



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:

Roscoe Lions Club Fall Festival and Parade

Nature of Event:

116th Fall Festival, Community Celebration, Parade and Lions Club Fundraiser

Location of Event: Leland Park (Festival) Main St (Parade) Projected Attendance: 10K

Address of Organizer: 9331 Edgefield

Phone Number:

Event Date(s): September 11, 12, & 13, 2026

Event Hours: 9/11 5pm 10pm am/pm until 9/12 12pm 10pm am/pm 9/13 12pm 8pm

Setup/Assembly Date: September 8, 9, 10 2026

Start Time: 7am am/pm

Dismantle Date: Sept 13 10pm am/pm

Completion Time: Sept 14 12pm am/pm

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

Amusement rides, Tents and trucks for carnival

40' x 100' vendor tent along Harrison

Food vendor tents and food trucks

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

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Fax: (815) 623-1360

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Email: permits@villageofroscoe.com



Special Event
Hold Harmless Agreement

I, Bill Hibbard (Lions Club) 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

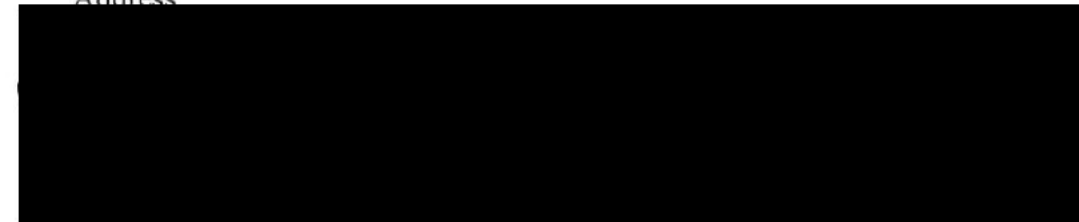
known as FALL Festival

to be held on 9/11 + 9/12 + 9/13 at Lealand Rd

Signed this 30 day of July, 2024

Name

Address





Special Event Application Form

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

Name: Bill & Gladys Hibbard Phone Number: [REDACTED]
Email: thehibb@aol.com or roscoelionsclub@gmail.com

Additional Comments:

Each food vendor is responsible for their own food permit from the Winnebago County Health Dept.
Poison Ivy Pub will request a temporary liquor license for the 3 day event.

Applicant Signature:

Date:

[REDACTED]

7-30-2026

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



Special Event
Site Plan Exhibit

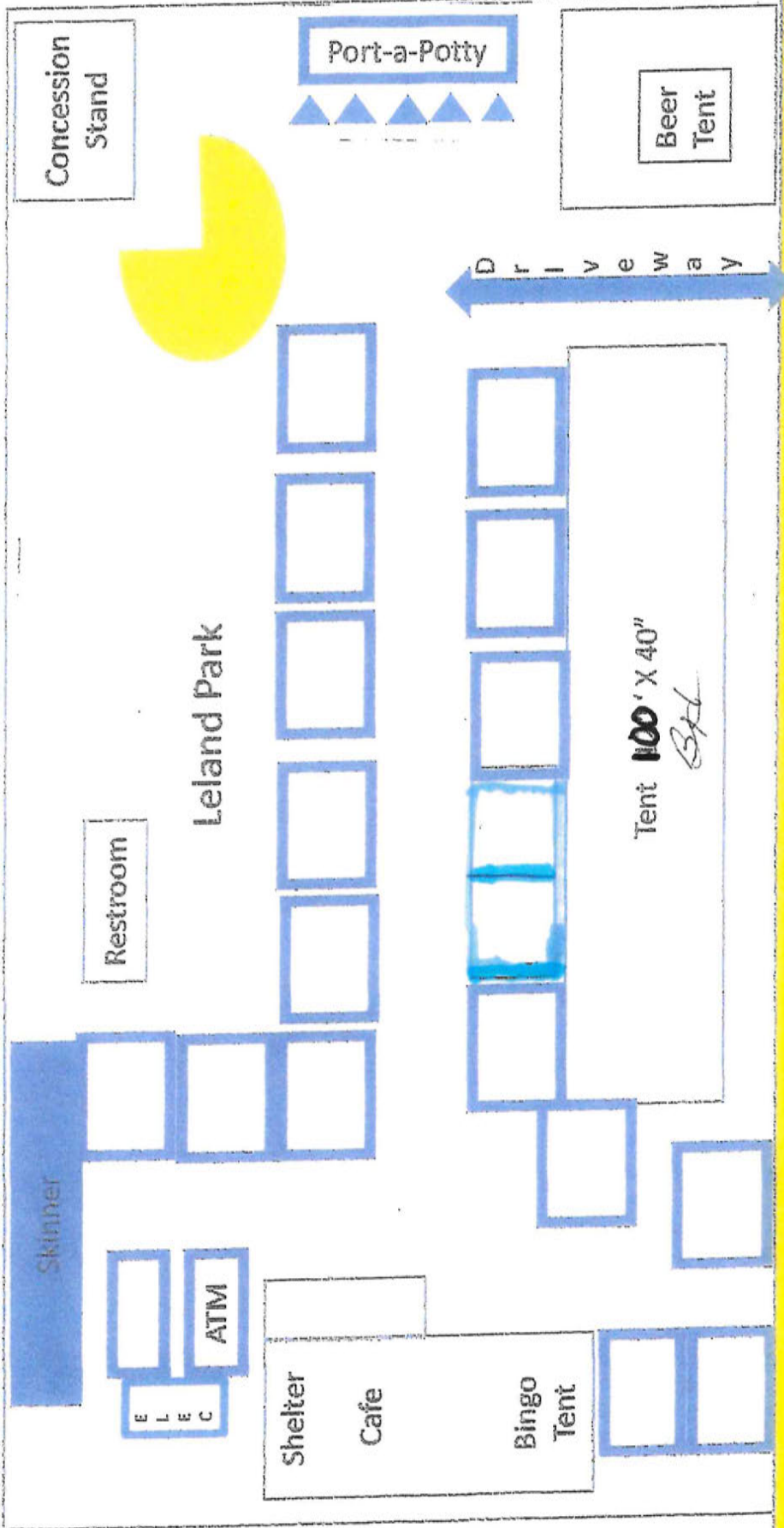
Please provide a site plan depicting the location of the proposed event, as well all applicable items identified in the Application Checklist. An aerial photograph of the event location will be provided by Village upon request for use by applicant.

Event Site Plan:

FOURTH STREET CLOSED

Stage

Broad Street Closed



THIRD STREET

West
Entrance

