Visitors' Business:
Special Event Application:
Downtown Long Grove Word Tour Event

07/21/10

FOR OFFICE USE ONLY
- ☐ Site Plan
- ☐ Raffle Application
- ☐ Temp. Liquor License App.

SPECIAL EVENT APPLICATION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 90 DAYS PRIOR TO THE EVENT.

Applications should be mailed, faxed or e-mailed to the Long Grove Business and Community Partners (LGBCP) **and** the Village of Long Grove:

John Maguire
LGBCP
146 Old McHenry Road
Long Grove, IL 60047
847-634-0888
Fax: 847-634-3673
jmaguire@longgrove.org

Sherry Shlagman
Village of Long Grove
3110 RFD
Long Grove, IL 60047
847-634-9440
Fax: 847-634-9408
sshlagman@longgrove.net

Submittal Date: July 20, 2010 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): Long Grove World Tour

Description/Type of Event: Business-sponsored activities - music, dance, food demonstrations, featuring our varied international & cultural diversity

Event Date: Sept. 4 Hours: 11 AM to 6 PM
Event Date: 5 Hours: 11 AM to 6 PM
Event Date: 6 Hours: 11 AM to 6 PM

Set Up for Event
Event Date: _____ Hours: _____ to _____
Event Date: _____ Hours: _____ to _____
Event Date: _____ Hours: _____ to _____

Dismantling of Event
Event Date: _____ Hours: _____ to _____
Event Date: _____ Hours: _____ to _____
Event Date: _____ Hours: _____ to _____

Estimated Number of Participants: 2000 attendees Estimated Number of Vendors: 25

John Maguire, Executive Director
Long Grove Business and Community Partners
307 Old McHenry Road, Long Grove, IL 60047
Direct Line: 847-634-0888 Direct Fax: 847-634-3673
jmaguire@longgrove.org

Sponsoring Organization: Long Grove Partners (applicant) Individual business hosting

Street Address: 307 Old McHenry Road

City: Long Grove State: IL Zip Code: 60047

Phone Number: 847-634-9322 Fax Number: 847-634-3673

Contact Person: Peg Ball Phone Number: _____

E-mail Address: _____

Additional Information

Include with this application the following:

1. A site plan of all areas of the B-1 District covered by the event. On the plan, mark the sanitary facilities and auxiliary parking lots (if applicable). Attached
2. Written permission from property owners Event limited to onsite tenants
3. Certificate of insurance naming **both** Long Grove Business and Community Partners and Village of Long Grove as additionally insured.
4. Indicate the requested areas of the roadway and parking that will need to be closed and barricaded for this event if it applies.
5. Provide the number of security and police officers required and the times for each (Cost for security: $70/hour per deputy. Payment must be submitted with application):

   A. Security officers _____ Hours _____ to _____
   B. Traffic officers _____ Hours _____ to _____
   C. Parking Assistants _____ Hours _____ to _____

6. Indicate whether there will be any of the following:

   A. Banners ☒ Yes ☐ No
   B. Temporary Signs ☒ Yes ☐ No
   C. Other (specify) Flags of participating countries onsite

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

7. Indicate promotional materials and advertising to be used (check all that apply):

   ☒ Newspapers ☐ Cable T.V. ☒ Internet
   ☒ Newsletters ☐ Commercial T.V. ☐ Radio
   ☐ Direct Mailings ☐ Trade Magazines ☐ Other (specify)

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8. Please provide specifics as to the use of any mechanical or electronic rides, demonstrations, displays, music, etc.

9. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms		Waste Mgmt		
Waste Disposal/Garbage		Waste Mgmt		
Tents		On their own		
Music		Various providers		
Other				

10. Provide a list of all vendors and their Illinois sales tax identification number. Provide each vendor with notice or form indicating they are filing all sales occurring in the Village of Long Grove. **Food vendors should contact the Lake County Department of Health (847-360-6700) to apply for a permit.**

11. If there is a charity involved or benefiting from this event, please provide the name of the charity, contact name and a phone number.

12. Raffle – Submit "Application for License to Conduct Raffle." Raffle must be approved by the Village Board prior to the event.*

13. Liquor – Submit "Temporary Liquor License" Application. **Please note that a State of Illinois Liquor License is also required. Applications may be downloaded at** www.illinois.gov/license.cfm.*

All the above information is submitted as part of an application to the Long Grove Business and Community Partners to obtain their recommendation to the Village Board to 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.

_____
Signature of Applicant

_____
Date

* For additional copies of the Event Application or to obtain an Application for License to Conduct Raffle, or Temporary Liquor License Application please visit the Village of Long Grove website at www.longgrove.net. Applications can be found under the heading "Administration."

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