



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:

Balloon Bar 1 year

Nature of Event:

Celebrating our 1st year

Location of Event: 10514 main st + village lot 8

Projected Attendance: 50+

Address of Organizer: 10514 main st

Phone Number: [REDACTED]

Event Date(s):

Thursday, Oct 1st

Event Hours:

3-7pm am/pm until 7pm am/pm

Setup/Assembly Date:

10/1/20 am/pm

Start Time:

12 am/pm

Dismantle Date:

10/1/20 am/pm

Completion Time:

7:30 am/pm

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

1 yr celebration
give aways, gifts w/ purchase
showcase, Halloween
complimentary coffee + cotton candy etc
possible radio station

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



Special Event
Application Form

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

Name: SARAH DOYLE Phone Number: [REDACTED]
Email: ~~SA~~ RockStarballoombars@gmail.com

Additional Comments:

Applicant Signature:

[REDACTED]

Date:

8/24/24

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, HRPD, WCHD



Special Event
Hold Harmless Agreement

I, Sarah Doyle 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 (Sarah Doyle) Balloon Race 1 year to be held 10/1/24 Signed this 26 day of August, 2024

Sarah Doyle
Name
10514 Main St
Address
[Redacted]
Signature
[Redacted]
Witness
[Redacted]