

Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other:

Event Name:

Rochelle CAN Food Truck Festival

Event Date & Time

April 18, 2026 & October 17, 2026- 11am to 2 pm

Location/Route:

Parking lot south of the museum

Contact Name & Organization:

Michelle Pease, Rochelle CAN

Contact Phone:

815-751-0461

Contact E-Mail:

michellepease91@yahoo.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:

N/A

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

N/A

If serving alcohol off premises of an establishment, complete required special event application for liquor sales and submit fee separately.

 Add file

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

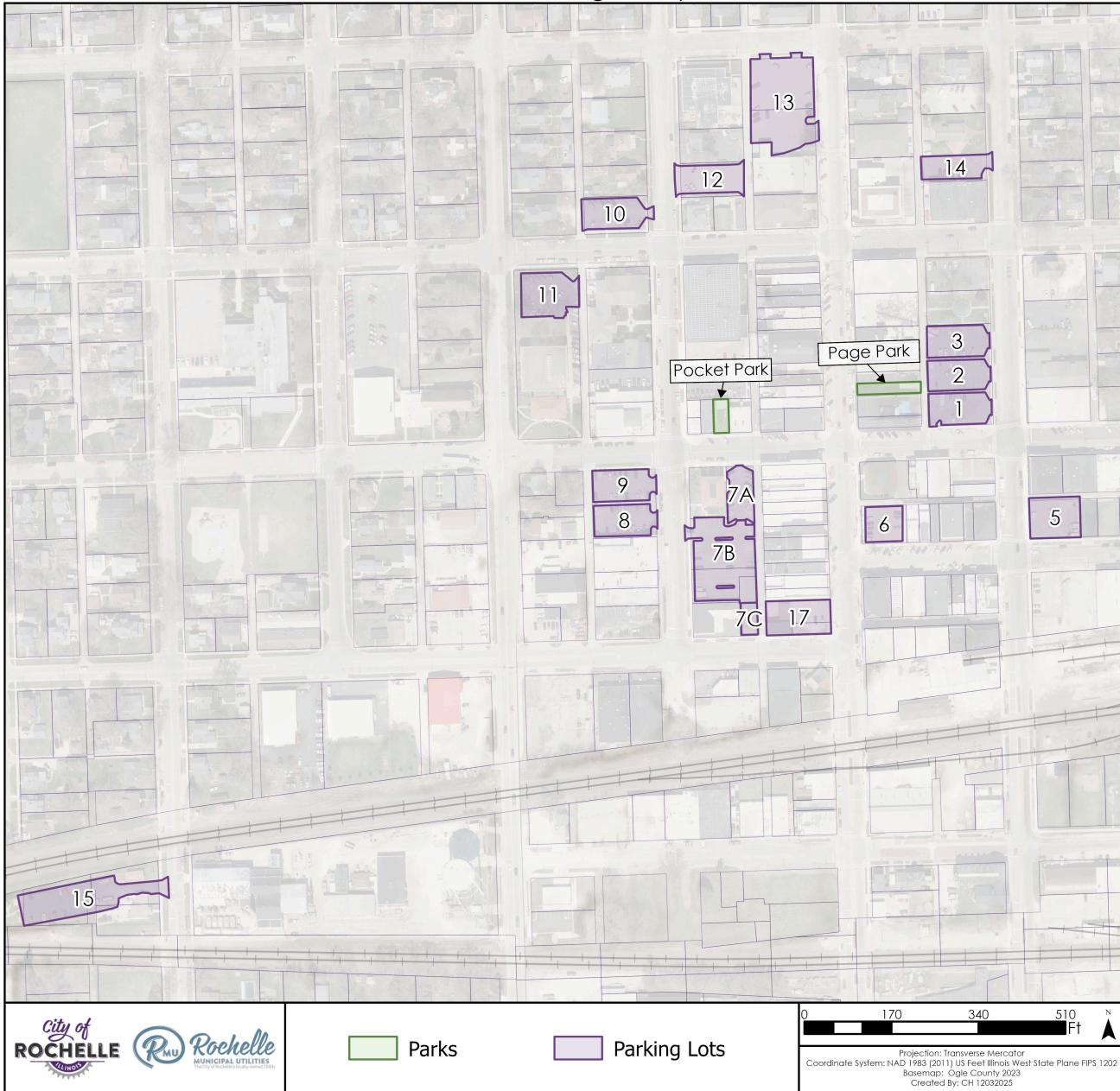
Are parking lot closures requested?

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?

N/A

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



Add file

Event Coordinators must agree to the following:

Please agree to the following: *

Victims of slavery and human trafficking are protected under United States and Illinois law.

Si por su situación usted:

- Se ha hecho trabajar de manera forzada en cualquier actividad y no consiente leave.
- Se ha hecho trabajar en una actividad que no le gusta.
- Es una industria de explotación sexual, prostitución, trabajo sexual, manejo de personas, servicios sexuales, boutiques, restaurantes.
- Procesamiento de drogas, servicios de drogas, tráfico de drogas.
- Trabajar en la construcción, construcción, construcción, construcción.
- Trabajar en la agricultura, agricultura, agricultura, agricultura.
- Pescar, coger, recolectar, vender, vender, vender.
- Hotel, motel, bares, restaurantes, restaurantes.
- Trabajar en la industria de la salud.
- Vender su propia o identificada persona o bienes.
- Se ha hecho vivir con otra persona o personas.
- Se ha hecho vivir con otra persona o personas.

National Human Trafficking Resource Center
1-888-373-7888
 Or Text "HELP" to 23373
 To access help and resources.

Las víctimas de esclavitud y trata de personas están protegidas bajo las leyes de Estados Unidos y de Illinois.

Si para su situación usted:

- Se ha hecho trabajar de manera forzada en cualquier actividad y no puede leave.
- Se ha hecho trabajar en una actividad que no le gusta.
- Es una industria de explotación sexual, prostitución, trabajo sexual, manejo de personas, servicios sexuales, boutiques, restaurantes.
- Residencias privadas (incluidos dormitorios, establecimiento de vivienda).
- Trabajar en la construcción, construcción, construcción, construcción.
- Trabajar en la agricultura, agricultura, agricultura, agricultura.
- Organizaciones de venta ambulante, tiendas en la calle o grupo de ventas callejeras.
- Trabajar en la industria de la salud.
- Trabajar en la industria de la salud.
- Se ha hecho vivir con otra persona o personas.
- Se ha hecho vivir con otra persona o personas.

Centro Nacional de Recursos Para la Trata de Personas
1-888-373-7888
 O para acceder a servicios y ayuda,
 envíe un mensaje la palabra "HELP" al 23373

Le recordamos:

- Usted tiene 24 horas a-dia, 7 dias a-semana.
- Es gratuita.
- Operada por organizaciones no gubernamentales sin fines de lucro.
- Disponible en mas de 100 idiomas diferentes.
- Ofrece servicios de asistencia, servicios de apoyo, orientación y educación.

Para mas información: TraffickingResourceCenter.org



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.

 Rochelle CAN - C...

 Add file

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

7



Parking Cones:

 Dropdown

8



Caution Tape Roll:

 Dropdown

Choose



Folding picnic tables (up to 10):

 Dropdown

7



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

 Add file

This content is neither created nor endorsed by Google.

Google Forms