

# Special Event Council Request

Event Type: Check all that apply

☒ Community Event

☐ Fireworks

☐ Parade

☐ Festival

☐ Fundraiser

☐ Other: .....

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

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?

.....

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

 Add file

## 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

## Downtown Parking Lots

## Downtown Parking Lot Options



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. \*

 MAP Gertie Day -...

 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. \*

 ACORD Form 20...

 Add file

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

 Add file

This content is neither created nor endorsed by Google.

Google Forms