

Special Event Council Request

Option 1

Event Type: Check all that apply

- Community Event
- Fireworks
- Parade
- Festival
- Fundraiser
- Other: Concert Vendor Fair w/ car show

Event Name:

TBD

Event Date & Time

June 12th 8a.m. to 9 p.m.

Location/Route:

Atwood Park

Contact Name & Organization:

Rochelle Rotary Club- Greg Folmar

Contact Phone:

6185340189

Contact E-Mail:

GFolmar84@gmail.com

Day-Of Event Name & Phone:

Greg Folmar 6185340189

Alcoholic Beverages

Will alcoholic beverages be served or sold at the event?

Served/Sold

Neither

Name of business/organization providing alcohol:

Kennays plus 1 other TBD

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

Area will be fenced off with 2 people responsible for checking ID and provided bracelets

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?

They will be part of the event

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

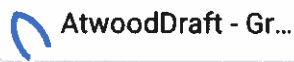
Is a street closure requested?

- Yes
- No

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

10th Ave from west of Kids Ground parking lot to 20th st.

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.



- Agree to require masks and social distancing of attendees.

Insurance

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. *

 Certificate of Ins...

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

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Google Forms

Atwood Park

Untitled layer



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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Rochelle
420 N 6th St
Rochelle, IL 61068

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.