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## 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



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## 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

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## 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).



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## 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 if 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:

\_\_\_\_\_

Nature of Event:

\_\_\_\_\_

Location of Event: \_\_\_\_\_ Projected Attendance: \_\_\_\_\_

Address of Organizer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Hours: \_\_\_\_\_ am/pm until \_\_\_\_\_ 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this event require street closures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will signage be posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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) 623-7338    \*    Fax: (815) 623-7254    \*    Email: shawley7894@roscoepolice.com



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Special Event  
Application Form

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

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature:

Date:

\_\_\_\_\_

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

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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:



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Special Event  
Hold Harmless Agreement

I, \_\_\_\_\_ 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 \_\_\_\_\_

to be held \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness





## Special Event Insurance Certificate

Insurance Requirement Example:

<b>ACORD®</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 8/3/2021		
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p>						
<p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>						
<b>PRODUCER</b> Spectrum Insurance Agency Inc. 5301 E State St, Suite 201 Rockford IL 61108		<b>CONTACT</b> NAME: Bonnie Arrington PHONE (A/C, No, Ext): 815-986-5318      FAX (A/C, No): 815-977-7408 E-MAIL: barrington@spectrumagency.com ADDRESS:				
<b>INSURED</b> Keep Northern Illinois Beautiful Inc. 4665 Hydraulic Road Rockford IL 61109		<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : Philadelphia Insurance Co      18025 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :				
<p><b>COVERAGES</b>      <b>CERTIFICATE NUMBER: 1537788079</b>      <b>REVISION NUMBER:</b></p>						
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR: WVD:	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	EV5351	8/7/2021	8/8/2021	EACH OCCURRENCE      \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 300,000 MED EXP (Any one person)      \$ PERSONAL & ADV INJURY      \$ 1,000,000 GENERAL AGGREGATE      \$ 3,000,000 PRODUCTS - COMP/OP AGG      \$ 3,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)      \$ BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE      \$ AGGREGATE      \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT      \$ E.L. DISEASE - EA EMPLOYEE      \$ E.L. DISEASE - POLICY LIMIT      \$
<p><b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</b>            Mud Volleyball - August 7, 2021            The Village of Roscoe, its elected &amp; appointed officials, officers, employees, agents and representatives are listed as additional insured's on a primary non-contributory basis.</p>						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>		
Village of Roscoe 10631 Main Street Roscoe IL 61073				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Bonnie Arrington</i>		

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ACORD 25 (2016/03)

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## Special Event Application Checklist

If you are completing an application for Special Event: Assembly, the following documents must be submitted (if applicable):

- Completed/Signed Application Form
- Letter from property owner allowing use of land (if other than applicant)
- Certificate of insurance naming Village of Roscoe as additional insured (\$1,000,000)
- Hold Harmless Agreement
- Site Plan depicting the following:
  - Barriers/fencing
  - Entry and exit locations
  - Vehicular circulation
  - Trash receptacles
  - First Aid area (if required)
  - Tent locations
  - Stage locations or amplified sound locations
  - Food or beverage stations
- Evidence of Code Compliance Inspection, or confirmation of scheduled inspection
- Temporary Sign Permit Application
- Park Usage Agreement (if applicable)
- Class 'T' temporary liquor license application (if applicable)
- Fireworks Display Permit Application (if applicable)
- Winnebago County Food Permits (if applicable)

If you are completing an application for Special Event: Neighborhood Garage Sale, the following documents must be submitted (if applicable):

- Completed/Signed Application Form
- List of addresses of residences participating in the sale
- Hold Harmless Agreement

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Special Event  
Application Checklist

- Site Plan depicting the following:
  - Entry and exit locations
  - Proposed Parking Restrictions
  - Vehicular circulation
  - Food or beverage stations
- Temporary Sign Permit Application
- Usage Agreement (if applicable)
- Winnebago County Food Permits (if applicable)

If you are completing an application for Special Event: Block Party, the following documents must be submitted (if applicable):

- Completed/Signed Application Form
- Signatures of 51% of affected residential properties (see Guidelines)
- Site Plan depicting limits of requested street closure
- Temporary Sign Permit application