## **Special Event Council Request**

Event Type: Check all that apply
Community Event
Fireworks
Parade
Festival
Fundraiser
Other:
Event Name:
Olivia Heitter Fundraiser

Event Date & Time
7-13-24 2pm-10pm
Location/Route:
333 Lincoln Hwy
Contact Name & Organization:
Shane Erdman
Contact Phone:
815-501-0875
Contact E-Mail:
serdman73@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? \*

• Served/Sold

Neither

Name of business/organization providing alcohol:

The End Zone

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

Security Staff will be checking ID's. Parking lot will be blocked off

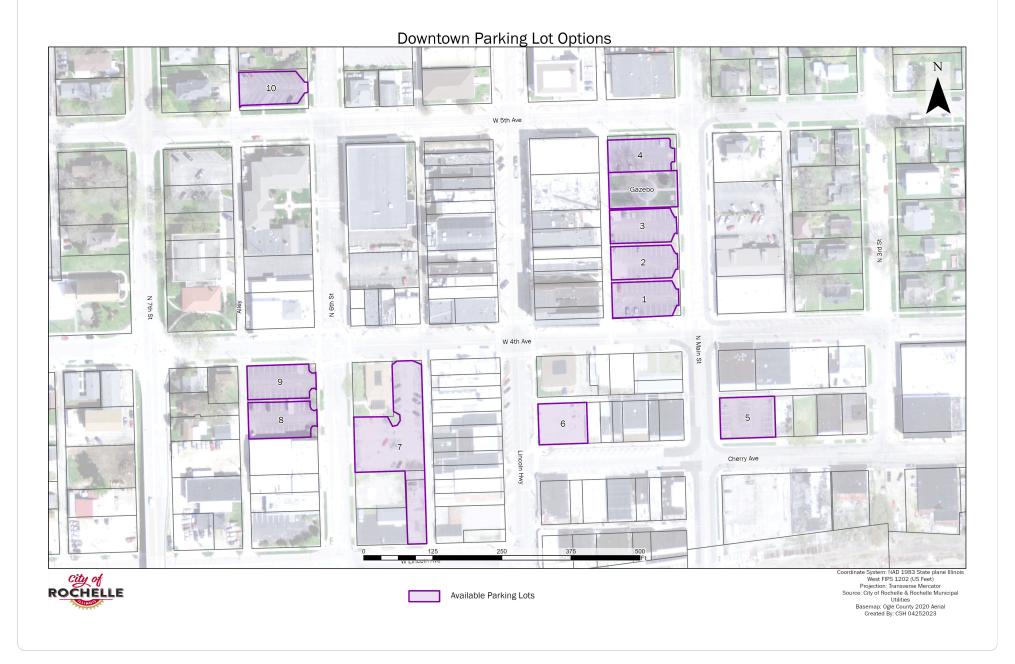
If serving alcohol off premises of an establishment, complete required special event application for liquor sales and submit fee separately.

▲ Add file

6/20/24,	8:08	AM
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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:
O Page Park
O 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
O No
Street & Parking Lot Closures
Are parking lot closures requested?
• Yes
O No

## **Downtown Parking Lots**



lf	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 No		

What intersections and/or streets are requested to be closed?	
Please upload a site drawing. Include barricade and street closure locations. *	
NRMU Parking Lot	
⊥ Add file	

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.

Certificate of Lia	
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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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