## Special Event Council Request

Event Type: Check all that apply
Community Event
Fireworks
Parade
Festival
Fundraiser
Other:
Event Name:
Cypress House Outdoor Market
Event Date & Time
June 29, July 27, August 24, September 28, October 26th 9-1PM
Location/Route:
718 10th Avenue, Rochelle

Contact Name & Organization:
Cypress House (Krista Stewart)
Contact Phone: 8155624159
Contact E-Mail: thecypresshouse@hotmail.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.
Water & Electricity
Electricity is available for Downtown Events at the Gazebo or Page Park. Please indicate if you intend to use:
O 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

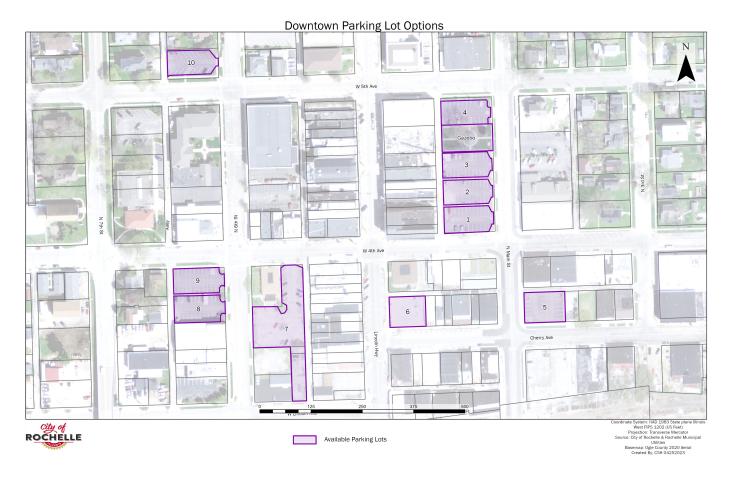
Street & Parking Lot Closures

## Are parking lot closures requested?

Yes

No

## Downtown 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 (gravel lot)
Downtown Lot - Lincoln Highway & Cherry Avenue (RMU)
Downtown Lot - 4th Avenue & North Sixth Street - Lot 1
Downtown Lot - 4th Avenue & North Sixth Street - Lot 2
Downtown Lot - 4th Avenue & Museum Alley
Downtown Lot - 300 Block of North 6th Street
Downtown Lot - 5th Avenue & 6th Street
Is a street closure requested?
Yes
○ No
What intersections and/or streets are requested to be closed?
Rt 251 and 10th Avenue; 10th Avenue and 8th Street

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

- Street Closure R...

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

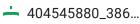


Event coordinators are responsible for cleanup and trash disposal after events. I agree that a cleaning fee of \$500 may be assessed if extensive cleanup is required.



## Insurance

\*\*REQUIRED\*\* Please upload Certificate of Insurance. Events on City property (including streets, parking lots, etc.) require a Certificate of Insurance for approval. Copy of Proof of Insurance naming the "City of Rochelle" as an additional insured including name and date of the event in the amount of \$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.



For Carnivals Only: Upload a Certificate of insurance showing proof of worker's comp and one with general liability

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