

# Special Event Council Request

Option 1

Event Type: Check all that apply

- Community Event
- Fireworks
- Parade
- Festival
- Fundraiser
- Other: \_\_\_\_\_

4/5/2021

Special Event Council Request

Event Name:

Lincoln Highway Heritage Festival

Event Date & Time

August 21, 2021 6:00 am to 10:00 pm

Location/Route:

Lincoln Highway from Cherry Ave to 6th Ave, S Main St from Cherry Ave to 6th Ave

Contact Name & Organization:

Lisa Chrisco

Contact Phone:

815-762-0463

Contact E-Mail:

alyzajane@hotmailcom

Day-Of Event Name & Phone:

Lisa Chrisco 815-762-0463

Alcoholic Beverages

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.

Do you request Police presence? What hours?

Yes, 9:00 am to 10:00 pm

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Water & Electricity

Electricity is available for Downtown Events at the Gazebo or Page Park. Please indicate which location you intend to utilize:

- 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

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

Lincoln Hwy from Cherry Ave to 6th Ave, S Main St from Cherry Ave to 6th Ave(intersection at 5th Ave will be open, 4th Ave from S Main to 6th St.

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

 map - Kathy Yoc...

Event Coordinators must agree to the following:

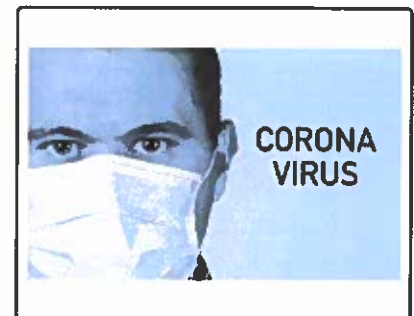
Please agree to the following: \*



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



4/5/2021

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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. \*

 Document1 - Kat...

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

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