

Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other:

Event Name:

Sunshine Bakery Lucky Hub Dash

Event Date & Time

March 14, 2020 10am- 10:45am

Location/Route:

We will start on Currency Ct between chamber office and Holcomb Bank lot. We will get onto Caron Rd and turn West on Flagg Rd. The race will stop short of the RVCU parking lot and turn around to retrace the route. The drives/entrances to Bennys, Ace Hardware and RVCU will not be affected. The south entrance to Walmart (on Caron Rd) will remain open also. We have permission from Holcomb Bank to use back part of their lot /grass lot

Contact Name & Organization:

Rochelle Chamber -Tricia Herrera

Contact Phone:

815-757-0275

Contact E-Mail:

twag39@yahoo.com

Day-Of Event Name & Phone:

Tricia Herrera 815-757-0275

Alcoholic Beverages

Will alcoholic beverages be served or sold at the event?

Served/Sold

Neither

Name of business/organization providing alcohol:

Rochelle Chamber will provide 1 beer per adult runner.

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

We have chamber ambassadors/board members that will check ID and serve beer .

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?

We will need police officer at either end of the course. In the past the runners have completed the event in maximum 45 mins.

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?

Parts of Caron Rd and Flagg Rd for the short sections the course is on.

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

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Event Coordinators must 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

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. *



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

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