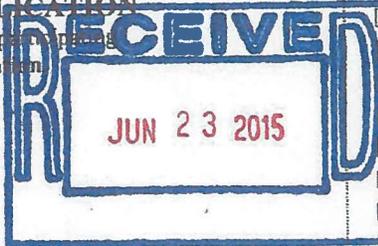


**Visitors' Business:**  
**Downtown Special Event & Signage Application:**  
**Turkey Trot - Thanksgiving - Nov. 26th**

**LONG GROVE B-1 HISTORIC BUSINESS DISTRICT  
EVENT ORGANIZER SPECIAL EVENT APPLICATION**

NOTE: LGBCP Members, Vendors, Merchants or Sponsors, participating in Organized Events, must complete a separate Vendor Application



- LGBCP
- OTHER \_\_\_\_\_

Applications should be sent to:  
**Long Grove Business and Community Partners (LGBCP)**  
 308 Old McHenry Road  
 Long Grove, IL 60047  
 847-634-0888 Fax: 847-634-3673  
[info@visitlonggrove.com](mailto:info@visitlonggrove.com)

**OFFICE USE ONLY**

- Event Application
- Site Plan
- Property Owner Permission
- COI & Waiver Certificates
- Roads & Barricades
- Security & Sheriff
- Signage
- Electrical
- Fire Inspection
- Vendors & Support Docs.
- Temp. Liquor License App.
- App. To Conduct Raffle
- Applicable Fees

**FOR OFFICE USE ONLY**

Received by LGBCP \_\_\_\_/\_\_\_\_/\_\_\_\_  Approved  Rejected \_\_\_\_/\_\_\_\_/\_\_\_\_  
 by LGBCP Board of Directors

Submitted to Village Hall \_\_\_\_/\_\_\_\_/\_\_\_\_  Approved  Rejected \_\_\_\_/\_\_\_\_/\_\_\_\_  
 by Village Board of Trustees

This form must be completed in its entirety, and submitted, no more than 1 year in advance and no less than 150 days prior to the event, with all required attachments. Applicant will be notified by the LGBCP of the Village and LGBCP's approval or rejection within 45 days of submission.  
 Upon approval, applicant will be notified of fees and may accept or decline participation.

**EVENT INFORMATION**

Event Name: LONG GROVE TURKEY TROT Location(s) in the B1 District: \_\_\_\_\_

Description/Type of Event: RUN/WALK EVENT... SEE COURSE MAP ATTACHED

4000

4 EXHIBITORS

Estimated Number of Attendees \_\_\_\_\_ Estimated Number of Vendors \_\_\_\_\_

Event Date / Dates & Time:  
 Day 1 - Date: 11/26 Hours: 7:30am to 10:30AM

Day 2 - Date: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Day 3 - Date: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Set Up - Date 11/26 Hours: 4AM to 9AM Dismantling - Date 11/26 Hours 10AM to 1PM

EVENT ORGANIZER: ALL COMMUNITY EVENTS

Street Address: 2355 S ROBERT CT City: ROUND LAKE State: IL Zip: 60073

Phone Number: 847-344-0861 Fax Number: 224-218-2500

Contact Person: PETER STARYKOWICZ Phone Number: 847-344-0861

E-mail Address: PSTARYK@ALLCOMMUNITYEVENTS.COM

**Include with this application:**

1. **SITE PLAN** of all areas of the B-1 District covered by the event.  
Include sanitary facilities and auxiliary parking lots (if applicable). *SEE ATTACHED*
2. **PROPERTY OWNER** written permission.
3. **CERTIFICATE OF INSURANCE / WAIVER OF SUBROGATION** naming **both** of the following as "additionally insured":
  - Long Grove Business and Community Partners
  - Village of Long Grove *TO BE PROVIDED*
4. **ROADS & BARRICADES** - Indicate the areas of the roadway and parking that will need to be closed and barricaded for this event. Fees may apply. ~~FORSETT PARK COFFIN~~  
*ROBERT PARK COFFIN - SEE MAP ATTACHED*
5. **SECURITY and SHERIFF'S RESERVES** - Provide the estimated number of security and Sheriff Reserves needed and the times for each. Cost for security: \$70/hour per deputy. Payment must be submitted with application.

A. Security officers # 0 Hours \_\_\_\_\_ to \_\_\_\_\_

B. Traffic officers / Reserves # 05 Hours 8:30am to 10:30 AM

C. Parking Assistance # 0 Hours \_\_\_\_\_ to \_\_\_\_\_

6. **SIGNAGE** - Indicate whether there will be any of the following:  
Before ordering banners or temporary signs, signage must be approved by the LGBCP and the Village Planner. Contact info: LGBCP - [info@visitlonggrove.com](mailto:info@visitlonggrove.com) / Village Planner - [jhoque@longgrove.net](mailto:jhoque@longgrove.net)

- A. Banners  Yes  No
- B. Temporary Signs  Yes  No
- C. Other Signage (specify)  Yes  No

If you answered "yes," provide a design, location, time to be placed and written permission of the owner(s) where these items will be placed.

7. **PR & ADVERTISING** - check all that apply:
  - Newspapers  Cable T.V.  Internet
  - Newsletters / e-blasts  Commercial T.V.  Radio
  - Direct Mailings  Trade Magazines  Other (specify) Fomecore Signs

Use of the LGBCP logo requires proof and approval by the LGBCP Mktg. Committee.  
Inclusion on LGBCP's Web-site, Press Releases and Newsletters requires written request, and may be subject to fees. LGBCP Contact Info: [info@visitlonggrove.com](mailto:info@visitlonggrove.com)

8. **ELECTRICAL NEEDS** - Provide specifics as to mechanical or electronic rides, demonstrations, displays, music, etc..

9. **OUTSIDE SERVICES** - must be supplied by a licensed / insured provider, conform to LGBCP appearance guidelines and are subject to Village Fire Marshall and Sheriff inspection / approval.

Service	Qty.	Contact	Company	Phone
Sanitation / Port-o-lets	70	KIETH KAY	SERVICE SANITATION	219-3139235
Waste Disposal	20YD	TRICK EDMAN	GRUOT	647-677-2700
Trash Pickup, Walks, etc.				
Music / Staging	TOD			
White Tent, Rental, Labor				
Other				

**10. ALL VENDORS must**

- Complete a "Vendor Application." \*
- Provide their Illinois Sales Tax ID number as required and submit a form indicating filing of all sales occurring in the Village of Long Grove. Sales Tax Rate is 8%.
- Conform to LGBCP appearance guidelines and are subject to Health Dept., Village Fire Marshall and Sheriff inspection / approval.
- **Food Vendors must** contact the Lake County Dept. of Health (847-360-6700) to apply for a permit.

11. **CHARITY BENEFIT** – If a charity is benefiting from this event, Proof of Non For Profit Tax Exempt Status, legal name of the charity, address, contact name and phone number.

12. **RAFFLES** – Submit "Application for License to Conduct Raffle." Raffles must be pre-approved by the Village of Long Grove Board of Trustees.\*\*

13. **LIQUOR** – Submit "Temporary Liquor License" application with specific address. If liquor is being offered, on a site, other than that which is stated on **A State of Illinois Liquor License, then a Temporary Liquor License must be applied for and issued.** Applications may be downloaded at [www.illinois.gov/license.cfm](http://www.illinois.gov/license.cfm).\*\*

\* Vendor Applications can be found on the LGBCP web-site @ [visitlonggrove.com](http://visitlonggrove.com) under "Applications."

\*\*For a License to Conduct a Raffle Application or a Temporary Liquor License Application, please visit the Village of Long Grove web-site at [longgrove.net](http://longgrove.net), under "Forms."

**EVENT ORGANIZER FEES:**

Fees are determined by The Village of Long Grove and / or The LGBCP Board of Directors.

Application Processing Fee:	\$25
Village Usage Fee:	\$ _____
Fire Inspection Fee (if applicable)	\$ _____
Other: _____	\$ _____
<b>TOTAL FEES</b>	<b>\$ _____</b>

Please read this form carefully and be aware that in signing, you will be waiving and releasing all claims arising out of this event.

All businesses, sponsors, vendors and merchants, participating in B1 District outdoor events, are required to comply with, and receive approval from, both, the LGBCP Board and The Village Board of Trustees

### ACKNOWLEDGEMENT/ASSUMPTION OF RISK OF INJURY

I am fully aware of the details of the LGBCP event(s) and the risks inherent in the event. I recognize and acknowledge that this may include risks of bodily injury and / or death. I agree to and assume full risk of injuries, including death, and of all costs, damages, and losses that may be sustained as a result of participating in any and all activities connected with or associated with such event.

### WAIVER AND RELEASE OF CLAIMS FOR INJURY

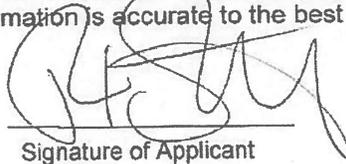
I hereby agree to, and do waive, release and relinquish all claims of every kind, known and unknown, present and future, that I may have against the Village of Long Grove, the Long Grove Business & Community Partners and their officers, agents, servants and employees, arising out of, connected with, or in any way related to, the event or my participation therein.

### INDEMNITY AND DEFENSE

I hereby further agree to indemnify and hold harmless and defend the Village of Long Grove, the Long Grove Business & Community Partners and their officers, agents, servants and employees from any and all claims of every kind, known and unknown, present and future, that I may have arising out of, connected with, or in any way related to the program or my participation therein. My signature also allows the use my photo for promotional purposes. My signature on this form indicates that I have read and understand the above Waiver and execute it of my own free will and without any reservation.

All information submitted is part of the application process to obtain the Long Grove Business and Community Partners (LGBCP) Board of Directors recommendation, to the Village Board of Trustees, to participate in or hold a specific event in the B-1 Historic Business District. The event date is for the upcoming year and all of the information is accurate to the best of my knowledge

I have read and understand the above

  
Signature of Applicant

6/20/15  
Date

LGBCP Board Approval \_\_\_\_\_

Events Committee Chair Signature

1/1  
Date

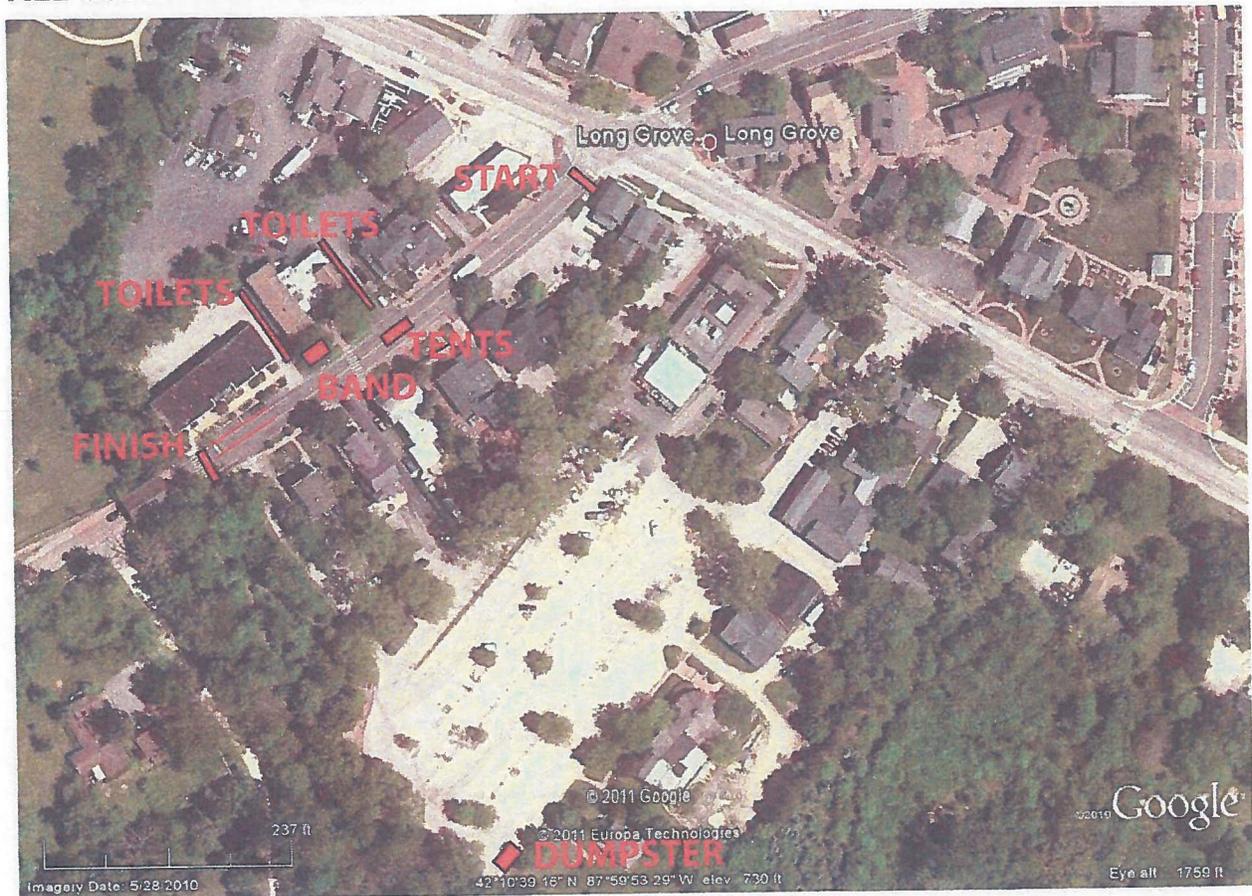
Village Board of Trustees Approval \_\_\_\_\_

Village Representative Signature

1/1  
Date

# LONG GROVE TURKEY TROT - SITE PLAN

## ALL COMMUNITY EVENTS





So much fun through the historic streets!!!

Finish under the famous covered bridge!!!

# Long Grove Turkey Trot

5k & 8k Run/Walk & Kid's Dash

# 5K Course Map

= 3.1 Miles



Map is not to scale or true proportions and locations are approximate  
Kids event will start and finish at the bridge

Course subject to change w/out notice

# 8K Course Map

=4.97 Miles

So much fun through the historic streets!!!

Finish under the famous covered bridge!!!



Long Grove  
Turkey Trot  
5K & 8K Run/Walk  
& Kid's Dash



Map is not to scale or true proportions and locations are approximate  
 Kids event will start and finish at the bridge  
 Course subject to change w/out notice

© 2011 Google

## 430 Robert Parker Coffin Rd PROPERTY PERMISSION

**Subject:** Re: Event Page Approval

**From:** j.s.kopecky@sbcglobal.net

**Date:** Thu, May 28, 2015 9:32 am

**To:** "<pstaryk@allcommunityevents.com>" <pstaryk@allcommunityevents.com>

You have my permission to use my property, just add john s kopecky 430 R P Coffin rd Longgrove IL 60047 to your insurance

Sent from my iPhone

On May 27, 2015, at 1:53 PM, <pstaryk@allcommunityevents.com> <pstaryk@allcommunityevents.com> wrote:

John:

I am getting ready to submit my permit app for the Turkey Trot. I wanted to ask if we can get approval from you to place the toilets and stage on you property like you have so kindly allowed us to in the past.

Thank you,

Peter Starykowicz  
All Community Events  
224-757-5425x22  
[pstaryk@allcommunityevents.com](mailto:pstaryk@allcommunityevents.com)  
[www.AllCommunityEvents.com](http://www.AllCommunityEvents.com)

Become a [Facebook Fan](#)

**APPROVAL TO UTILIZE 437 Robert Parker Coffin Rd FOR TOILET PLACEMENT**

**Subject:** RE: FW: POTTY PERMISSION T-DAY

**From:** Ryan Messner <ryan.messner.pkg6@statefarm.com>

**Date:** Tue, Jun 23, 2015 11:23 am

**To:** "pstaryk@allcommunityevents.com" <pstaryk@allcommunityevents.com>

**Attach:** image002.png

image003.png

image006.png

image008.png

image009.jpg

image001.jpg

You have my approval and please let me know what I can do to support your race and the future growth.

**Ryan Messner**

**State Farm Agent**

**Ryan Messner Insurance Agency, Inc**

437 Robert Parker Coffin Road

Long Grove, IL 60047

Mon - Thurs 9:00 am to 7:00 pm

Friday 9:00 am to 5:00 pm

Saturday 9:00 am to 1:00 pm

**Phone:** 847-793-0041

**Fax:** 847-793-0045

**Email:** [Ryan@ryanmessneragency.com](mailto:Ryan@ryanmessneragency.com)

**Website:** [RyanMessnerAgency.com](http://RyanMessnerAgency.com) | **Facebook:**

[Like our office on Facebook](#)



OGDEN UT 84201-0038

In reply refer to: 0438058212  
Oct. 26, 2011 LTR 4168C 0  
36-3203648 000000 00  
00027382  
BODC: TE

NORTHERN ILLINOIS FOOD BANK  
273 DEARBORN CT  
GENEVA IL 60134-3587



028473

Employer Identification Number: 36-3203648  
Person to Contact: Shannon North  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 17, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in December 1982.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0438058212  
Oct. 26, 2011 LTR 4168C 0  
36-3203648 000000 00  
00027383

NORTHERN ILLINOIS FOOD BANK  
273 DEARBORN CT  
GENEVA IL 60134-3587

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Sharon Davies  
Accounts Management I

**Insurance:**

Due to when our annual policy renews the broker will not be able to write this event to the policy and provide insurance certs until September.