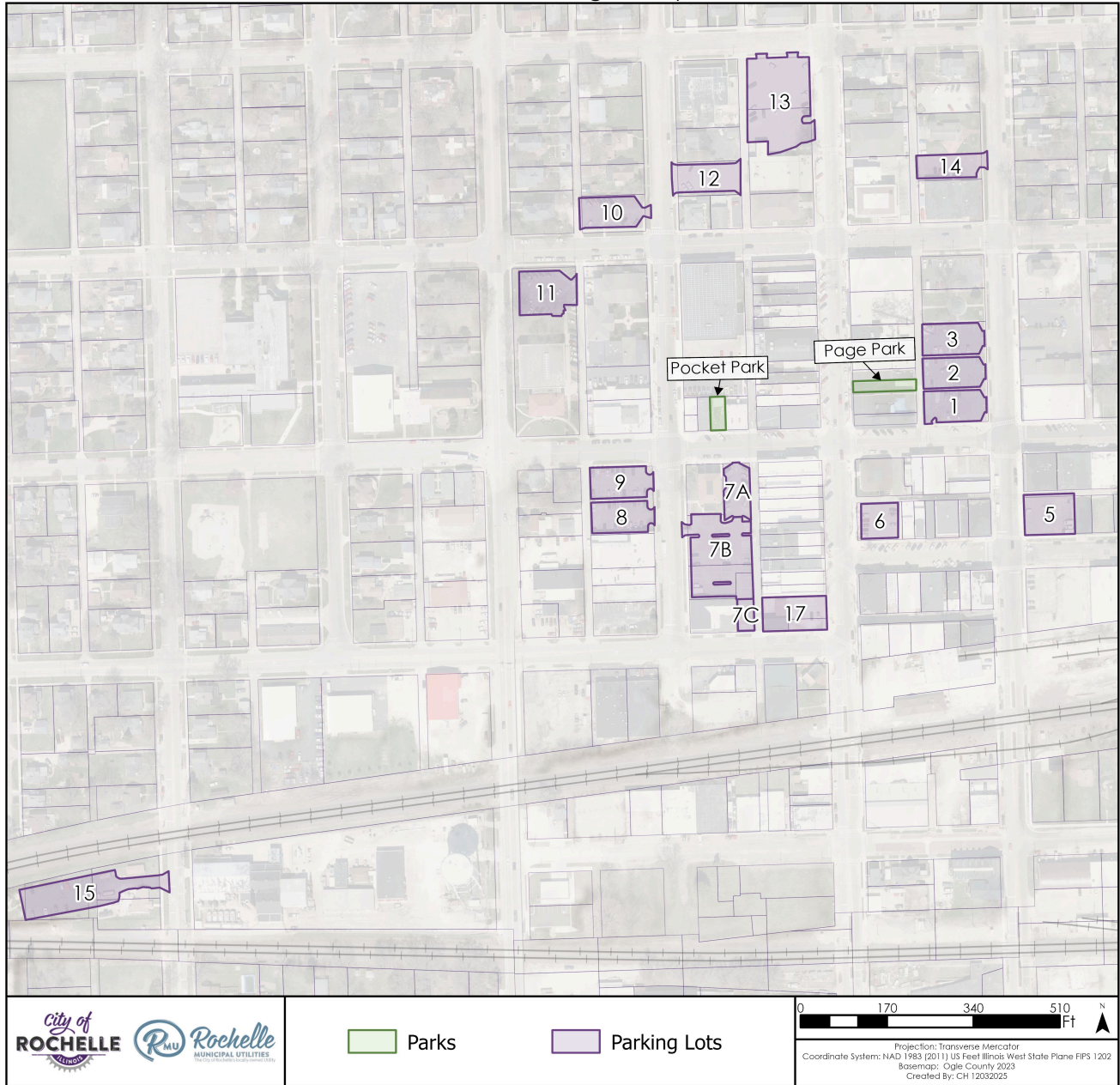
Are parking lot closures requested?

Yes

No

Downtown Parking Lots

Downtown Parking Lot Options



Please select the space you are requesting to use. Lots 1, 2, and 3 are unavailable for 2026 Events.

- 5
- 6
- 7a
- 7b
- 7c
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 17
- Page Park
- Pocket Park
- Other

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. *

2026 SITE 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. Your request will NOT be approved without a completed 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...

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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

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

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