



Special Event Guidelines

The Village of Roscoe acknowledges that Special Events involve acts that are different from routine daily operation or usage of property, both public and private. There is a need to ensure that such events are compatible with surrounding property uses, and do not create an adverse impact on public streets or sidewalks. Factors taken into consideration when reviewing Special Event Permit applications include but are not limited to pedestrian safety, increased traffic, parking, noise and potentially life safety issues as addressed by local building and fire codes. Special Events are separated into two categories, Assembly and Block Party as defined below.

Special Event: Neighborhood Garage Sale A Special Event: Neighborhood Garage Sale is any neighborhood wide garage sale that is advertised or marketed as a collective event, or instances of more than 25 garage sales occurring simultaneously in one neighborhood. Event sponsors shall submit applications no less than 30 days prior to the proposed event.

Application Fee: \$100.00 (no further reimbursements)

Special Event: Assembly A 'Special Event: Assembly' is any activity that occurs upon public property that affects the ordinary use of parks, public streets and right-of-way, or sidewalks. Additionally, 'Special Event: Assembly' is any activity held on private non-residential property that results in a crowd size that is significantly larger than that expected during day-to-day operation or normal business conditions, that includes live entertainment or amplified sound, or that utilizes an outdoor parking lot for any activity other than parking.

Special events may include but are not limited to such activities as festivals, fairs, concerts, holiday celebrations, neighborhood garage sales, open-air public meetings, farmers markets, grand opening celebrations, outdoor business promotional events, bicycle races, runs, parades, marches, and motorcades. Event sponsors shall submit applications no less than 60 days prior to the proposed event.

Application Fee: \$50.00 (plus possible reimbursements)

Special Event: Block Party A Special Event: Block Party is any activity or event promoted, or conducted in order to encourage the gathering of residents of a block, upon a local street, or the sidewalks or parkways abutting a local street at a specified location within an area zoned as residential, and where sponsors of said event reside on the block where the gathering is to take place. Event sponsors shall submit applications no less than 30 days prior to the proposed event.

Application Fee: \$25.00 (includes drop-off and pick-up of barricades)

General Requirements

PERMIT POSTING: Special event permits shall be posted at greeting areas or main entrances to events. Event producers should keep in mind they may be asked by Village staff to show proof of permit during event.

HOURS: Event activities are prohibited after 10:00 p.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated by



Special Event Guidelines

Village Ordinance. Any residential street closures associated with a Block Party must be re-opened to normal traffic operations prior to sundown.

ALCOHOL: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance, including approval of both Village of Roscoe Class "T" temporary liquor license and any applicable corresponding State liquor license. No person shall consume or possess any intoxicating liquor on public property or within any park other than that obtained through a licensed vendor. Any event that allows liquor consumption, regardless of attendance numbers, may need security personnel present (police, private, or volunteer). The number and type of security must be approved by the Chief of Police prior to the issuance of the permit.

**RESTROOMS
CLEANUP:** The Village may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the Village and the costs charged to the applicant.

**TRAFFIC &
PARKING:** Parking is permitted in designated areas only. The Fire Chief requires that all entries, exits and fire lanes be maintained open and free for vehicular traffic flow as designated. Any event that causes temporary road closures, traffic directing, any traffic safety concern or continued traffic disruption must provide qualified security for traffic control. The number and type of security must be submitted to the Village prior to the issuance of the permit. Use of Village of Roscoe law enforcement for any traffic control measures shall be charged to the applicant unless waived by the Village Board of Trustees

SIGNS: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.

SMOKING: Smoking is not permitted in any public facility.

FIREWORKS: Fireworks are not permitted without prior approval from the Village of Roscoe. See Village Ordinance regarding Special Event Permits for more details.

**BLOCK PARTY
EVENTS:** Are required to obtain the signatures of 51% of the households (only one signature per household) affected by the street closing before the application



Special Event Guidelines

will be processed. Complete and attach a map of the area affected. Area affected by the proposed event may exceed the limits of the actual street closure, and limits of affected area may be determined by the Chief of Police

TENTS: See Village of Roscoe Zoning Administrator for potential permit requirements associated with tent locations. Tents in excess of 400 SF may require a Building Permit at the sole discretion of the Winnebago County Building department.

INSPECTIONS: 'Special Event: Assembly' shall require a Code Compliance Inspection conducted jointly by representatives of the Winnebago County Building Department and the Harlem Roscoe Fire Protection District. Inspections must be scheduled through the Winnebago County Building Department at (815) 319-4350. Fee for inspection is \$60.00 (subject to change) and evidence of successful inspection must be provided 24 hours prior to start of event, or immediately upon receipt in the case of same day set-up.

PARKING: Applicants for 'Special Event: Assembly' permits shall demonstrate that parking areas, both on and off street are of adequate size and are properly located to serve the event, and will not be provided in a manner that will create traffic hazards or nuisances.

STREET CLOSURE: Street closures, either for Assembly or Block Party must be secured with traffic barricades provide by the Village of Roscoe. No personal vehicles will be allowed for use on closing streets or blocking traffic. No intersection may be closed unless an oncoming vehicle can exit or bypass the area without turning around.

SECURITY/TRAFFIC

CONTROL: With the exception of Neighborhood Garage Sales, Special Events may require the hiring of police officers to provide security and/or traffic control. Applicants for each event are responsible for any additional costs incurred by the Village as determined by representatives of each department prior to issuance of the Special Event Permit. Village employees needed from the Public Works or Police Department may be hired at their applicable rates. Reasonable effort will be made to provide quotes for reimbursement of staff time, however invoices will reflect actual time expended.

INSURANCE: Applicants for 'Special Event: Assembly' permits shall provide proof of insurance in the sum not less than one million dollars (\$1,000,000). Additional insurance requirements may be imposed by the Village. As a condition to the issuance of a temporary Special Event License, the license shall indemnify and hold the Village harmless from claims, demand or cause of action which may arise from activities associated with the Special Event. (see sample forms).



Special Event Guidelines

- FIRST AID & MEDICAL:** Events may require provision of first-aid and medical personnel as determined by the Chief of Police, or as directed through the Code Compliance Inspection
- DAMAGE:** Any Village property or equipment depleted, damaged, or destroyed as a result of any Special Event will be billed to the event applicant at the direct repair/replacement cost.
- AGREEMENT:** Certain Special Events to be held on Village owned property may reach a size and complexity where the Village, at its sole discretion, will require the applicant to enter into a Usage Agreement outlining all of the items detailed above, as well as potential further considerations. Agreement will be prepared by Village Attorney for review and approval by applicant.
- FEE WAIVER:** Application fees will be waived for recognized Charitable Organizations acting as sponsor/applicant for a Special Event upon submittal of a valid registration certificate with the State of Illinois Attorney General. Fee waivers will not be considered for political events of any kind.

Contact Information

Roscoe Police Non-Emergency.....	815-623-7338
Roscoe Public Works.....	815-877-0746
Roscoe Village Hall	815-623-2829
Harlem-Roscoe Fire Dept. (Non-Emergency).....	815-623-7867
Winnebago County Health Dept.	815-720-4000
Winnebago County Building Department.....	815-319-4350



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:

STATELINE FAMILY YMCA-STONEBRIDGE 1/2 MARATHONE & 5K

Nature of Event:

RAISE MONEY FOR LIVSTRONG PROGRAM AT STATELINE FAMILY YMCA

Location of Event: LELAND PARK-STONEBRIDGE TRAIL Projected Attendance: 200

Address of Organizer: 901 MAIN STREET Phone Number: 815-623-5858

Event Date(s): 9/28/24

Event Hours: 6 AM am/pm until 12 PM am/pm

Setup/Assembly Date: 9/28/24 Start Time: am/pm

Dismantle Date: 9/28/24 am/pm Completion Time: am/pm

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

We will need use of a few picnic tables and the bathrooms. A DJ will also be on premises.

- Will this event require use of fireworks? Will this event require street closures? Will alcohol be served? Will signage be posted? Will food be served?

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) 623-7338 * Fax: (815) 623-7254 * Email: shawley7894@roscoepolice.com



Special Event
Application Form

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

Name: BETH BLACK Phone Number: 815-218-5775

Email: BETHBLACK76@AOL.COM

Additional Comments:

Applicant Signature:

Date:



4/22/24

Return completed application to: Roscoe Police Department
10595 Main Street
Roscoe, Illinois 61073
shawley7894@roscoepolice.com

OFFICIAL USE ONLY

Date Filed: _____

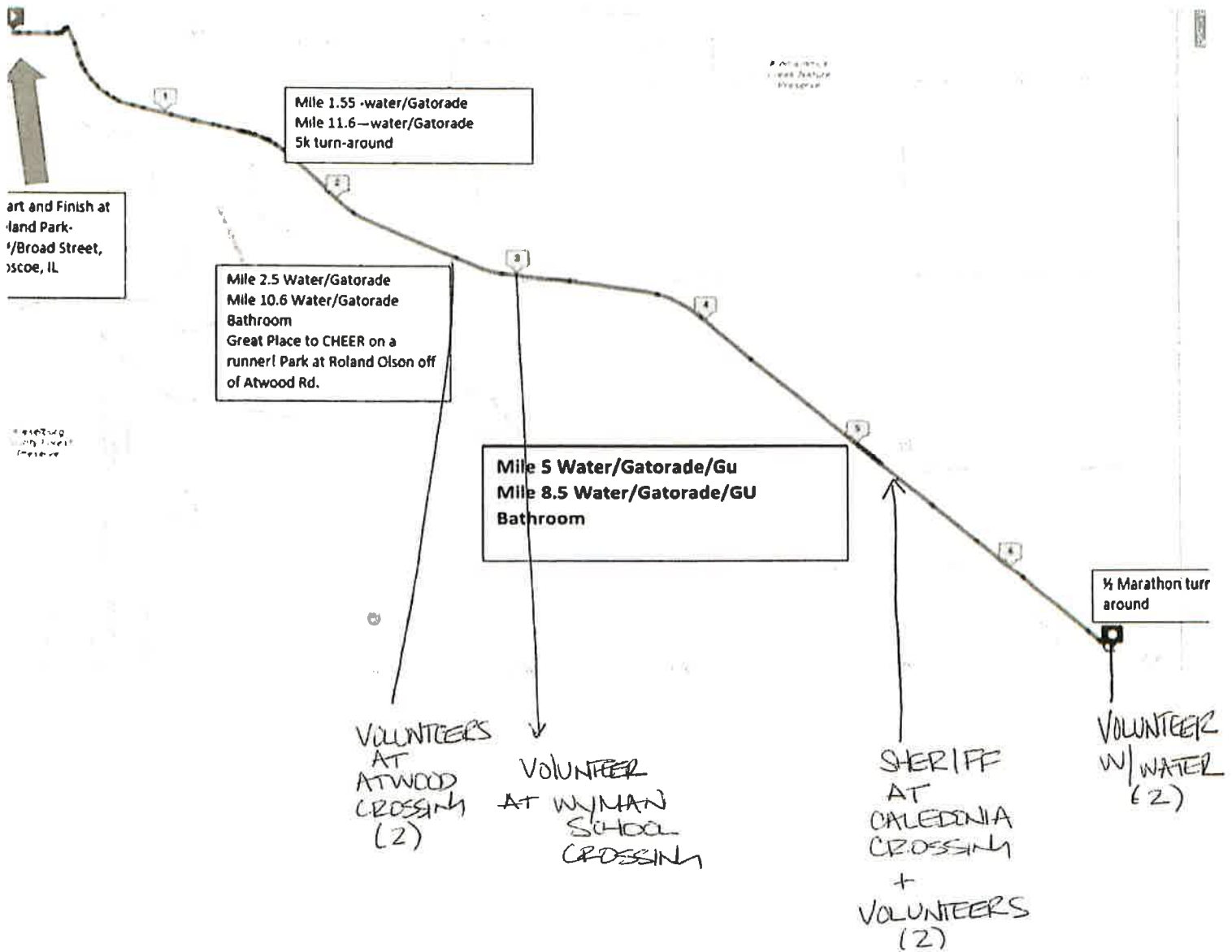
Police Department: _____
Signature Date

Village Board:
(if necessary) _____
Signature Date

Application Fee Paid: **\$100** Special Event: Neighborhood Garage Sale
\$50 Special Event: Assembly
\$25 Special Event: Block Party
Receipt _____

Cc: Public Works, Zoning, HRFPD, WCBD

STONEBRIDGE 1/2 MARATHON ÷ 5K



* ALL VOLUNTEERS WALK/BIKE TO LOCATION ON LPT.

* ALL RACE SIGNAGE IS POSTED/TAKEN DOWN VIA BIKE ON LPT.

* ALL VOLUNTEERS HAVE FIRST AID KITS + TRASH BAGS

* VOLUNTEER ON BIKE BETWEEN MILES 3-10 CHECKING ON PARTICIPANTS

* AMBULANCE AT START/FINISH LINE AT LELAND PARK.



Special Event
Hold Harmless Agreement

I, Ann Matuska 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 Stonebridge Half-Marathon + 5K

to be held 9-28-24

Signed this 22nd day of April, 20 24

Ann Matuska - Stateline Family YMCA
Name

901 Main St. Roscoe IL 61073
Address


Signature

Witness