



Special Event Application Form

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

Assembly Block Party Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

GiGi's Playhouse Rockford's 5K - Dash for Down Syndrome

Nature of Event:

5K Fundraiser for GiGi's Playhouse Rockford

Location of Event: Roscoe Middle School & Stone Bridge Trail; 6121 Elevator Rd, Roscoe Projected Attendance: 350

Address of Organizer: 8801 N. Second St., Machesney Park, IL 61115 Phone Number: (815)654-7529

Event Date(s): Saturday, April 25, 2026

Event Hours: 8:00 am am/pm until 12:00 pm am/pm

Setup/Assembly Date: 04.25.2026 Start Time: 6:30 am am/pm

Dismantle Date: 04.25.2026 am/pm Completion Time: 12:30 pm am/pm

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

Set up tents for registration; set up timing arch; set up DJ (all in RMS parking lot).

We will have people manning the intersections of Joncey Drive and the bike path as well as Burr Oak Road and the bike path. This is to ensure safe crossing for participants.

- Will this event require use of fireworks? Will this event require street closures? Will alcohol be served? Will signage be posted? Will food be served?

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



**Special Event
Application Form**

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

Name: Karen Carlson Phone Number: [REDACTED]

Email: [REDACTED]

Additional Comments:

Applicant Signature:

[REDACTED]

Date:

02.11.2026

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

OFFICIAL USE ONLY

Date Filed: _____

Village Administrator: _____ Date: _____
Signature

Village Board (if necessary): _____ Date: _____
Signature

Application Fee Paid: \$100 Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block Party

Receipt

Cc: Police Department, Public Works, Zoning, HRFPD, WCHD



**Special Event
Site Plan Exhibit**

Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:

PLEASE REFER TO NEXT 2 PAGES IN PACKET.

O = garbage cans

TIMER

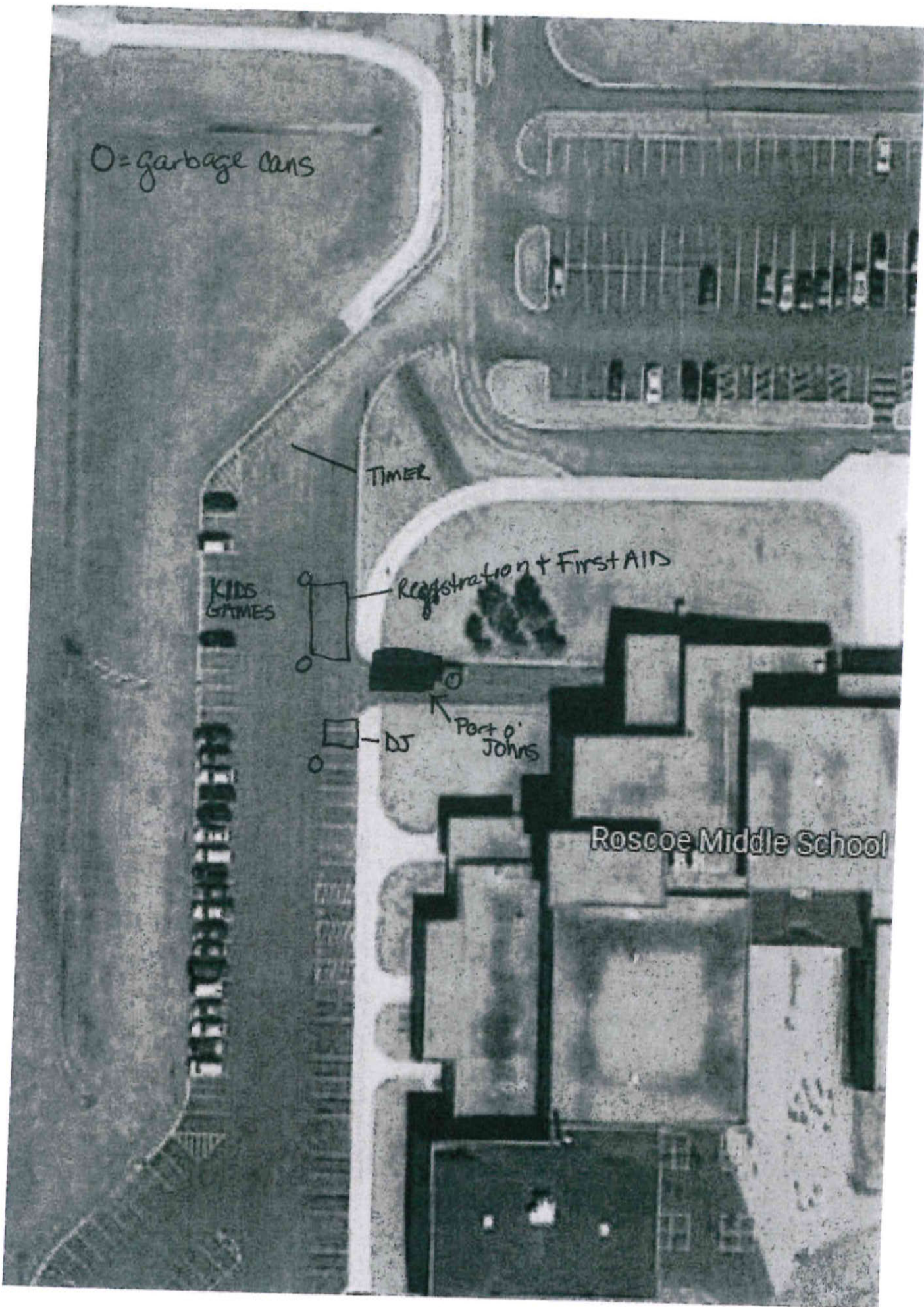
KIDS
GAMES

Registration + First AID

DJ

Port o'
Johns

Roscoe Middle School



USA Topo World Topo Map Satellite

Race starts at
Roseoe Middle
School

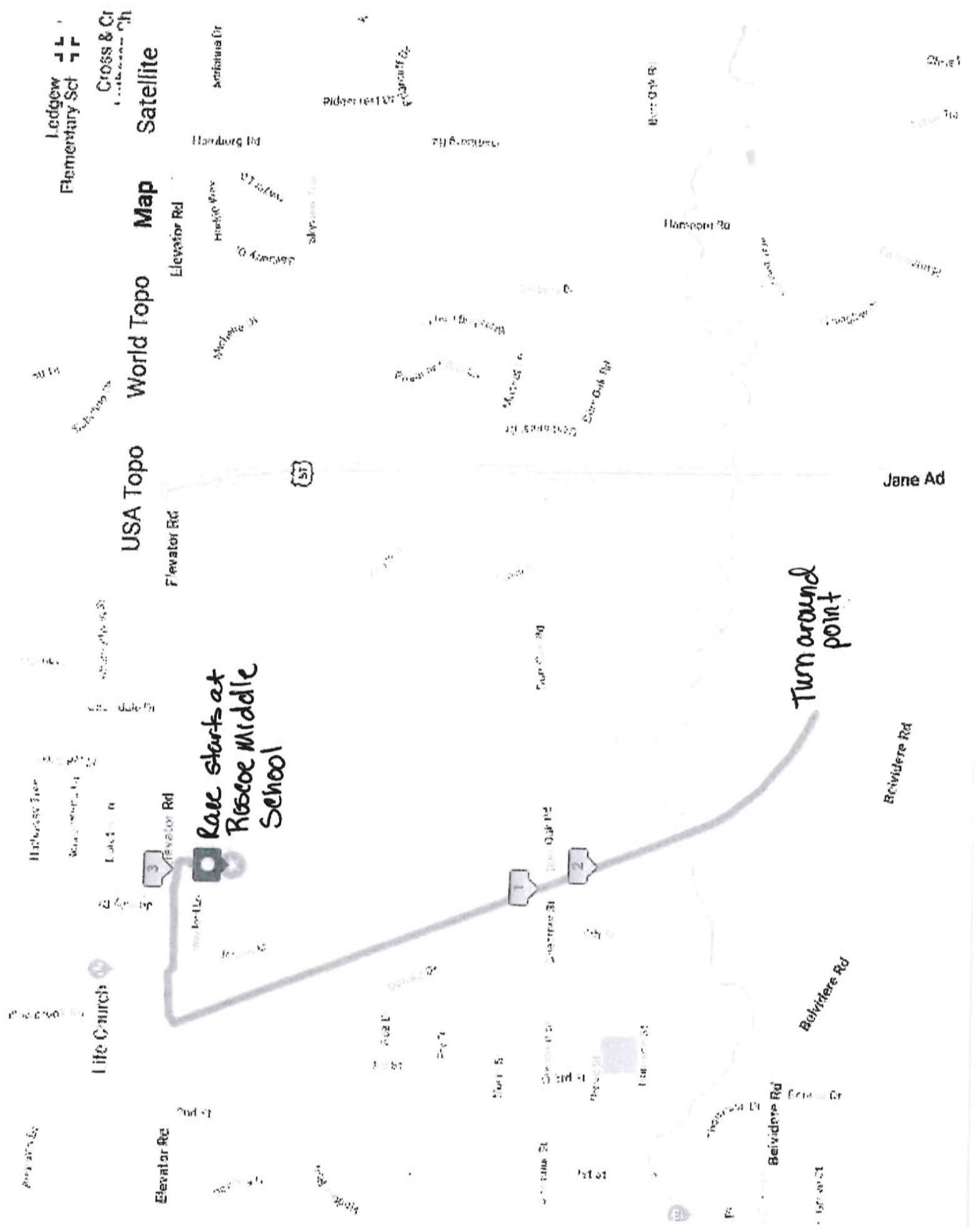
Turn around
point

Jane Ad

Boliviere Rd

Boliviere Rd

Boliviere Rd





Special Event
Hold Harmless Agreement

I, Karen Carlson/GiGi's Playhouse Rockford 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 GiGi's 5K Dash for Down Syndrome

to be held Saturday, April 25, 2026

Signed this 11th day of February, 2026

Karen S. Carlson - Executive Director GiGi's Playhouse Rockford

Name

8801 N. Second Street, Machesney Park, IL 61115

Address

