



Special Event Application Form

Return completed form to Roscoe Police Department * 10595 Main St. * PO Box 312 * Roscoe, IL 61073

[X] Assembly [] Block Party [] Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

orchid Nails Salon

Nature of Event:

10 years Anniversary salon open

Location of Event: 5255 elevator Rd Projected Attendance: 50

Address of Organizer: 1 Phone Number: [REDACTED]

Event Date(s): 4-12-2026

Event Hours: 2:00 am/pm until 5:00 pm am/pm

Setup/Assembly Date: 4-12-2026 Start Time: 2:00 pm am/pm

Dismantle Date: 4-12-2026 am/pm Completion Time: after 5:00 am/pm

Please describe, in specific details, the scope of your setup/assembly work: (submit separate document if necessary)

tent set up Taco truck tables chairs band

Will this event require use of fireworks?

[] Yes [X] No

Will this event require street closures

[] Yes [X] No

Will alcohol be served?

[] Yes [X] No

Will signage be posted?

[] Yes [X] No

Will food be served?

[X] Yes [] No

If answering yes to any of the above, please provide separate individual permit applications forms as outlined in the Special Event Guidelines and Checklist documents



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Who is your point of contact for this event? (must be available during entire duration of event)

Name: GWEN MAI Phone Number: [Redacted]

Email: [Redacted]

Additional Comments:

Applicant Signature: [Redacted]

Date: 3-26-26

Return completed application to: Roscoe Village Hall, 10631 Main Street, Roscoe, Illinois 61073, permits@villageofroscoe.com

OFFICIAL USE ONLY
Date Filed: 3-26-2024
Village Administrator: Signature Date:
Village Board (if necessary): Signature Date:
Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block Party
Cc: Police Department, Public Works, Zoning, HRFPD, WCHD
Receipt



Special Event
Hold Harmless Agreement

I, GWEN MAI indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event

known as 10 years ANNIVERSARY party.

to be held 5255 elevator Rd.

Signed this 26 day of MARCH, 20 26

GWEN MAI
Name

5255 ELEVATOR RD
Address

[REDACTED]
Signature

[REDACTED]
Witness