



10/24/2018

Dear Mayor Olson & City Council Members,

On Friday December 7th, Rochelle hosts the Annual Old Fashioned Christmas Walk throughout the Downtown Area. The event includes food booths, carriage rides, a lighted parade, Christmas Tree Festival, art walk, visits with Santa, Library activities and hospitality provided by our Downtown Businesses.

I respectfully request that the Council consider approval of the closure of the 300 & 400 Blocks of Lincoln Highway from 3:00-7:00 to clear parking spaces and allow for the safety of parade viewers as well as the closure of the 400 Block of 4th Avenue to hold the carriage ride loading/unloading and food booths.

We look forward to a successful event!

Sincerely,

Jenny Thompson
City of Rochelle
Marketing & PR Manager

420 North 6th Street
Rochelle, IL 61068
www.cityofrochelle.net



City of Rochelle

417 N. 6th Street
Rochelle, IL 61068
T#:815-562-8717; F#: 815-562-4178
www.cityofrochelle.net

Application for Special Event Permit

Application for NEW EVENTS must be submitted a minimum of 45 days before event date.
Incomplete application will NOT be accepted.

RETURN FORM TO: Michelle Pease, Community Development Department, PO Box 601, Rochelle, IL 61068

1. Event Information

a) Name of Event: Old Fashioned Christmas Walk

b) Location of Event: Downtown, Rochelle

Is the premises: Indoor Outdoor Is the premises: Public Private

c) Date of Event: 12/17/18 d) Time(s) Start: 4 am/pm Finish: 7 am/pm

e) TYPE OF EVENT: Check all that Apply
Outdoor Liquor Public Property Fireworks Raffle Festival/Fair Race/Walk/Bike Ride
Other Not Listed. Explain: Parade

f) Estimated attendance: 500 Demographic (age) of crowd: all

g) Street or Parking Lot closure request? (please circle) Yes No
Council approval for street or parking lot closures and use of city property

If yes, name street or lot number: 400 & 500 Block - Lincoln Hwy, 400 Block - 4th Ave
Reason for closure: parade & carriage show

2. Organization Hosting Event

a) Organization/Committee/Company City of Rochelle & DRA
Address 420 N. 4th St. City/State/Zip Rochelle
Day Phone 815-200-2006 Cell Fax

3. Contact Person/Applicant - Person Responsible For This Event

a) Name Amy Thompson
Address 420 N. 4th City/State/Zip Rochelle
Day Phone 815-561-2006 Cell 815-440-6304 Fax
E-Mail Relationship to organization:

4. Contact Information of All Event Planners Responsible For This Event - contact info is for someone that would be available the day of the event, in case needed.

Table with 4 columns: Name, Address, Phone/Cell #, E-mail. Row 1: Yu above

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5. For An Event That Will Involve Liquor and/or Entertainment

Notes:

Hours of Liquor Sales and/or Entertainment

*Entertainment 4pm To 7pm

*Liquor Sales N/A To _____

*Entertainment and Liquor Sales Must Cease by 11:00 p.m.

- a) Name of business providing alcohol: _____
b) **City Liquor License No.: _____
c) Alcoholic liquor at the event will be: ___ Served ___ Sold ___ Served and Sold
d) Number of servers and number of BASSET/TIPS trained staff that will be present at the event: _____
**It is the liquor license holder's responsibility to comply with any State requirements.

6. Attach the Following To This Application

- a. 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.
- b. Letters of permission /notification from any property owner(s) affected that may necessitate a street closure or the acquisition of temporary easements, use of leased land or as otherwise required.
- c. Building permit applications if building permits are required, applications signed by licensed contractors required in accordance with the City of Rochelle's Code provisions. Provide a detail of any temporary or permanent changes, additions, and/or deletions to any structural, electrical, mechanical or plumbing systems necessary to conduct the special event.
- d. Detailed site plan showing:
1. Location where the event will be held including any existing or proposed accessory structures (stage, beer station, etc)
 2. Temporary fencing.
 3. Location of refuse and portable restroom facilities.
 4. Electrical supply and water services needed.
 5. Parking arrangements if necessary: On-site and off-site
- e. Cleaning Fee may be required if extensive cleaning is required after event \$100 and up.
IF the event is held on city property:
- f. Fireworks need to provide a certificate of insurance
- g. Carnival needs certificate of insurance showing proof of worker's comp and one with general liability
- h. Food Vendors will need certificate of insurance and food license

7. Original Signatures Required - Examples of copies Will Not Be Accepted

I, the undersigned/applicant hereby state that the information contained in the application is true and correct to the best of my knowledge.

DATE: 11/1/18

PRINT NAME: Jennifer Thompson SIGNATURE: Jennifer R Thompson

RETURN FORM TO: Michelle Pease, Community Development Department, PO Box 601, Rochelle, IL 61068