

Special Event Council Request

Event Type: Check all that apply

☒ Community Event

☒ Fireworks

☐ Parade

☒ Festival

☐ Fundraiser

☐ Other:

Event Name:

Lincoln Highway Heritage Festival

Event Date & Time

Aug 14th 4:00 pm to 11:00 pm, Aug 15th 6:00 am to 11:00 pm, Aug 16th 8:00 am to 7:00 pm

Location/Route:

Atwood Park

Contact Name & Organization:

Lincoln Highway Heritage Festival

Contact Phone:

815-973-8850

Contact E-Mail:

kathyy@stillmanbank.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:

Lisa's Pub

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

The beer garden area will be fenced. Valid government issued ID will be required for entry. Lisa Schwarz will be completing all required licenses.

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

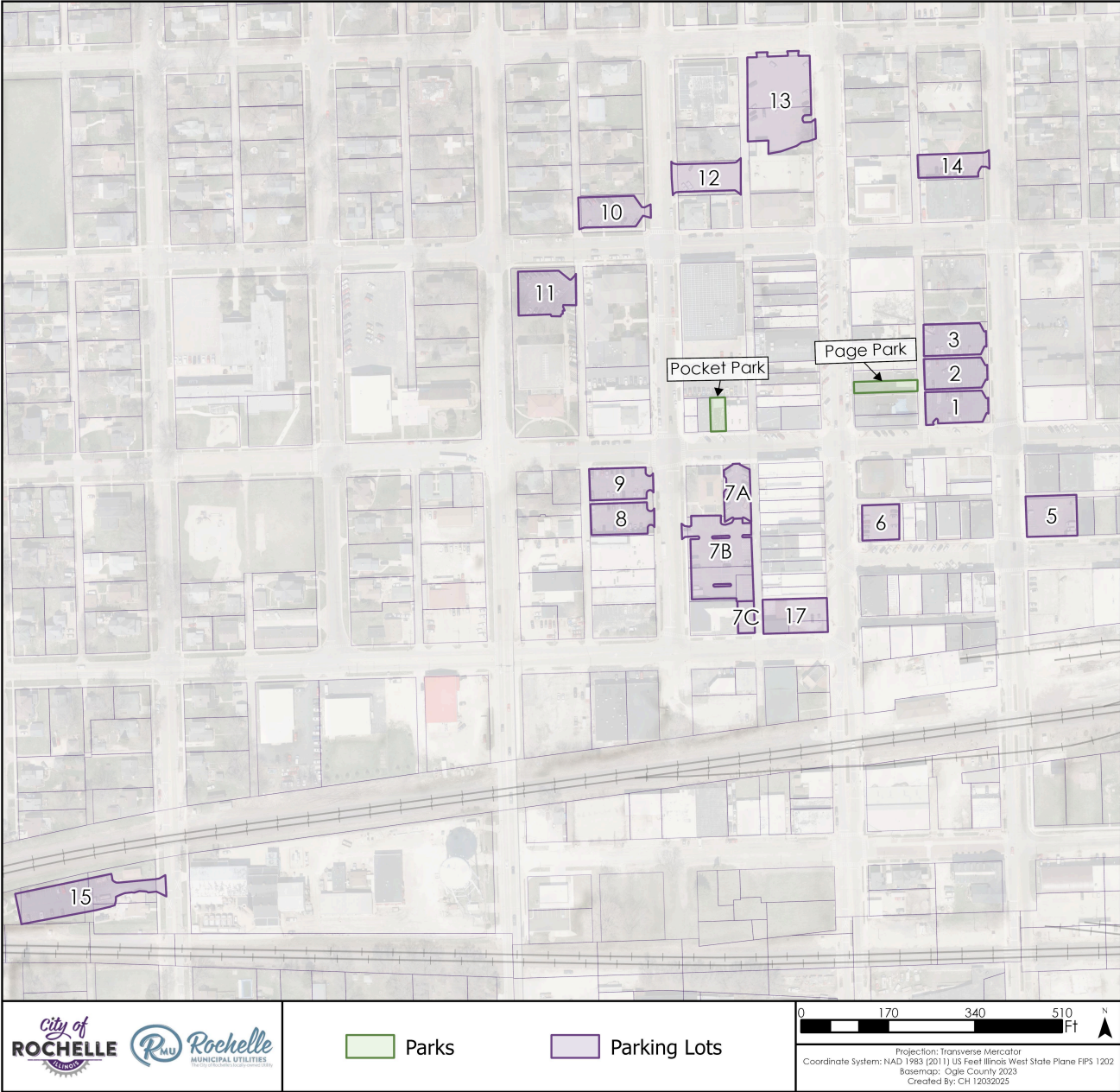
Are parking lot closures requested?

☐ 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?

Starting Monday Aug 10th at 7:00 am 20th Street from the north of the band shell parking lot to the old skate park area of 20th will need to be closed until Monday Aug 17th in the morning. 10th Ave will need to be closed from the parking lot at Atwood Park to 20th St for the same amount of time. In case of rain 15th St from 10th Ave to Squires Landing Drive will need to be closed on Saturday Aug 15th from 6:00 am to 4:00 pm.

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

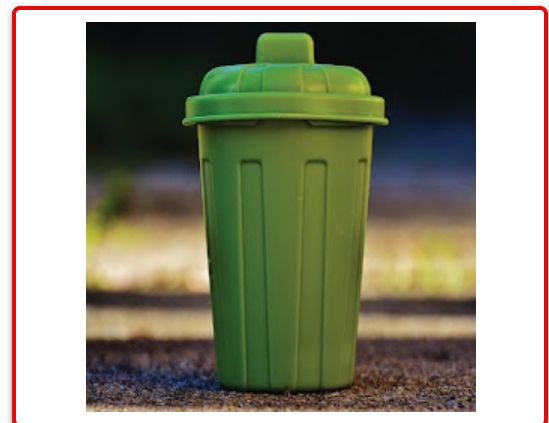
Atwood Park Str...

↑ 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. 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.

 LHHF Insurance -...

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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

Choose



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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