

Special Event Council Request

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other:

Event Name:

Outdoor Markets

Event Date & Time

June 27, July 25, August 29, September 26

Location/Route:

10th Avenue in front of Cypress House

Contact Name & Organization:

Krista Stewart, Cypress House

Contact Phone:

562-4159

Contact E-Mail:

thecypresshouse@gmail.com

Day-Of Event Name & Phone:

Krista Stewart 562-4159

Alcoholic Beverages

Will alcoholic beverages be served or sold at the event?

Served/Sold

Neither

Name of business/organization providing alcohol:

n/a

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

n/a

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?

No

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?

700 Block of 10th Avenue

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

 outdoor market - ...

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. *

 outdoor market - ...

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

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