

Item #4:
Approval Of Special Assembly Downtown Permits 2016

ATTN: DAVE L.

***2016 EVENT ORGANIZER APPLICATION** L15.2016

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

Definition of an Event Organizer:

All entities (including: existing Long Grove Businesses; Non For Profit Organizations; non Long Grove businesses and other organizations), planning on conducting an outdoor event in the B1 District, regardless of where it will be held (be it private or public property).

Application Process:

~ Event Organizers must submit a fully detailed and completed application to the LGBCP. If the event is to be held on private property, the private property owner must provide written authorization. The authorization must be submitted with the event application, to the LGBCP. ~ Once approved by the LGBCP, the application will be forwarded to the Village Trustees for final approval. Existing businesses, and non for profits, must submit applications, **if their event differs in any way from what their normal, outdoor day to day, Village approved business license permits.** Non compliance may result in the event being shut down by the Lake County Sheriff.

NOTE: All LGBCP Members, Vendors, Merchants, Sponsors and not for profits, participating in LGBCP organized events, ie. Chocolate Fest, etc., are considered vendors and must complete a *Vendor Application, NOT this "Event Organizer" Application.

NOTE: Scheduled LGBCP organized events take priority over non LGBCP organization events.

* 2016 Vendor Applications can be found, beginning Jan. 15, 2016, on the LGBCP web-site @ visitlonggrove.com, under "Applications." (See #10, page 3, on this form for add'l. details.)

CHECK ONE ORGANIZER CATEGORY:

LGBCP - Do not check this box unless you are LGBCP Exec. Director or Events Committee Chair.

OTHER - ALL entities organizing an outdoor event, in the B1 District of Long Grove.

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

- 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

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Received by LGBCP 1/15/16

Approved Rejected 1/19/16

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Submitted to Village Hall 1/18/16

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, and include all required information and attachments. Applicants 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 Title: Long Grove Chocolate Festival Location(s) in the B1 District: All areas in the B1 District, incl. parking lots.

CONTACT INFO: NAME: Sharon Fine E-MAIL: sfine@visitlonggrove.com

CELL: 847.609.0407 OTHER: 847.634.0888 (Visitors' Center)

Description/Type of Event: Vendors: Artisan; Crafts; Merchandise; Food; Beer & Wine. Live Music and DJ's; Rock Climbing and Bungee Jumping; Kidz Free Zone; Cookie and / or Pie Eating Contests

Estimated Number of Attendees: 18K – 24K

Estimated Number of Vendors: 100

Event Date / Dates & Time:

Day 1 - Date: Friday, May 20, 2016

Hours: 12pm to 11pm

Day 2 - Date: Saturday, May 21, 2016

Hours: 10am to 11pm

Day 3 - Date: Sunday, May 22, 2016

Hours: 10am to 7pm

Set Up - Date: Thurs., May 19, 2016 Hours: 6am to 12am

Dismantling - Date: Sunday, Hours: 7pm to 12am

EVENT ORGANIZER: LGBCP / Historic Downtown Long Grove Business Association

Street Address: 308 Old McHenry Rd., Long Grove, IL. 60047

Phone Number: 847.634.0888 Cell Number: 847.609.0407

Contact Person: Sharon Fine E-mail Address: sfine@visitlonggrove.com

EVENT MGMT: Ravenswood Event Services (RES); 1100 W. Cermak Rd., Chgo.60608 312.633.2600
Duff Rice 773.401.3833 (m) & Sarah Schultz 970.456.7502 (m)

Include with this application: **Pending**

1. **SITE PLAN** of all areas of the B-1 District covered by the event. Include sanitary facilities and auxiliary parking lots (if applicable).
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 (LGBCP)
 - Village of Long Grove
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.**
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.**

A. Security officers	# _____	Hours _____ to _____
B. Traffic officers / Reserves	# _____	Hours _____ to _____
C. Parking Assistance	# _____	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 / Village Planner – jhogue@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** – provided by you as the organizer. Check all that apply:

- X Newspapers Cable T.V. X Internet
 X Newsletters / e-blasts X Commercial T.V. X Radio
 X Direct Mailings X Community Magazines X Tourism Publications

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

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

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.

Services TBD	Qty.	Contact	Company	Phone
Sanitation / Port-o-lets				
Waste Disposal				
Trash Pickup, Walks, etc.				
Music / Staging				
White Tent, Rental, Labor				
Other				

10. ***ALL VENDORS participating in the event must**

- Complete a "Vendor Application," found at visitlonggrove.com, under "Applications"
- 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 IL. Non For Profit Tax Exempt Status, legal name of the charity, address, contact name and phone number

12. ***RAFFLES** – Request an **Application for License to Conduct Raffle** by contacting the Village Hall at (847) 634.9440. **Once completed, the application is subject to approval by the Village of Long Grove President and Board of Trustees**

13. **LIQUOR** –If liquor is to be offered on a site other than the specific address stated on your **State of Illinois Liquor License, a Temporary Liquor License, must be applied for. Once completed, the application is subject to approval by the Village of Long Grove President and Board of Trustees. A copy of proof of DRAM INSURANCE in the amount of \$2,000,000 must name THE VILLAGE OF LONG GROVE as the certificate holder, with the LGBCP as ADDITIONAL INSURED.**

Applications can be found at: <http://www.illinois.gov/ilcc/Pages/Forms-and-Applications.aspx>

EVENT ORGANIZER FEES:

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

Village Application Processing Fee:	\$ 25
Historic Downtown Administration Fee:	\$ 25
Fire Inspection Fee (if applicable)	\$ 25
	\$ 75
Other: _____	\$ _____
TOTAL FEES	\$ _____

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, merchants and non profits, hosting or 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 approval and 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 *James L. EXEC. DIR*
Signature of Applicant

1/18/2016
Date

LGBCP Board Approval *Marcia Wood*
Events Committee Chair Signature

1/19/2016
Date

Village Board of Trustees Approval _____
Village Representative Signature

_____/_____/_____
Date

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EVENT INFORMATION

Event Title: Long Grove SummerFest Location(s) in B1 District: All areas in B1 District, incl. pkg. lots.

CONTACT INFO: NAME: Sharon Fine E-MAIL: sfine@visitlonggrove.com

CELL: 847.609.0407 OTHER: 847.634.0888 (Visitors' Center)

Description/Type of Event: Vendors: Artisan; Crafts; Merchandise; Food; Beer & Wine, Live Music and DJ's; Mechanical Rides; Kidz Free Zone; Cookie and / or Pie Eating Contests

Estimated Number of Attendees: 18K – 24K

Estimated Number of Vendors: 100

Event Date / Dates & Time:

Day 1 - Date: Friday, June 24, 2016 Hours: 10am to 11pm

Day 2 - Date: Saturday, June 25, 2016 Hours: 10am to 11pm

Day 3 - Date: Sunday, June 26, 2016 Hours: 10am to 7pm

Set Up - Date: Thurs., June 23, 2016 Hours: 6am to 12am

Dismantling - Date: Sunday, Hours: 7pm to 12am

EVENT ORGANIZER: LGBCP / Historic Downtown Long Grove Business Association

Street Address: 308 Old McHenry Rd., Long Grove, IL. 60047

Phone Number: 847.634.0888 **Cell Number:** 847.609.0407

Contact Person: Sharon Fine **E-mail Address:** sfine@visitlonggrove.com

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EVENT INFORMATION

Event Title: **Long Grove Apple Festival** Location(s) in B1 District: All areas in B1 District, incl. pkg. lots.

CONTACT INFO: NAME: Sharon Fine E-MAIL: sfine@visitlonggrove.com

CELL: 847.609.0407 OTHER: 847.634.0888 (Visitors' Center)

Description/Type of Event: Vendors: Artisan; Crafts; Merchandise; Food; Beer & Wine, Live Music and DJ's; Rock Wall and Bungee Jumping; Kidz Free Zone; Cookie and / or Pie Eating Contests

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Estimated Number of Vendors: 100

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Hours: 10am to 11pm

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A. Banners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------	------------------------------	-----------------------------

- B. Temporary Signs Yes No
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