

Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other:

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Event Name:

Lincoln Highway Heritage Festival

Event Date & Time

August 18,19,20 2023 4:00 pm Friday to 6:00 pm Sunday

Location/Route:

Lincoln Hwy, Main Street, 4th Ave, Gazebo and various parking lots

Contact Name & Organization:

Kathy Yocum

Contact Phone:

815-973-8850

Contact E-Mail:

kathy7988@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:

VFW

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

The beer garden area will be fenced. Security will check IDs of everyone entering with all attendees required to be 21 or older.

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:

- ☐ 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

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?

Lincoln Highway from Cherry Ave. to 6th Ave., 4th Ave from 6th St to Alley behind Dimond Bros Insurance., N Main St from Alley next to Moose Lodge to 6th Ave. On Sunday Cherry Ave. from Lincoln Highway to N Main St. Lincoln Highway will be closed on Saturday from 6:00 am to approximately 4:00 pm and Sunday from 10:00 am to approximately 4:00 pm. The intersections with 5th Avenue on Lincoln Highway and N Main Street will be kept open at all times for emergency access.

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

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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. 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. *

 LHHF Insurance -...

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

 LHHF Insurance -...

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