

# 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.

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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

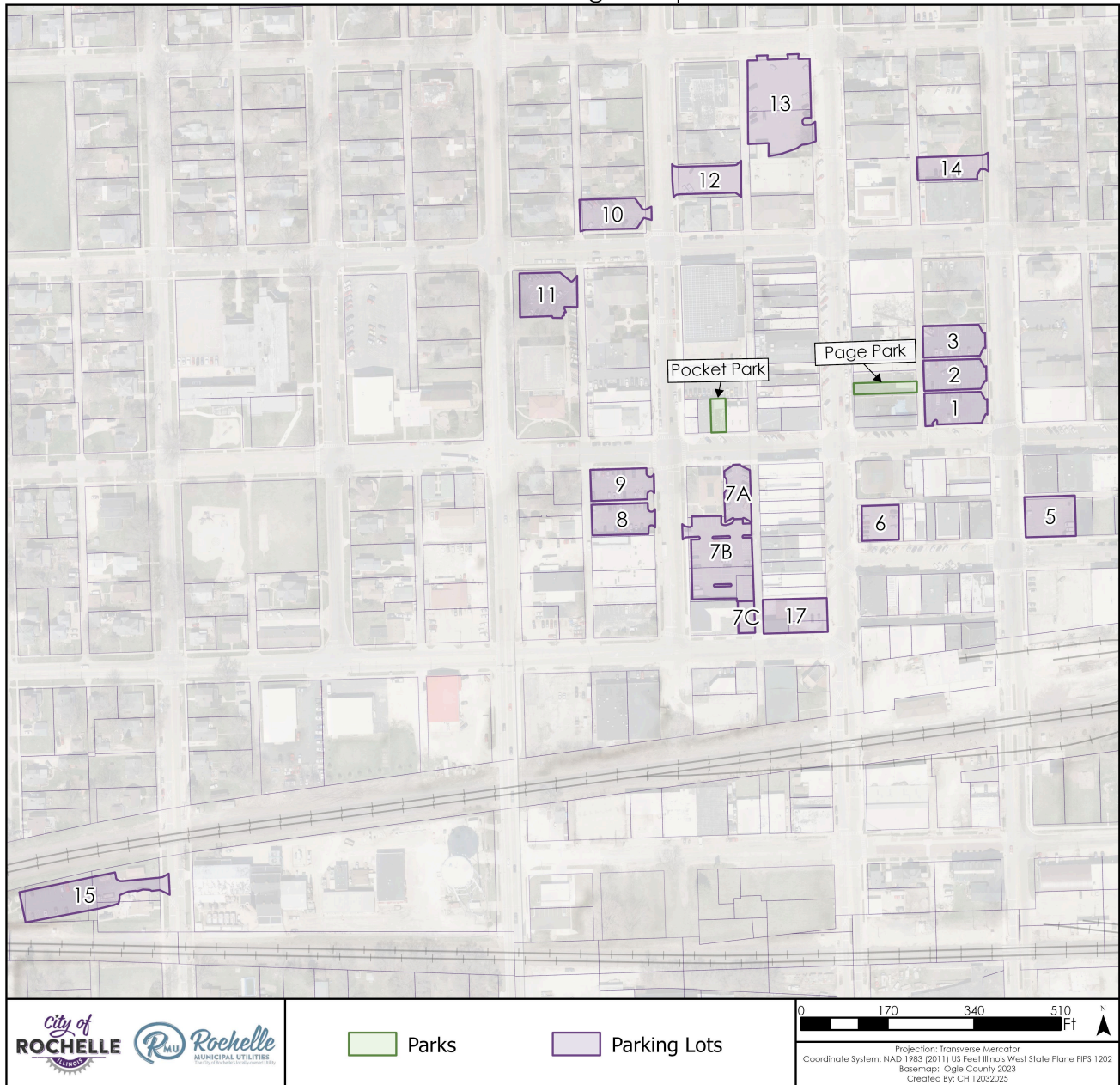
Are parking lot closures requested?

☒ 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?

N/A

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

map - 2026-01-2...

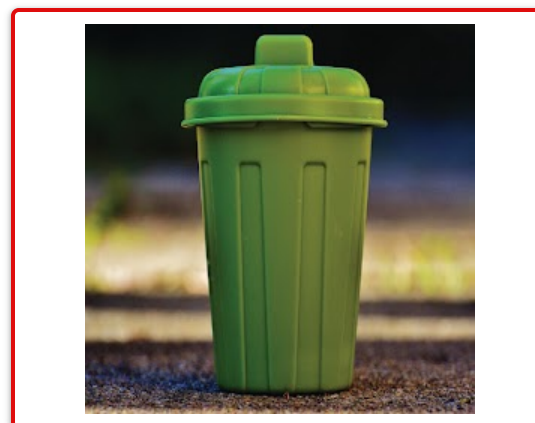
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Event Coordinators must agree to the following:

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.



Rochelle CAN - C...



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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

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

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