

Special Event Council Request

Event Type: Check all that apply

☐ Community Event

☐ Fireworks

☐ Parade

☐ Festival

☒ Fundraiser

☐ Other:

Event Name:

Bearrows Real Estate and Auction Co Lucky Hub Dash

Event Date & Time

March 12,2022 registration at 11am and starts at noon

Location/Route:

Starts (and ends) in Holcomb Bank Parking Lot- travels thru parking lot on Currency Ct and onto Caron Rd(after Walmart entrance),travels onto Flagg Rd and stops short of RVCU parking lot, turns around and retraces route to HB parking lot

Contact Name & Organization:

Tricia Herrera - Rochelle Chamber

Contact Phone:

815-562-4189 or 815-757-0275

Contact E-Mail:

rochellechamber@gmail.com

Alcoholic Beverages

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



Served/Sold



Neither

Name of business/organization providing alcohol:

Rochelle Chamber of Commerce

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

Served to only participants that show ID/proof of age

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?

Caron Rd and Flagg Rd

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. *

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

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