Special Event Council Request

Event Ty	pe: Check all that apply			
✓ Com	nmunity Event			
Fire	works			
Para	nde			
Fest	ival			
Fund	draiser			
Othe	er:			
Event Name:				
Gertie Day at the Flagg Township Museum				

Event Date & Time
June 22, 11 am to 4 pm
Location/Route:
Parking Lot F, east portion only of Flagg Township Museum, 518 Fourth Avenue
Contact Name & Organization:
Flagg Township Museum
Contact Phone:
815 562-3040
Contact E-Mail:
hubhistory@gmail.com
Alcoholic Beverages

https://docs.google.com/forms/d/18X-gCpNPeBb6-zSKoVne31EKHb4soVhSQXADOnU3mME/edit#response=ACYDBNiFkLTHDZoQ6f8CfcOB5yJRHQjqqgTSRY5MA8XFoUdJSekiViFu-CPRx1_pLpB4t... 2/9

To serve alcoholic beverages at an event, a one-day license must be obtained from the City of Rochelle AND the State of Illino
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Special Event Liquor Checklist

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

- Served/Sold
- Neither

Name of business/organization providing alcohol:

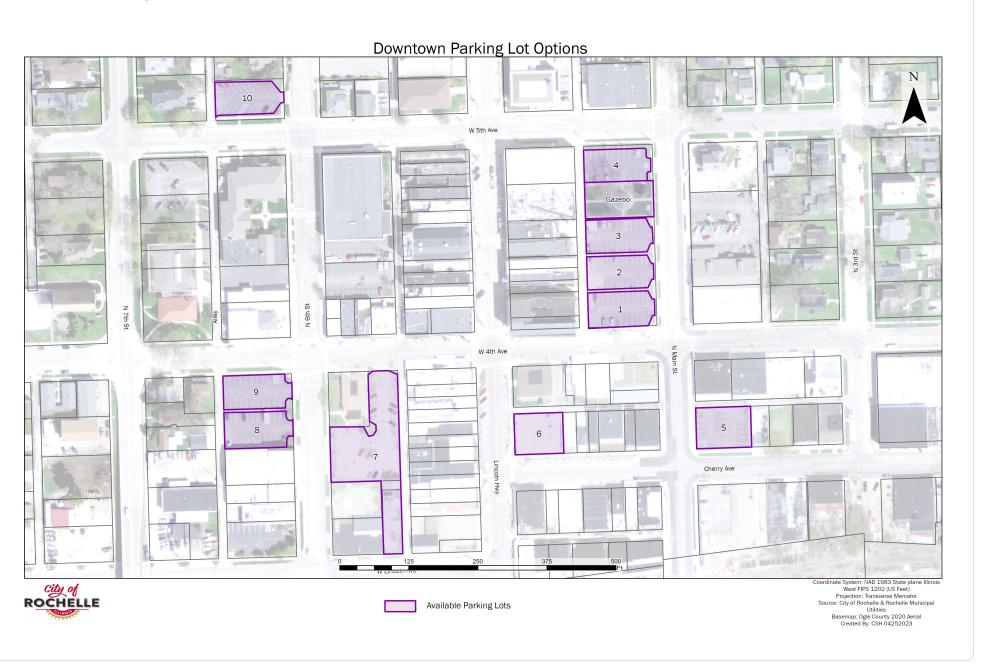
How will area where alcohol is served be contained and what security and ID measures will be taken?

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:
O 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

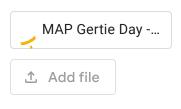
Downtown Parking Lots



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 (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?	

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



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

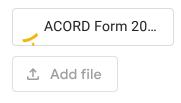


Event coordinators are responsible for cleanup and trash disposal after events. I agree that a cleaning fee of \$500 may be assessed if extensive cleanup is required.



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.



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

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