

# Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other: .....

Event Name:

Independence Day Parade .....

Event Date & Time

Saturday July 4th, from 3pm-4pm .....

Location/Route:

Rochelle City Hall to Atwood Park on 10th Ave .....

Contact Name & Organization:

Tricia Herrera - The 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? \*

Served/Sold

Neither

Name of business/organization providing alcohol:

.....

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

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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 Pocket Park or Page Park. Please indicate if you intend to use:

- Page Park
- Pocket Park - 4th Avenue
- Electricity not required/Utilizing different location

A water connection is available at the Pocket Park. Would you like water available for the event?

- Yes
- No

### Street & Parking Lot Closures

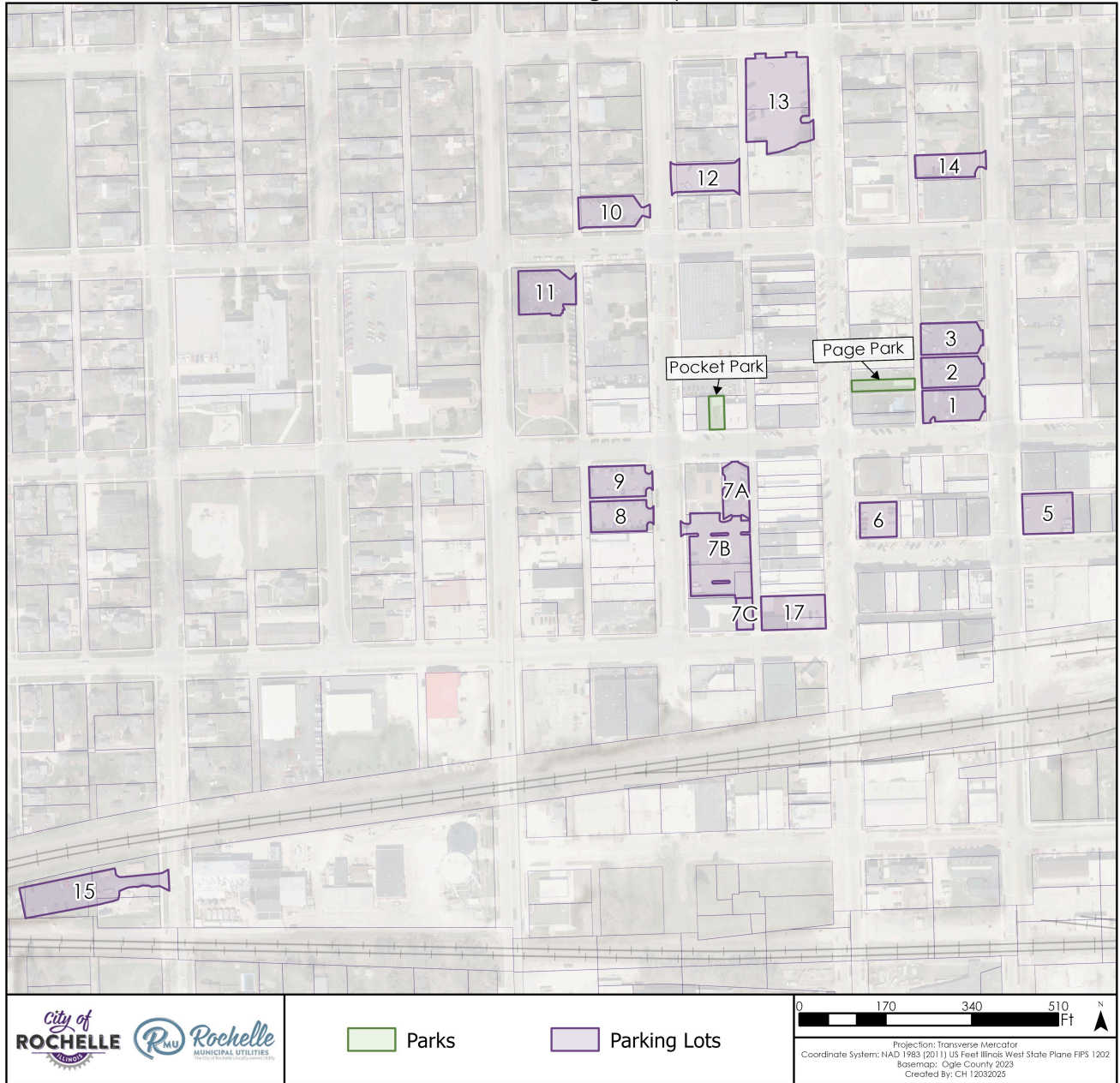
Are parking lot closures requested?

Yes

No

# Downtown Parking Lots

## Downtown Parking Lot Options



Please select the space you are requesting to use. Lots 1, 2, and 3 are unavailable for 2026 Events.

- 5
- 6
- 7a
- 7b
- 7c
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 17
- Page Park
- Pocket Park
- Other

Is a street closure requested?

- Yes
- No

What intersections and/or streets are requested to be closed?

Lincoln Ave, 9th St, 10th Ave. Ending at Atwood Park

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. Your request will NOT be approved without a completed 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

Choose 

Parking Cones:

 Dropdown

15 

Caution Tape Roll:

⌵ Dropdown

Choose




Folding picnic tables (up to 10):

⌵ Dropdown

Choose



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

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