

# Special Event Council Request

Option 1

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other: .....

Event Name:

The Cypress House Outdoor Market .....

Event Date & Time

June 26. July 31. August 28. September 25. October 30. 9am-1pm .....

Location/Route:

718 10th Avenue, Rochelle

Contact Name & Organization:

The Cypress House

Contact Phone:

8155624159

Contact E-Mail:

thecypresshouse@hotmail.com

Day-Of Event Name & Phone:

Krista Stewart 815-562-4159

### 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?

.....

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, occasional walk through

#### 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 Avenue

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

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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 liab...

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

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