

Special Event Council Request

Option 1

Event Type: Check all that apply

Community Event

Fireworks

Parade

Festival

Fundraiser

Other: Chamber Fundraiser

Event Name:

Bearrows Real Estate And Auction Co Lucky Hub Dash 5K

Event Date & Time

Saturday March 13,2021

Location/Route:

Starting and Ending at Holcomb Bank Parking Lot, traveling down Caron Rd and turning on Flagg Rd, It would stop short of any business entrances as not to prohibit customers from using the businesses during the race. It would also leave the South entrance to the Walmart parking lot open per recommendation from Sam Teserau.

Contact Name & Organization:

Rochelle Chamber of Commerce- Tricia Herrera

Contact Phone:

815-757-0275

Contact E-Mail:

rochellechamber@gmail.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 gives (1) beer to participants over 21. Age is verified. Rochelle chamber has host liquor liability and can provide a COI with The City of Rochelle listed as additional insured.

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

It is a small enough amount that it is one cooler and it is handed out to over 21 participants by chamber volunteers. They have to drink on premises. Age is verified by volunteers.

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 have had them to block the road at the start and "turn around" of the race. If they aren't available at the end turnaround we have had a volunteer there to stop traffic. The race typically is completed by all runners in around an hour. We will have volunteers on hand along the route to keep participants moving and if any problem would arise. We have permission to use the bank parking lot for staging area before and after the race so that the participants aren't in the way of traffic.

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?

Caron Rd from HB to Flagg Rd and then Flagg Rd to driveway of Ace Hardware/Bennys

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. *

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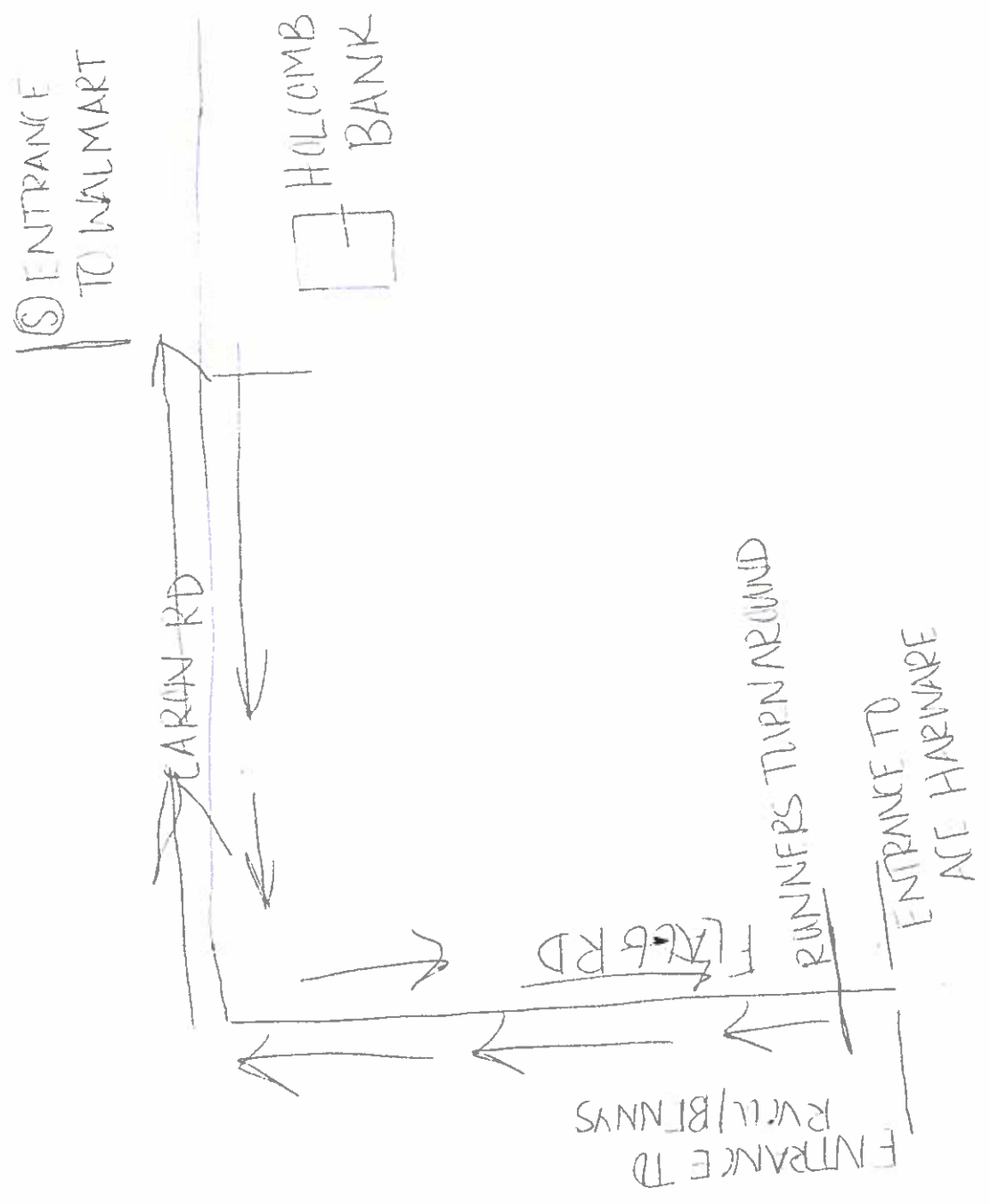
For Carnivals Only: Upload a Certificate of insurance showing proof of worker's comp and one with general liability

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Google Forms

BEARROWS REAL ESTATE (O. LUCKY HUB DASH/
RICHIELE (HAMBER 5K
MARCH 13, 2021 10am

N



AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY		NAMED INSURED	
POLICY NUMBER AB9311157		ROCHELLE AREA CHAMBER OF COMME 501 6TH AVE. SUITE 1 ROCHELLE, IL 61068	
CARRIER COUNTRY Mutual Insurance Company	NAIC CODE 20990	EFFECTIVE DATE: 1/28/2021	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

POLICY INFORMATION:
HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE INCLUDED IN THE EACH OCCURRENCE LIMIT AND GENERAL AGGREGATE
LIMIT OF THE GENERAL LIABILITY

ADDITIONAL INSURED(S):
CITY OF ROCHELLE
420 N 6TH ST
ROCHELLE, IL 61068