Special Event Council Request

Event Type: Check all that apply
Community Event
Fireworks
✓ Parade
Festival
Fundraiser
Other:
Event Name:
Light Up Lincoln
Event Date & Time
Fri December 1, 2023
Location/Route:
see attached

Contact Name & Organization:
Kelly Helfrich, Rochelle Chamber of Commerce
Contact Phone:
815-562-4189
Contact E-Mail:
rochellechamber@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? *
O 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.
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

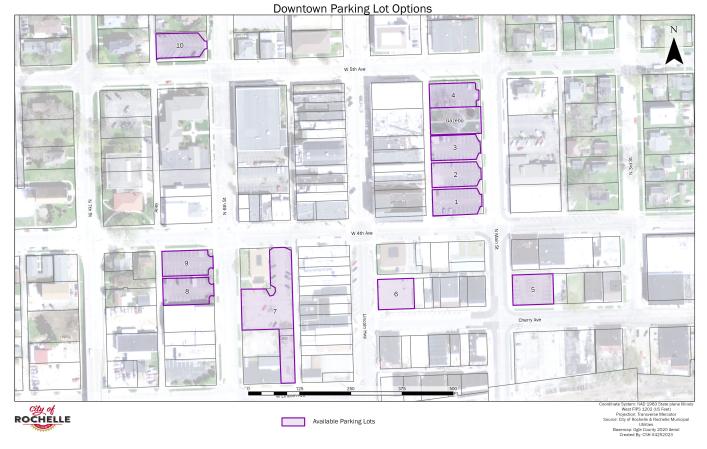
Street & Parking Lot Closures

Are parking lot closures requested?

O Yes

No 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? 8th avenue from teen town to lincoln hwy, lincoln hwy south to lincoln avenue, lincoln avenue west to 6th st, 6th st north to city hall

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



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.



Rochelle Chamb...

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

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