

Visitors' Business:
Special Event Application:
Downtown Carriage Rides

FOR EVENTS/TEMPORARY SIGNS LOCATED IN THE HISTORIC BUSINESS DISTRICT



RECEIVED
NOV 17 2011
VILLAGE OF LONG GROVE

SPECIAL EVENTS/TEMPORARY SIGNAGE APPLICATION
B-1 HISTORIC BUSINESS DISTRICT

DATE: 11/13/11 Date Received by ~~SDE~~: _____

APPLICANT (Organization): LGBCP

Name of Organization Contact: Rachel Perkal (630 9925607)

Address of applicant: _____

Day Phone #: 847 634 0888 Fax #: 634 3673 Night Phone #: _____
LGBCP office

Date(s) and hours of event: Nov 27 Dec 4, 11, 18 1-4 PM

Describe fully the type of event, anticipated number of vendors, volunteers, etc:

Carriage rides in downtown
Long Grove using in front of
The Tavern as start & stop
Chicago Carriage will supply the carriage &
driver (312 988 9090)

1. How many visitors or customers do you anticipate? 40-50 riders per day

2. Attach a map or site plan of the all areas of the B-1 District covered by the event.

FOR EVENTS/TEMPORARY SIGNS LOCATED IN THE HISTORIC BUSINESS DISTRICT

3. Attach written permission by all property owners covered by site plan. *NA*
4. Locate the sanitary facilities on the site plan if they are to be provided. *NA*
5. Provide a contact person and list of people responsible for clean up after the event. *NA*
6. Provide proof of insurance naming 1) the Long Grove Community Development Corporation and 2) the Village of Long Grove as additionally insured.
7. Indicate the requested areas of the roadway and parking that will need to be closed and barricaded for this event if it applies. *NA*
8. Provide the security and police services required and the times for each:
 - A. Security-number of officers, _____, times, _____.
 - B. Traffic-number of officers, _____, times, _____.
 - C. Parking Assistants-number, _____, times, _____.*NA*
9. Locate on a site plan the auxiliary parking lots and written permission by owners of those facilities. *NA*
10. Indicate whether there will be any of the following:
 - A. Banners? Yes No
 - B. Temporary Signs? Yes No
 - C. Other (specify) _____
11. If you answered yes to any part of #10, provide a design, location, time to be posted and written permission of the owner(s) where these items will be posted.
12. Indicate promotional materials and advertising to be used by circling each of the following:
 - A. Newspapers
 - B. Newsletters
 - C. Direct mailings
 - D. Cable T.V.
 - E. Commercial T.V.
 - F. Trade magazines
 - G. Internet
 - H. Radio
 - I. Other (specify)

FOR EVENTS/TEMPORARY SIGNS LOCATED IN THE HISTORIC BUSINESS DISTRICT

13. Please provide specifics as to the use of any mechanical or electronic rides, demonstrations, displays, music, etc. *NA*
14. Provide a list of firms, addresses, and phone numbers which will be used for the following services during the event:
- A. Sanitation, portable restrooms *NA*
 - B. Waste disposal, garbage
 - C. Tents, etc.
 - D. Insurance
 - E. Music
 - F. Other (specify)
15. Indicate whether you will need electrical services. If you do, provide written permission from the property owner providing the service. *NA*
16. 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. *NA*
17. If there is a charity involved or benefiting from this event, please provide the name of the charity, contact name and a phone number. *NA*

All the above information is submitted as part of an application to the Long Grove Community Development Corporation 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.

Organization President or CEO

Date: 11/14/11

word/LG-CDC/SPECIAL EVENTS APPLICATION