VILLAGE of ROSCOE

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:

ROSCOE HOMETOWN HOLIDAYS

Nature of Event:

ROSCOE CHRISTMAS EVENT

Location of Event: MAIN STREET Projected Attendance: N/A

Address of Organizer: VILLAGE HALL Phone Number: _____

Event Date(s): SATURDAY, NOVEMBER 21, 2026

Event Hours: 3PM - 7PM am/pm until _____ am/pm _____

Setup/Assembly Date: SAT., NOV. 21 Start Time: PUB. WORKS ? am/pm

Dismantle Date: MON., NOV. 23 - am/pm Completion Time: _____ am/pm

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

MAIN STREET CLOSURE - HUTS MOVED TO MAIN STREET -
PICNIC TABLES TO MAIN STREET -

Will this event require use of fireworks?	☐ Yes	☑ No
Will this event require street closures	☑ Yes	☐ No
Will alcohol be served?	☑ Yes	☐ No
Will signage be posted?	☑ Yes	☐ No
Will food be served?	☑ 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

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com

VILLAGE of ROSCOE

Special Event
Application Form

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

Name: Mike Wright Phone Number: 815-601-8156

Email: mwright@roscoeil.gov

Additional Comments:

Applicant Signature: Mike Wright Date: 9/27/26

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

VILLAGE of ROSCOE

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:

(SEE ATTACHED) —

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com

VILLAGE of ROSCOE

Special Event
Hold Harmless Agreement

I,_____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 _____

to be held _____

Signed this_____day of_____, 20_____

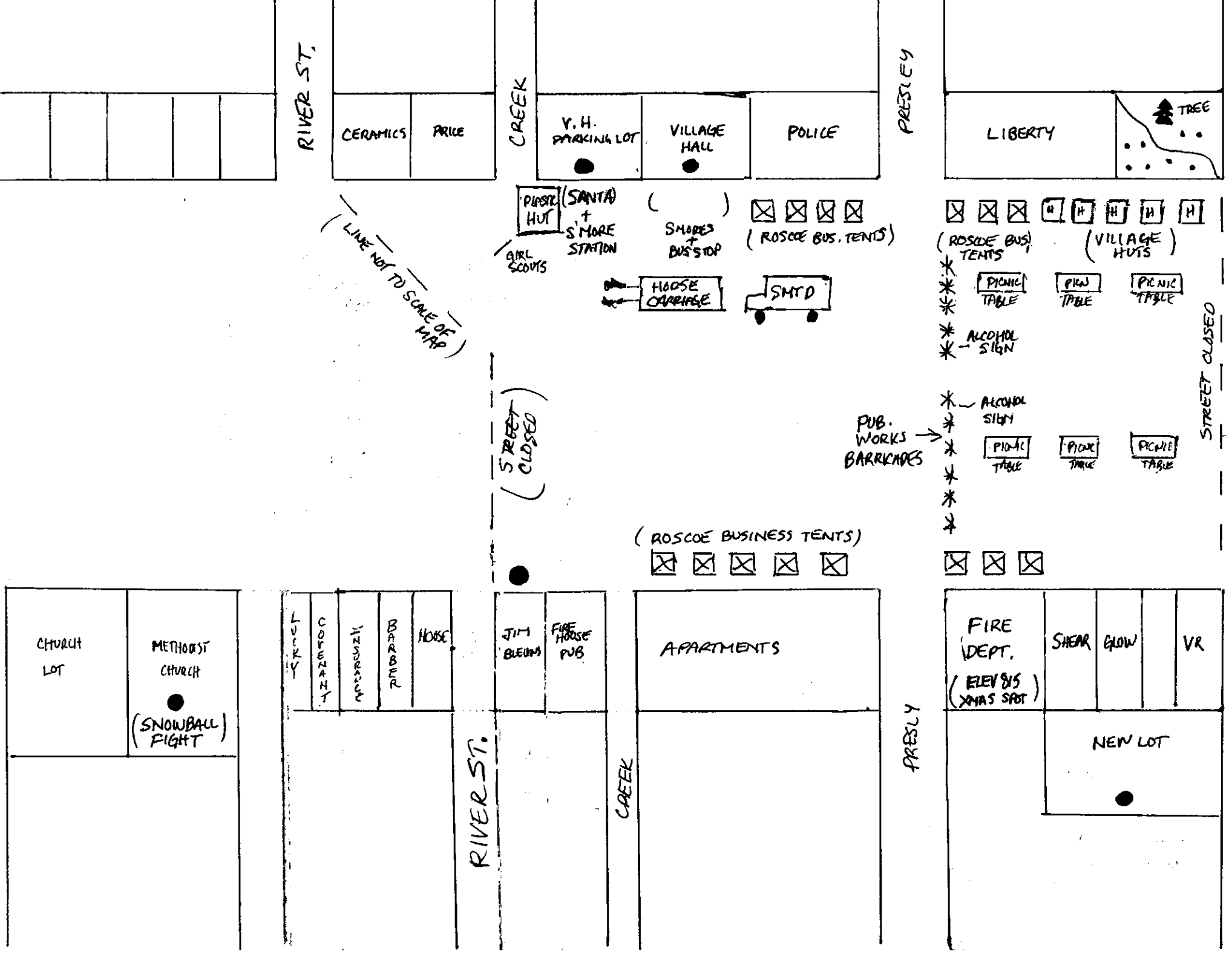
_____
Name

_____
Address

_____
Signature

_____
Witness

Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com


RIVER ST.
CERAMICS
PRICE
CREEK
V. H. PARKING LOT
VILLAGE HALL
POLICE
PRESLEY
LIBERTY
TREE
PLASTIC HUT
(SANTA + S'MORE STATION)
GIRL SCOUTS
(LINE NOT TO SCALE OF MAP)
S'MORES + BUS STOP
(ROSCOE BUS. TENTS)
HORSE CARRIAGE
SMTD
(ROSCOE BUS. TENTS)
(VILLAGE HUTS)
PICNIC TABLE
ALCOHOL SIGN
STREET CLOSED
PUB. WORKS BARRICADES
(ROSCOE BUSINESS TENTS)
CHURCH LOT
METHODIST CHURCH
(SNOWBALL FIGHT)
LUCKY
COVENANT
INSURANCE
BARBER
HOUSE
JIM BLEUM'S
FIRE HOUSE PUB
APARTMENTS
RIVER ST.
CREEK
PRESLY
FIRE DEPT.
(ELEVATES XMAS SPOT)
SHEAR
GLOW
VR
NEW LOT