



Village of South Roxana  
211 Sinclair Avenue  
South Roxana, IL. 62087

## Special Event Permit Application Form

Please complete this form to apply for a special event permit in the Village of South Roxana. Ensure all information is accurate and up to date. Once completed, submit the form and any required supporting documents to the Village of South Roxana Event Coordinator.

### Applicant Information:

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

Organization (if applicable): \_\_\_\_\_

Organization's Address (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Event Information:

Event Name: \_\_\_\_\_

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

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Event Description (include purpose and activities planned):

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

Is this event open to the public? (circle one) Yes / No

Will there be any vendors at the event? (circle one) Yes / No If yes, please attach a list of vendors' contact information.

Will there be any street closures required? (circle one) Yes / No If yes, please specify which streets and times of closure are needed.

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Will you require any Village services, such as police, fire, or public works assistance? (circle one) Yes / No If yes, please specify the services required:

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Alcohol Use or Sale: Yes / No

Will alcohol be served or sold at the event? (circle one) Yes / No

If yes, please answer the following questions:

Will a licensed caterer or vendor be serving/selling the alcohol? (circle one) Yes / No If yes, please provide the name and contact information of the caterer/vendor:

Caterer/Vendor Name: \_\_\_\_\_ Phone Number:

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

\_\_\_\_\_

Do you have a valid liquor license for this event? (circle one) Yes / No

Describe the measures you will take to ensure responsible alcohol consumption and compliance with local laws and regulations (e.g., checking IDs, limiting the number of drinks per guest, etc.):

Please note that serving or selling alcohol at the event may require additional permits or approvals from the Village of South Roxana or other governing authorities. Ensure that you comply with all applicable laws and regulations regarding alcohol consumption and sales. Contact the Village of South Roxana Clerk for more information on specific requirements for your special event.

Declaration and Agreement:

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all Village of South Roxana regulations, ordinances, and any additional



requirements specified by the Village Clerk. I understand that any false statements or misrepresentations may result in the denial or revocation of the special event permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions or Restrictions (if any):

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**For Office Use Only:**

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid (if applicable): \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Conditions or Restrictions (if any): \_\_\_\_\_

