



Special Event
Application Form

Return completed form to Roscoe Village Hall * 10631 Main St. * PO Box 283 * Roscoe, IL 61073

☐ Assembly ☐ Block Party ☐ Neighborhood Garage Sale

Name of the Event and Sponsoring Organization:

Disc Golf Tournament (no name at this time) SDGA and Outta Bounds Disc Golf

Nature of Event:

Disc golf doubles tournament (2 rounds, second round will be glow after dark)

Location of Event: Porter Park Projected Attendance: 100-150

Address of Organizer: 424 Main St. Pecatonica, IL 61063 Phone Number [REDACTED]

Event Date(s): November 2, 2024

Event Hours: 12:00 PM am/pm until 9:00 PM am/pm

Setup/Assembly Date: 11/2/24 Start Time: 11:00 AM am/pm

Dismantle Date: 9:30 PM am/pm Completion Time: 10:00 PM am/pm

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

Tables for vending inside cabin and 12x12 pop up tent for registration outside cabin.

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: Scott Wenstrom Phone Number: [REDACTED]

Email: sales@obdiscgolf.com

Additional Comments:

We hope to have a food truck available between rounds for participants.

Date:

8/13/24

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, HRFPD, WCHD

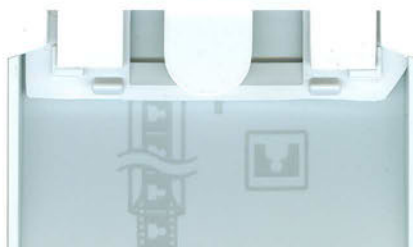
Phone: (815) 623-2829 * Fax: (815) 623-1360 * Email: permits@villageofroscoe.com



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:





Special Event
Hold Harmless Agreement

I, Scott Wenstrom 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

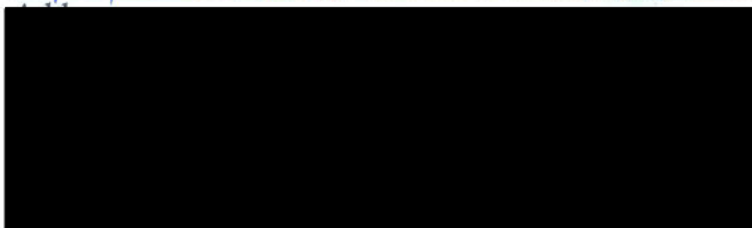
known as HALLOWEEN DOUBLES DISC GOLF TOURNAMENT

to be held 11/2/2024

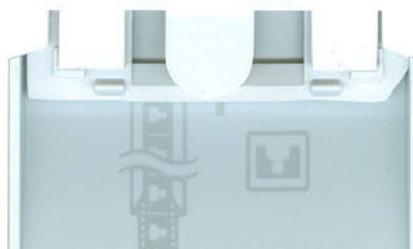
Signed this 13 day of AUGUST, 20 24

Scott Wenstrom (OUTTA BOUNDS DISC GOLF)
Name

424 MAIN ST. PECATONICA, IL 6063



Witness





10631 MAIN STREET, ROSCOE, IL 61073
PHONE: 815-623-2829 FAX: 815-623-1360 EMAIL: frontdesk@villageofroscoe.com

PORTER PARK CABIN RENTAL RESERVATION RELEASE & WAIVER

Date of Event: 11/2/2024 Purpose of Event: Disc Golf Tournament
Rental Hours: 8:00 am – 10:00 pm Number of Guests (Max Occupancy 60): _____
Name: Scott Wenstrom (Outta Bounds Disc Golf, SDGA)
Mailing Address: 424 Main St Pecatonica, IL 61063
Phone: [REDACTED] Email: sales@obdiscgolf.com

PORTER PARK CABIN

6545 Windflower Lane, Roscoe

All renters will be required to provide proof of address at the time of reservation. (copy of driver's license)
Your reservation is not confirmed until payment has been received.

- | | |
|-------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> | Village of Roscoe Resident Rental Fee: \$300.00 (non-refundable) |
| <input type="checkbox"/> | Non-Resident Rental Fee: \$500.00 (non-refundable) |
| <input checked="" type="checkbox"/> | Charitable Organization |

- Capacity not to exceed 60 people
- No alcohol allowed
- No smoking allowed
- Bounce houses and dunk tanks are not permitted
- Cabin cannot be rented for commercial or for-profit events
- No decorating with helium balloons inside
- the cabin
- Do not staple, tape or tack to the interior or exterior of the cabin
- Charges will apply for damages and any cleaning that has to be done
- No food or drink upstairs
- No unsupervised children upstairs

An electronic key fob gives you access to the cabin from 8am-10pm on your rental date only. You must pick up the key fob from Village Hall on the business day preceding your event. Key fobs must be returned to Village Hall the business day following your event.

The responsible party/renter agrees to hold harmless the Village of Roscoe, its employees and officials from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement for any personal injury, loss of life, property and/or damage to property sustained in, on or about the said premises, and from and against all costs, expenses and liability incurred for any such claims, the investigation thereof, or the defense of any action or process brought thereon and from and against any orders and/or judgements that may be entered therein.

The responsible party/renter further agrees to adhere to the rules and regulations of the Village of Roscoe and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participants at the fun

Applicant's Signature [REDACTED] Date: 8/13/24

Office use only

Method of Payment: _____ Cash _____ Check _____ Credit Card _____ Receipt Number: _____
Cabin Key # _____ Key picked up by: _____ Date: _____
Employee Initials: _____ Key returned by: _____ Date: _____

Updated 01/01/2024

