



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:

7th Annual Jaimie Cox Memorial 5K Run/Walk

Nature of Event:

Charity 5K. Participants to gather at Roscoe Middle School for out-and-back 5K on Roscoe's Stone Bridge Trail

Location of Event: Roscoe Middle School Projected Attendance: 250

Address of Organizer: 5062 Rockrose Ct. #68 Phone Number [REDACTED]

Event Date(s): 10/19/2024

Event Hours: 1000 am/pm until 1115 am/pm

Setup/Assembly Date: 10/19/2024 Start Time: 0700 am/pm

Dismantle Date: 10/19/2024 am/pm Completion Time: 1200 am/pm

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

Assembly portion of the event is on private property. There will be course guidance in the form of non-permanent yard signs. Volunteers will be positioned along the course to ensure safety of participants.

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](mailto:permits@villageofroscoe.com)



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

Name: Adam Cox Phone Number: [REDACTED]  
Email: Contact@jaimiecoxfoundation.org

Additional Comments:

We have doen this event for the past 6 years. We have an excellent relationship with RMS  
and superintendant Freedlund has granted permission to hold event on RMS property.

[REDACTED] Date:

09/13/2024

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



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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:

Attached



Special Event  
Hold Harmless Agreement

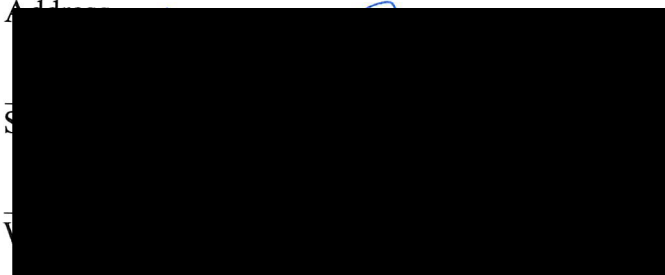
I, Adam Cox indemnify and hold the Village of Roscoe harmless against any and all liability and expenses whatsoever, for bodily injury or death, including without limitation injury or death to agents, employees, servants or volunteers of the applicant(s) that may be casually related to any act of ordinary negligence, intentional, willful or wanton misconduct and any such claim, loss or injury arising out of participation with the event known as 7th Annual Jaimie Cox Memorial 5K Run/Walk to be held Saturday, October 19, 2024 Signed this 13 day of September, 2024

Adam Cox

Name

5062 Rosckrose Ct. #68, Roscoe, IL 61073

Address



City

State