

GUIDELINES FOR SPECIAL EVENTS

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, and right-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, and grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, block parties, marches, processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the Village limits, including Village parks, must obtain a Special Event Permit from the Roscoe Police Department. Event sponsors shall submit applications no less than 30 days prior to the proposed event.

KEY POINTS

PERMIT POSTING: Special event permits should be posted at greeting areas or main entrances at 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.

ALCOHOL: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance. No person shall consume or possess any intoxicating liquor within any park. A permit may be obtained from the Village Clerk for the consumption of beer and wine only, inside of a shelter house pursuant to Ord # 92.23.

RESTROOMS/TRASH

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.

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 (one signature per household) affected by the street closing before the application will be processed. Complete and attach a map of the area affected.

TENTS: See Village of Roscoe Zoning Administrator.

FIRE

INSPECTIONS: If needed, may be scheduled by calling (815) 623-7867.

SECURITY & TRAFFIC

CONTROL: Events may require the hiring of police officers to provide security and/or traffic control.

FIRST AID &

MEDICAL: Events may require provision of first-aid and medical personnel.

ENFORCEMENT: The Village of Roscoe staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

EVENT INFORMATION

Run Triathlon Biathlon Parade
 Walk Bike Tour Street Fair Other

Name of the Event and Sponsoring Organization: _____

Purpose of Event: _____

Location of Event: _____ Projected Attendance _____

Address of Producer: _____

Phone Number: _____

Event Date(s): _____ Event Hours _____ AM/PM until _____ AM/PM

Setup/Assembly Date: _____ Start Time _____ AM/PM

Dismantle Date: _____ Completion Time _____ AM/PM

Please describe, in specific details, the scope of your setup/assembly work: _____

Will this event require use of fireworks? Yes No

Will alcohol be served? Yes No

If yes, please provide the required documentation.

Will there be tents? If so, how many and what size: _____

Will this event require signs/banners? If yes, please provide the location, size, height and number of signs/banners, on your site plan.

Description of traffic and parking plan (attach a copy).

Will your event require the closing of any Village streets or parking lots? ___ Yes ___ No

If yes, please list any street(s) and parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening. You must attach a copy of a traffic and parking plan and a list of proposed equipment being used to close roads and the name of the responsible party deploying the equipment.

Who is your point of contact for this event?

Name: _____ Phone Number: _____

SPECIAL EVENT Permit/Application Checklist

- ___ Letter from property owner allowing use of land
- ___ Signed Agreements
- ___ Liquor Application
- ___ Insurance
- ___ Attached plan for First Aid
- ___ Food Permit
- ___ Attached site plan to include: First Aid, Trash Collection, Restrooms, Crowd Control, Tents, Banners and Signs

HELPFUL PHONE NUMBERS

- 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

REQUIREMENTS

1. 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 Village prior to the issuance of the permit.
2. 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.
3. Any Village property or equipment depleted, destroyed or damaged because of the event will be billed to the event organizer at the replacement/repair cost.
4. The permit application shall provide proof of insurance in the sum not less than one million dollars (\$1,000,000) additional requirements may be imposed by the Village.
5. Producers of 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. Inquire with each department.
6. Please attach a drawing or map with dimensions accurately depicting proposed location of Special Event.
7. 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.

COMMENTS: _____

Applicant Signature

Date

OFFICIAL USE ONLY

APPROVED BY:

Police Department: _____
Signature

Date

Village Board: _____
Signature

Date

Cc: Public Works
Harlem-Roscoe Fire or Rockton Fire
Zoning