



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:

HOMETOWN HOLIDAY - ROSCOE VILLAGE OF

Nature of Event:

HOLIDAY CHRISTMAS CELEBRATION

Location of Event: MAIN STREET Projected Attendance: 3,000

Address of Organizer: _____ Phone Number: _____

Event Date(s): SATURDAY, DECEMBER 13, 2025

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

Setup/Assembly Date: _____ Start Time: _____ am/pm

Dismantle Date: _____ am/pm Completion Time: _____ am/pm

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

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



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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: mwright2062@gmail.com or mwright@roscoeil.gov

Additional Comments:

Applicant Signature:

Date:

Mike Wright

9/22/2025

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

OFFICIAL USE ONLY

Date Filed: 9/22/2025

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

N/A
Receipt

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

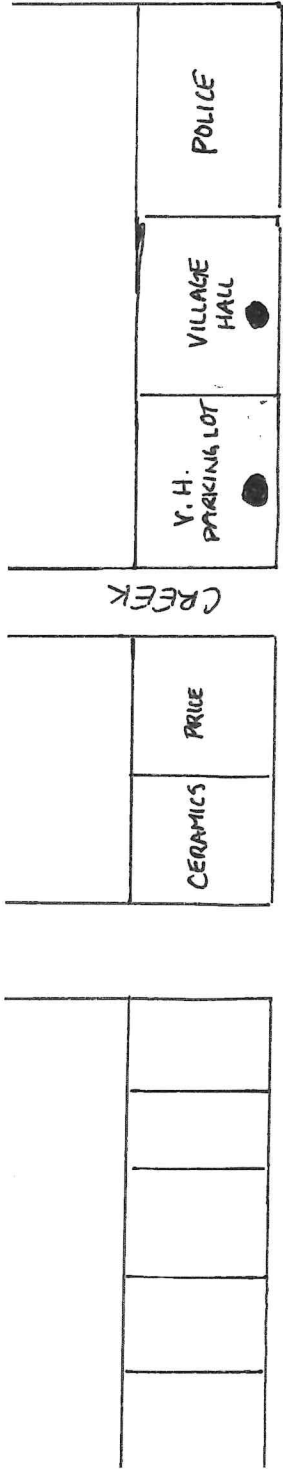


Special Event
Site Plan Exhibit

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:

(SEE ATTACHED)



(SANTA) ()

+ S'MORE STATION

(ROSCOE BUSINESS TENTS)

STREET CLOSED

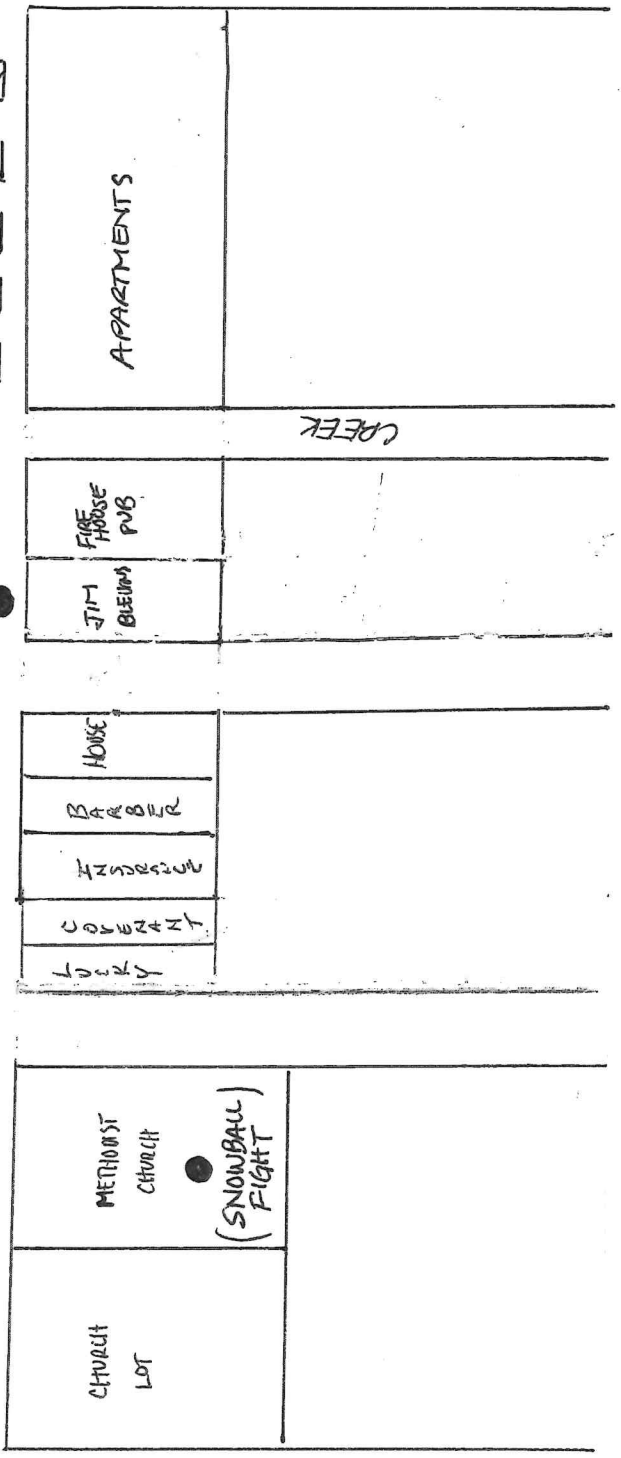
(BAND)

(ELEVATE BUS TREES ALONG STREET)



(ROSCOE BUSINESS TENTS)

(ROSCOE BUSINESS TENTS)



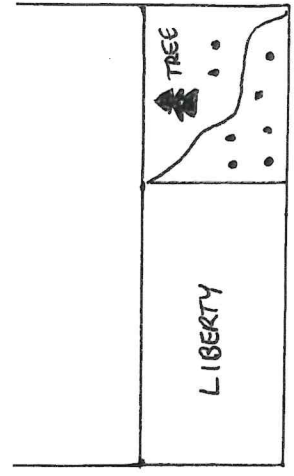
(SNOWBALL FIGHT)

NEW LOT

XMAS MARKET

(4) DRINK HUTS

(4) FOOD HUTS



(ROSCOE BUSINESS TENTS)

STREET CLOSED

(BAND)

(ROSCOE BUSINESS TENTS)

