

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

July 12th, 2025 11am-11pm

Location/Route:

RMU Parking lot (417 Cherry Ave)

Contact Name & Organization:

Shane Erdman (End Zone)

Contact Phone:

8154419772

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:

End Zone Sports Bar

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

Roped off, wristbands required for 21+, employees check ID

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?

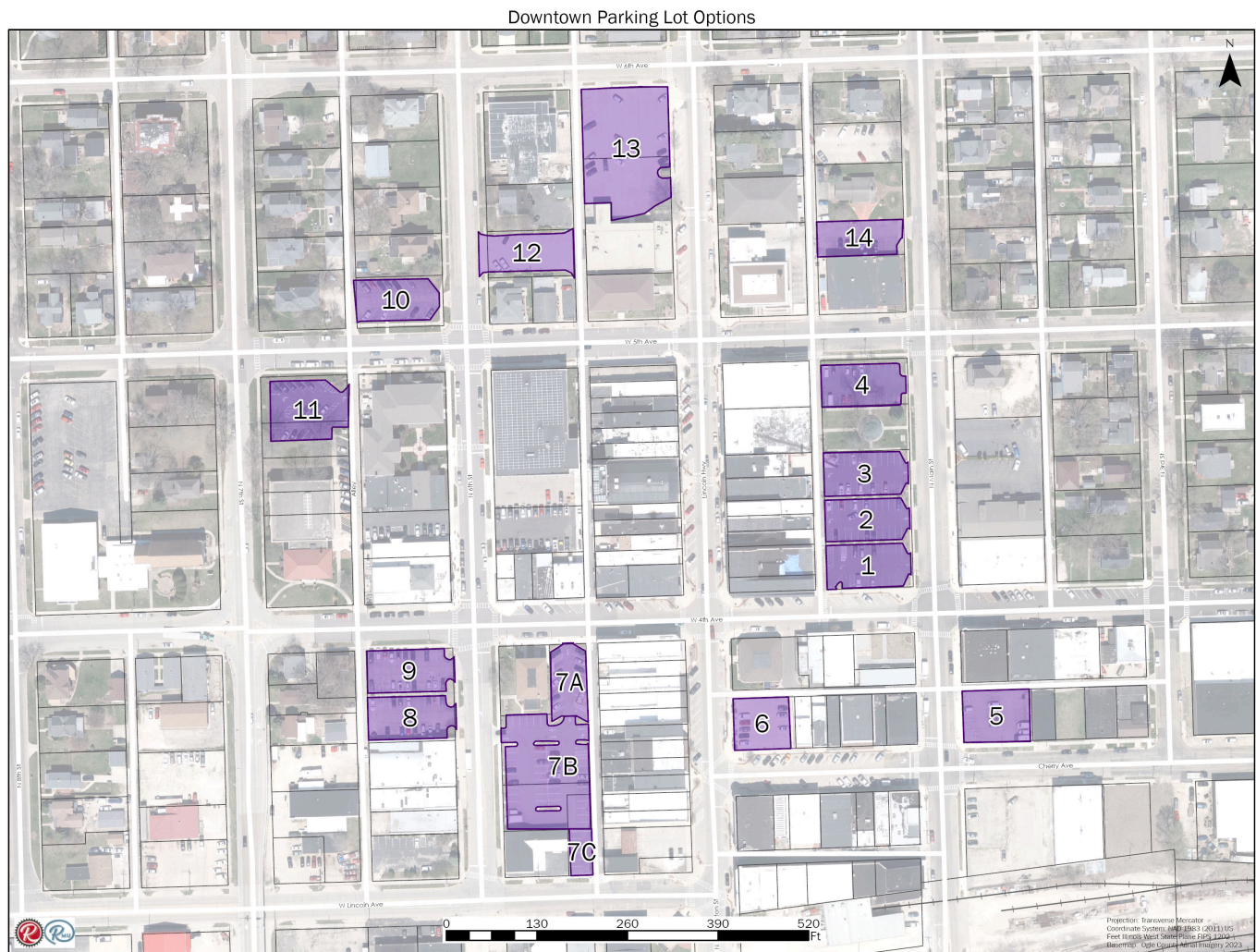
- ☐ Yes
- ☐ No

Street & Parking Lot Closures

Are parking lot closures requested?

☒ Yes☐ No

Available 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 - Lot 5
- ☒ Downtown Lot - Lincoln Highway & Cherry Avenue (RMU) - Lot 6
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7A
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7B
- ☐ Downtown Lot - 4th Avenue & North Sixth Street - 7C
- ☐ Downtown Lot - 300 Block of North 6th Street - Lot 8
- ☐ Downtown Lot - 300 Block of North 6th Street - Lot 9
- ☐ Downtown Lot - 5th Avenue & 6th Street - Lot 10

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.

Insurance

****REQUIRED**** Please upload 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.



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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

5



Parking Cones:



Dropdown

15



Caution Tape Roll:

⌵ Dropdown

1



Folding picnic tables (up to 10):

⌵ Dropdown

10



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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