

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Approval of a **Special Event Permit** for the Party Like a Rockstar Balloon Bar 1 Year Anniversary. The event will take place at 10514 Main Street on October 1, 2026.

Date: 8/26/2026

Meeting: Village Board 9/1/2026

Prepared by: Janel Reidinger

Department: Licenses & Permits

Overview/Background Information

The applicant is celebrating the business's first anniversary, with an anticipated attendance of approximately 50 people coming and going throughout the event.

The applicant is requesting use of the Bridge Street Parking Lot for a coffee truck. The site plan also shows a cotton candy cart in the grassy area south of the business and LED letters positioned against the building. The event layout will be similar to the business's grand opening event, with the addition of the coffee truck in the parking lot.

The event will include giveaways and gifts with purchase, a coffee truck, cotton candy, and a possible live broadcast with a radio station. The coffee truck will be positioned with the service window facing the sidewalk so that any customer line will form along the walkway rather than within the parking lot. Setup is scheduled to begin at approximately 12:00 p.m., with dismantling completed by approximately 7:30 p.m.

Key Issues

The primary consideration is the proposed use of the Bridge Street Parking Lot for the coffee truck and ensuring that the event layout does not interfere with pedestrian movement or vehicle circulation. The site plan has been reviewed by the Village Police and Fire Departments, and neither department has identified any concerns with the proposed event or site plan.

Fiscal Note/Budget Impact

n/a

Prior Legislative Actions

n/a

Action Required/Recommendation

Approval of the Special Event Permit for the Party Like a Rockstar Balloon Bar 1 Year Celebration on October 1, 2026, from 3:00–7:00 p.m., including use of the Bridge Street Parking Lot for the coffee truck.

Attachments