

Special Event Council Request

Event Type: Check all that apply



Community Event



Fireworks



Parade



Festival



Fundraiser



Other: Band, outdoor beer garden

Event Name:

Heitter Memorial Scholarship Fund

Event Date & Time

July 9 / 2:00 - 9:30 PM

Location/Route:

417 Cherry Ave. / Lot 6 - RMU Parking Lot

Contact Name & Organization:

Kevin Crandall Wild Card Saloon

Contact Phone:

8159782645

Contact E-Mail:

ihsfcaexd@gmail.com

Alcoholic Beverages

Will alcoholic beverages be served or sold at the event? *

☒ Served/Sold

☐ Neither

Name of business/organization providing alcohol:

Wild Card Saloon

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

Roped off / Will be carding at the entrance and utilizing wrist bands

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 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?

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

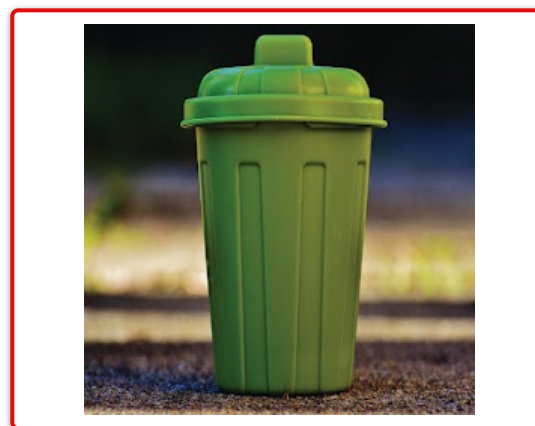
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Event Coordinators must agree to the following:

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.



- ☒ Agree to require masks and social distancing of attendees.

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. *



Sissy's Wild Card...

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

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