

**Visitors' Business:**  
**Special Event & Temporary Signage Application**  
**Beans & Leaves Outdoor Live Music**



NEW MIDWEST CAPITAL, LLC

RECEIVED

APR 16 2014

VILLAGE OF LONG GROVE

March 10, 2014

FAO Sherry  
847 634 9408

Beans & Leaves  
Special Event  
License

To Whom This Matter Concerns,

This letter is to approve Ms. Karen Kahn's use of the property located at 318-320 Old McHenry Road in Long Grove, IL to provide outdoor music for the public. If there are any further questions, please do not hesitate to contact me.

Thank you in advance for your cooperation,

Mr. Ken Siwieck

847-420-1785



# SPECIAL EVENT APPLICATION

- FOR OFFICE USE ONLY**
- Site Plan
  - Raffle Application
  - Temp. Liquor License App.
  - Event Application
  - Property Owner Permission
  - Insurance Certificate

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:

Information Center  
 308 Old McHenry Road  
 Long Grove, IL 60047  
  
 847-634-0888  
 Fax: 847-634-3673  
 infocenter@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: 4/16/14 Date Received by LGBCP: \_\_\_\_\_

**EVENT INFORMATION**

Event Name & Location(s): LIVE MUSIC  
 Description/Type of Event: LIVE MUSIC FOR PATRONS

Event Date: ~~Mon - Sat~~ Sat - Sun Hours: 10 to 10

Set Up for Event  
 Date: MAY 1 - Oct 31  
 Hours: 9 to 9

Dismantling of Event  
 Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_ to \_\_\_\_\_

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

Sponsoring Organization: BEANS & LEAVES COFFEE & TEA CAFE  
 Street Address: 320 OLD MCHENRY RD  
 City: LONG GROVE State: IL Zip Code: 60047  
 Phone Number: 847-821-0011 Fax Number: \_\_\_\_\_  
 Contact Person: KAREN Phone Number: \_\_\_\_\_  
 E-mail Address: Beansandleaves@hotmail.com

9. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms	Karen	Beans & Leaves	320 Old	847.
Waste Disposal/Garbage	Karen	Beans & Leaves	McHenry Rd	821-0011
Tents			Long Grove	↓
Music	Karen	Beans & Leaves	IL	
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. Sales tax rate for the Village of Long Grove is 8%. **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. N/A
12. Raffle – Submit "Application for License to Conduct Raffle." Raffle must be approved by the Village Board prior to the event.\* N/A
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](http://www.illinois.gov/license.cfm).**\* N/A

\* 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](http://www.longgrove.net). Applications can be found under the heading "Administration."