

Visitors' Business:

Special Events & Signage:

Harley Days - July 10

PNC Bank Grand Opening - July 26

Rotary-Heritage Run/Walk - Sept 6

Labor Days USA & 5K Run - Aug 30 - Sept 1

European Autoschau - Oct 4

Long Grove Lions Vintage Days - Oct 10 -11



RECEIVED

JUN 19 2014

SPECIAL EVENT APPLICATION

FOR OFFICE USE ONLY

- Site Plan
Raffle Application
Temp. Liquor License App.
Event Application
Property Owner Permission
Insurance Certificate

VILLAGE OF LONG GROVE

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: 6/15/2014 Date Received by LGBCP: 6/10/14

EVENT INFORMATION

Event Name & Location(s): HARLEY DAY, BUSINESS District
Description/Type of Event: Motorcycle show

Event Date: July 19 2014 Hours: 10:00 am to 6:00 pm

Set Up for Event

Date: 7/19/14
Hours: 8:00 am to 10:00 am

Dismantling of Event

Date: 7/19/14
Hours: 6:00 pm to 8:00 pm

Estimated Number of Attendees: 400 invited Estimated Number of Vendors: 2

Sponsoring Organization: HARLEY DAVIDSON
Street Address: 2015 N RAND RD
City: PALATKA State: IL Zip Code: 60067
Phone Number: (847) 496-7652 Fax Number:
Contact Person: Lauren Duray Phone Number:
E-mail Address: L. Duray @ Windycityhd.com

Attention - Maria Ward - special events chair (847) 634-2399

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).
2. Written permission from property owners
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 needed and the times for each (if required per approval) (Cost for security: \$70/hour per deputy. Payment must be submitted with application):

A. Security officers	<u>2-3</u>	Hours	<u>10</u>	to	<u>6</u>
B. Traffic officers	<u>0</u>	Hours	_____	to	_____
C. Parking Assistants	<u>0</u>	Hours	_____	to	_____

6. Indicate whether there will be any of the following:
(before ordering banners or temporary signs, check with the Village Planner – 847-634-9440)

A. Banners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Temporary Signs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
C. Other (specify)	_____	

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):

<input checked="" type="checkbox"/> Newspapers	<input type="checkbox"/> Cable T.V.	<input checked="" type="checkbox"/> Internet
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Commercial T.V.	<input checked="" type="checkbox"/> Radio
<input type="checkbox"/> Direct Mailings	<input type="checkbox"/> Trade Magazines	<input type="checkbox"/> Other (specify)

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 Disposal/Garbage				
Tents				
Music				
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. *NONE.*
12. Raffle – Submit “Application for License to Conduct Raffle.” Raffle must be approved by the Village Board prior to the event.* *NONE.*
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.***

* 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.”

All the information submitted is 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.

Please read this form carefully and be aware that in signing up and participating in this event you will be waiving and releasing all claims arising out of this program. In consideration of the Village sponsoring and providing the above event and accepting me as a participant in the above event, I agree as follows:

ACKNOWLEDGEMENT/ASSUMPTION OF RISK OF INJURY

I have fully informed myself of all the details of the LGBCP event(s) and the risks inherent in the event. I recognize and acknowledge that they may involve risks of bodily injury and death. I agree to and assume the full risk of any injuries, including death, and of all costs, damages, and losses that I may sustain 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.

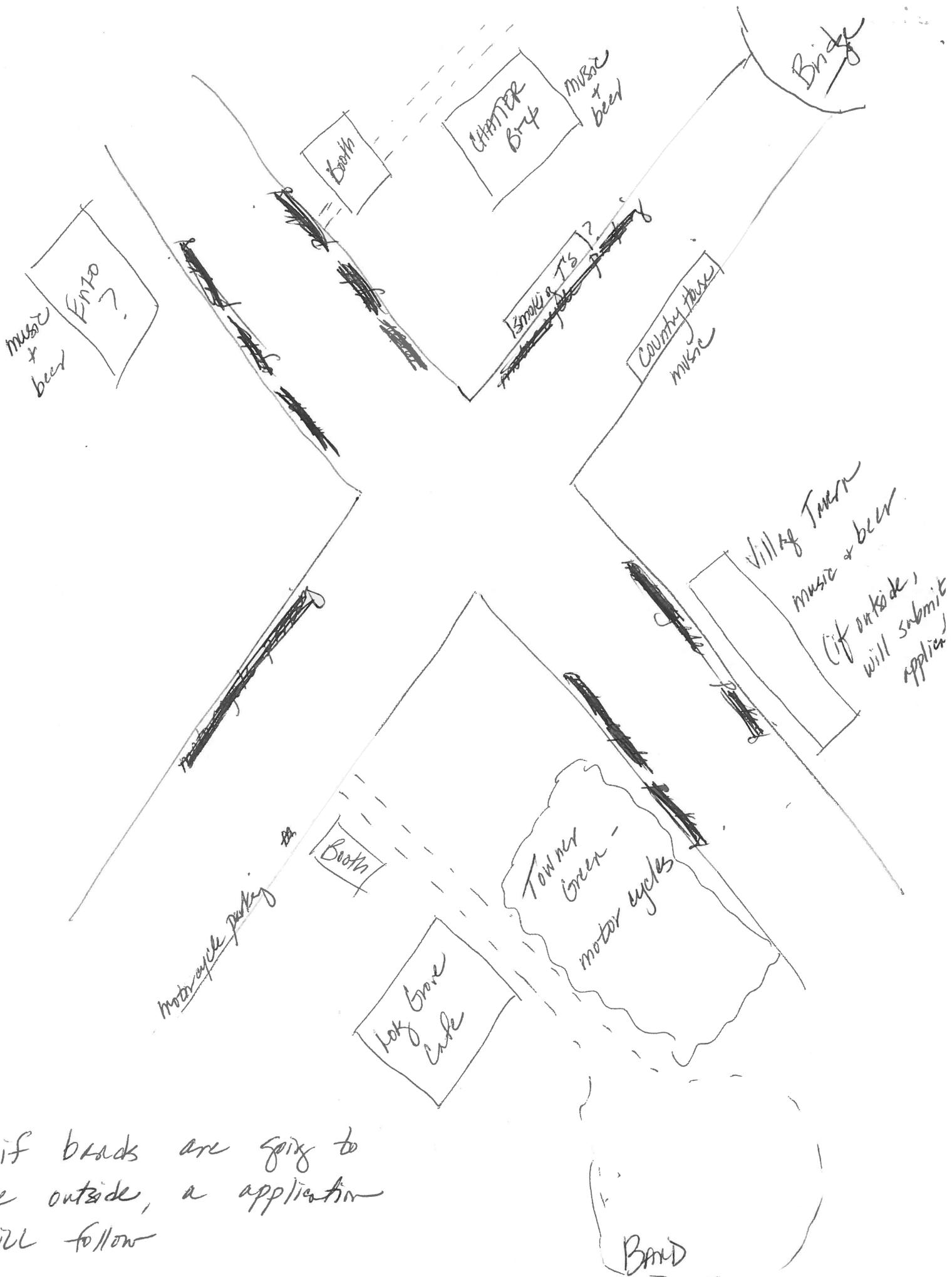
INDEMNITY AND DEFENSE

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.

Signature of Applicant

Date

6-17-2014



* if bands are going to be outside, a application will follow



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

Submittal Date: May/17/14 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): Long Grove PNC Grand Opening / 4184 Illinois Route 8 / Long Grove, IL 60047
 Description/Type of Event: _____

Family Fun day / Grand Opening
 Event Date: July/26/2014 Hours: 11am to 2pm

Set Up for Event
 Date: July/26/14
 Hours: 7am to 11am

Dismantling of Event
 Date: July/26/14
 Hours: 2pm to 3:30pm

Estimated Number of Attendees: 300-500 Estimated Number of Vendors: 15

Sponsoring Organization: Magnetic Collaborative (Agency)
 Street Address: 49 West 27th Street
 City: New York State: NY Zip Code: 10003
 Phone Number: 248-238-0832 Fax Number: _____
 Contact Person: Min Liu Phone Number: _____
 E-mail Address: min@weremagnetic.com 212.242.9000
X117

9. Services provided at event: (see list attached)

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms				
Waste Disposal/Garbage				
Tents				
Music				
Other				

10. Provide a list of all vendors and their Illinois sales tax identification number. (in progress)
 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.

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.*

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.

* 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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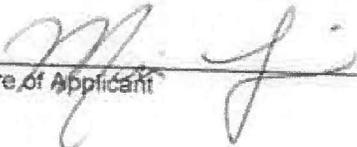
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Signature of Applicant



June 17/14

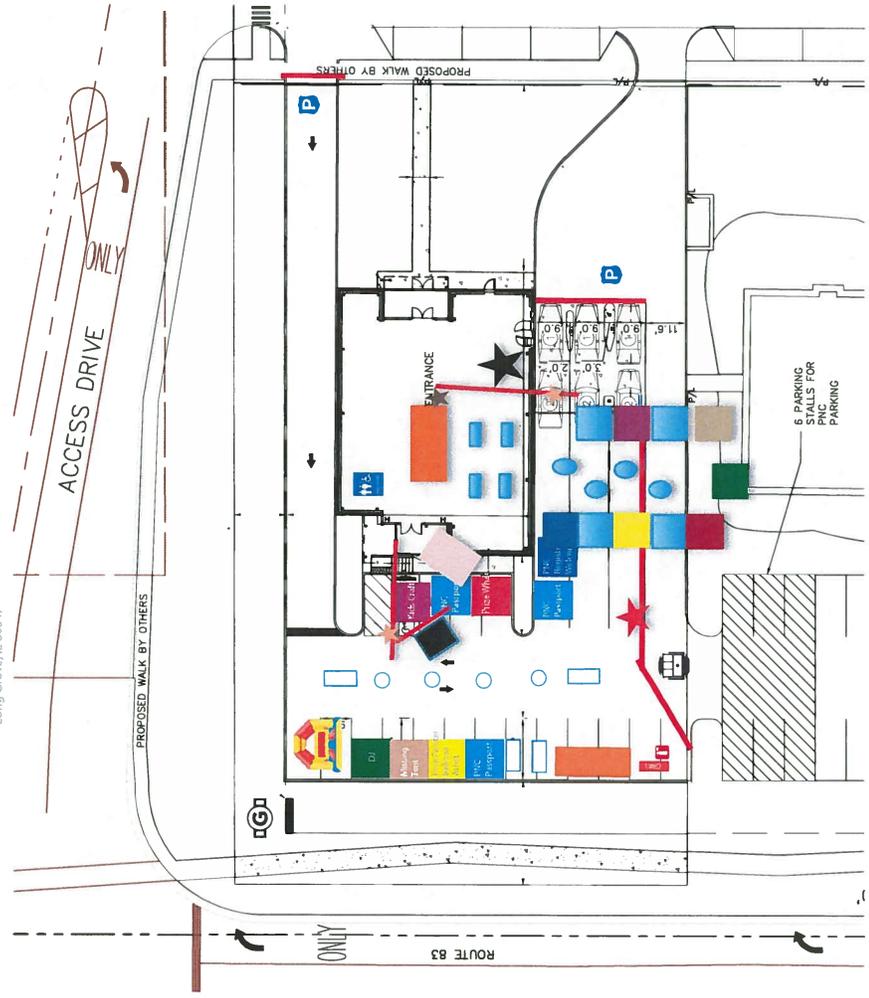
Date

Long Grove Vendors – Family Fun Day

Description	Company
Temp Staff Volunteers	Eye-5
Dumpster	(In Progress)
Recycling Bin	(In Progress)
Carnival Games	The Fun Ones
Carnival Prizes	Oriental Trading Post
Trolley Service (if needed)	(In Progress)
Caricaturist	Artistic Face Painting
Face Painter	Artistic Face Painting
Strolling Magician	Artistic Face Painting
DJ	Strictly Fun DJ's
Event Rentals	Big Top Tents
Misting Tent	(In Progress)
Moon Bounce	The Fun Ones
Off Duty Police	Off Duty Police Agency
Food & Beverage	Portillo's Hot Dogs
Photo Booth	(In Progress)
Kid's Crafts	My Studio Pottery
Ice Cream Truck (potentially)	Good Humor Ice Cream

PNC Long Grove
4184 Illinois Route 83
Long Grove, IL 60047

MAGNETIC



Long Grove Site Plan

Grand Opening Event
July 26th, 2014 from 11am-2pm

- PNC Registration
- PNC Passport
- Face Painter / Balloon Artist
- Kids Craft
- Misty Tent
- Prize Wheel
- Food Tent
- DJ
- Bounce House
- Generator
- Male/Female Restrooms
- Off Duty Police Locations
- Fire Extinguisher Locations
- Barricades
- High Boys
- ▭ 6' Tables
- Trolley



The Rotary Club of Long Grove, Kildeer, and Hawthorn Woods,
Post Office Box 111
Long Grove, Illinois 60047

RECEIVED

MAY 23 2014

VILLAGE OF LONG GROVE

Sheryl Shlagman
Village of Long Grove
3100 RFD
Long Grove, IL 60047

May 20, 2014

Dear Ms. Schlagman,

Enclosed is the Special Event Application for the annual Heritage 5K Run and 3K Walk sponsored by The Rotary Club of Long Grove, Kildeer and Hawthorn Woods. As in past years, the event will be held on streets of Long Grove and Lake County with the staging area again being in the parking lot of the Kildeer Countryside School. Kildeer Countryside School District 96 has received a copy of our application.

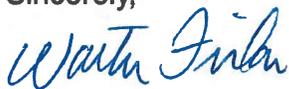
You will note the Certificate of Liability Insurance indicates the current insurance expires on July 1, 2014. I am assured the new form will be available by the end of June. In order to meet the 90 day application minimum, the current form is included. The new form will be sent as soon as it is available. A copy of the application is also being sent to the Long Grove Business and Community Partners.

My understanding is that the Village of Long Grove will make arrangements for closure of Cuba Road and enlist the Lake County Sheriff as needed with our club paying the cost. In addition, I also understand the Waste Management company has an agreement with the Village of Long Grove on providing waste and sanitation services.

Please call me at 847/991-6637 or e-mail me at walterfriker@comcast.net for additional information I may provide and questions I may answer.

Thank you very much for your assistance.

Sincerely,



Walter Friker
Heritage Race Committee

The Charitable Fund of The Rotary Club of Long Grove, Kildeer and Hawthorn Woods is a registered 501(c)(3) organization



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- Event Application
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Sherry Shlagman
Village of Long Grove
3110 RFD
Long Grove, IL 60047

847-634-9440
Fax: 847-634-9408
sshlagman@longgrove.net

Submittal Date: MAY 20, 2014 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): LONG GROVE HERITAGE 5K RUN/3K WALK DOWNTOWN LONG GROVE

Description/Type of Event: 5K RUN + 3K WALK

Event Date: SEPTEMBER 6, 2014 Hours: 7:00 AM to 11:00 AM

Set Up for Event

Date: SEPT. 5, 2014 - 4:30 PM - 10:00 PM
SEPT 6, 2014 -
Hours: 5:00 AM to 7:00 AM

Dismantling of Event

Date: SEPT. 6, 2014
Hours: 11:00 AM to 1:00 PM

Estimated Number of Attendees: 1000 Estimated Number of Vendors: 5

Sponsoring Organization: ROTARY CLUB OF LONG GROVE, KILDEER, HAWTHORN WOODS

Street Address: C/O WALTER FRIKER, 541 S. ELM STREET

City: PALATINE State: IL Zip Code: 60067

Phone Number: 847/991-6647 Fax Number: _____

Contact Person: WALTER FRIKER Phone Number: 847/991-6647

E-mail Address: walterfriker@comcast.net 847/274-5428

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).
2. Written permission from property owners
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 needed and the times for each (if required per approval) (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:
(before ordering banners or temporary signs, check with the Village Planner – 847-634-9440)

A. Banners	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
B. Temporary Signs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
C. Other (specify)	<u>TEENTS AT KILDEER COUNTRYSIDE SCHOOL</u>	

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):

<input type="checkbox"/> Newspapers	<input type="checkbox"/> Cable T.V.	<input type="checkbox"/> Internet
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Commercial T.V.	<input type="checkbox"/> Radio
<input type="checkbox"/> Direct Mailings	<input type="checkbox"/> Trade Magazines	<input type="checkbox"/> Other (specify)

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	MICHAEL BRINK	WASTE MANAGEMENT		
Waste Disposal/Garbage	" "	" "		
Tents				
Music	PROVIDED BY ROTARY CLUB			
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.**
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Signature of Applicant

5/20/14
Date

Long Grove Heritage 5K Run, 3K Walk Course Layout



Nottingham

5K Run (2.5K out, 2.5K back)

3K Walk (1.5K out, 1.5K back)

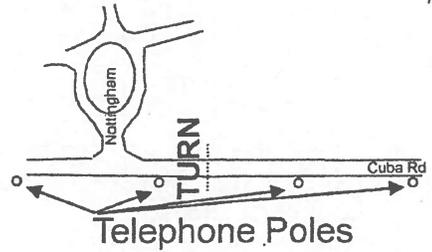
Cuba

Old McHenry

Kildeer Countryside
School
Parking Lot

Crestview

• Runner Turn



• Walker Start



Walker starting
line
is at the
northwest
entrance
to the Kildeer
Countryside
Parking lot

• Walker Turn

Walker turn is in
the Crestview
Drive cul-de-sac

• Runner Start



START

144/149
Old McHenry Rd

Towner
Green

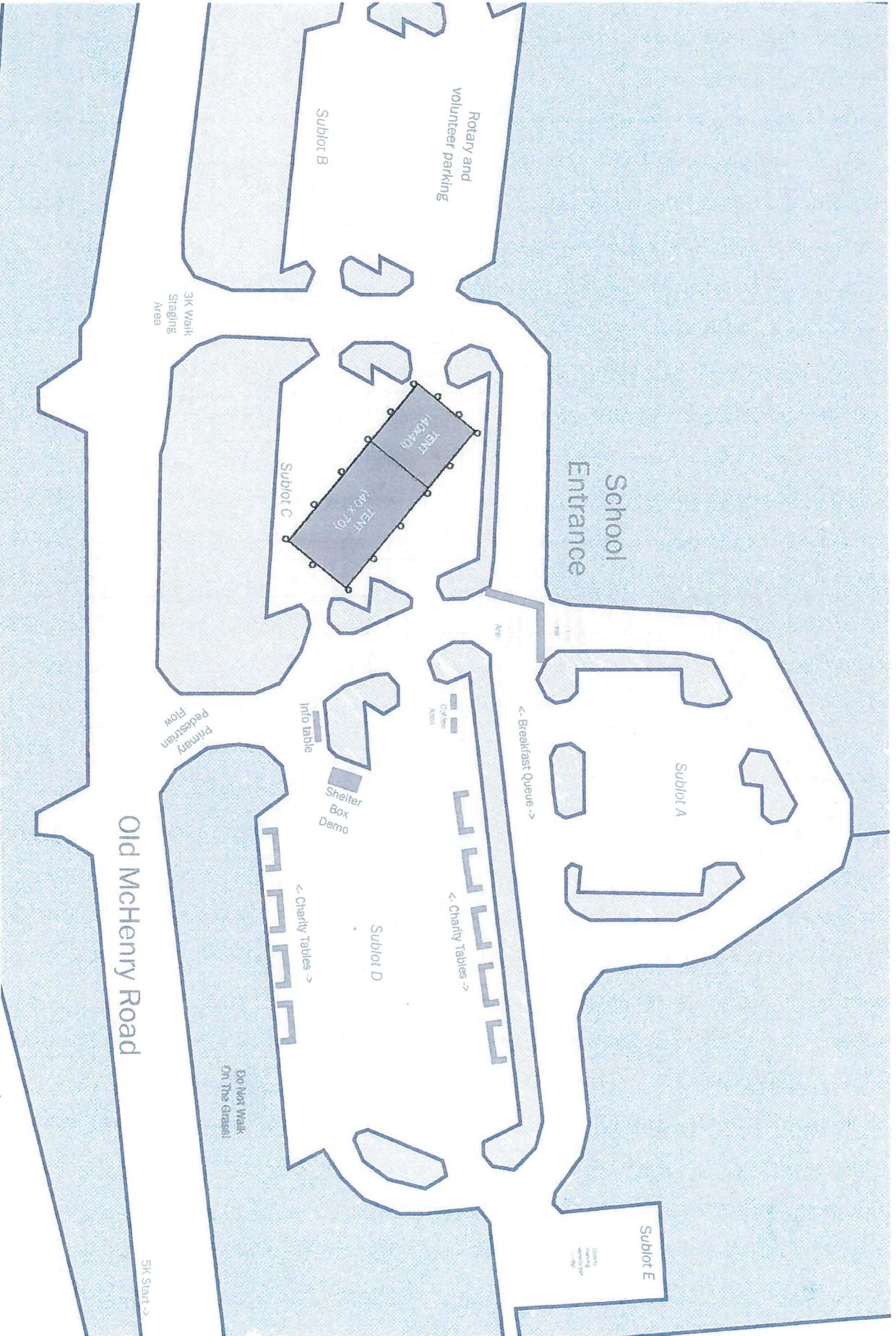
Old McHenry Rd

Buffalo
Creek
Park

Weichart
Realty

Village
Tavern





HERITAGE RACE

Parking / Directional Sign Locations

Intersection

<i>Route 53 & R P Coffin Road</i>	1 Left arrow – south side of road west of intersection
<i>Route 53 & Old McHenry Road</i>	1 Left arrow – south side of road west of intersection 1 Right arrow – north side of road east of intersection
<i>Route 53 & 83</i>	1 Left arrow – north bound lane east of intersection
<i>Route 83 & R P Coffin Road</i>	1 Left arrow – north bound lane south of intersection 1 Right arrow – south bound lane north of intersection
<i>R P Coffin Road & parking lot</i>	1 Left arrow – north side of road east of lot entrance 1 Right arrow – south side of road west of lot entrance
<i>Driveway to Old McHenry from parking lot</i>	1 Registration
<i>Sidewalk from lot to R P Coffin</i>	1 Registration
<i>Old McHenry Road & Parking Lot</i>	1 Right arrow – east side of street south of lot entrance 1 Left arrow – west side of street north of lot entrance
<i>Old McHenry & Parking Lot</i> (Behind Season's)	Double-sided sign pointing into lot

Parking Lot

(Next to Seasons Patio)

- 1 Registration sign pointing east towards Old McHenry

Old McHenry Rd Across from Season's

- 1 Registration - left arrow

R P Coffin & Parking Lot

(west entrance)

- Double-sided sign pointing into lot

R P Coffin & Old McHenry

- 1 Left arrow - Registration southwest corner
- 1 Right arrow - Registration northeast corner

Old McHenry & Cuba Roads

- 1 Right arrow - on east side of street at intersection

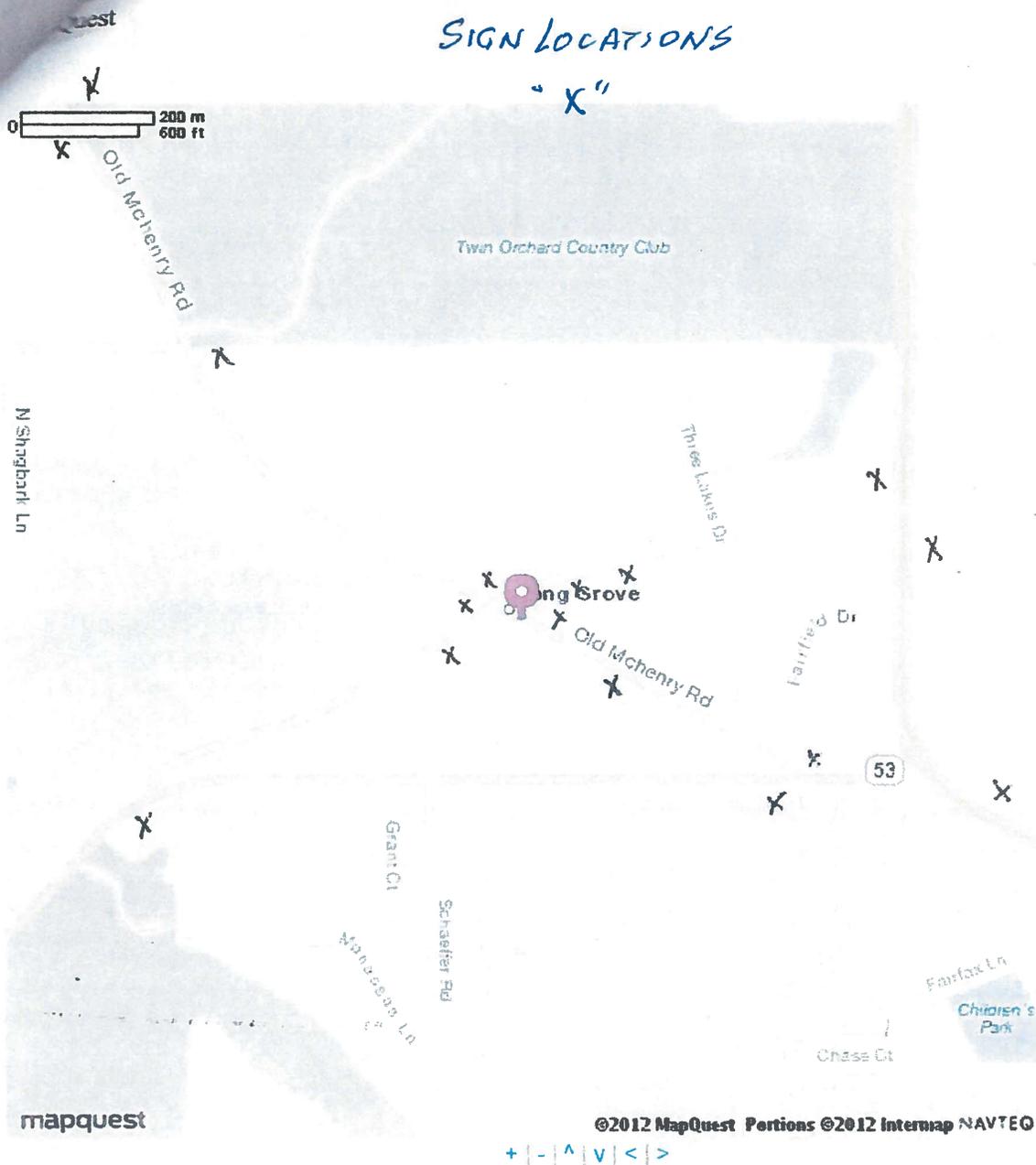
Old McHenry & Route 22

- 1 Right arrow - south side of road west of intersection
- 1 Left arrow - north side of road east of intersection

Other signs to be set-up at race start location, etc.

SIGN LOCATIONS

"X"



mapquest

©2012 MapQuest Portions ©2012 Internap NAVTEO



Long Grove, IL



 [Find Grocery Stores Nearby](#)

[Get Directions To Here](#)

[Get Directions From Here](#)

[Find Business Nearby](#)

[View Traffic](#)

[0. Home](#)

[AOL Mobile](#) [Legal Terms and Privacy](#)



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Village of Long Grove
3110 RFD

Long Grove, IL 60047
847-634-9440
Fax: 847-634-9408
sshlagman@longgrove.net

Submittal Date: October 22, 2013 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): European Autoschau Archer Parking Lot
Description/Type of Event: Generations European Car Show!

Event Date: October 4, 2014 Hours: 10:00am to 2:00pm

Set Up for Event

Date: Oct 4, 2014
Hours: 8:30am to 9:30am

Dismantling of Event

Date: Oct 4, 2014
Hours: 2pm to 3pm

Estimated Number of Attendees: ~300-500

Estimated Number of Vendors: ~10-20

Sponsoring Organization: N/A

Street Address: 417 North Pine Street

City: Mount Prospect State: IL Zip Code: 60056

Phone Number: 224-223-3696 Fax Number: _____

Contact Person: Sarah Shola Phone Number: _____

E-mail Address: Sshola88@gmail.com

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).
2. Written permission from property owners
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. *Archer parking lot will be unavailability due to using for Car Show*
5. Provide the number of security and police officers needed and the times for each (if required per approval) (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 *We will park cars ourselves* _____ Hours _____ to _____

6. Indicate whether there will be any of the following:
(before ordering banners or temporary signs, check with the Village Planner – 847-634-9440)

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

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)

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 Disposal/Garbage				
Tents				
Music	Jay Cabrera		Chicago, 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. *Yes, not yet decided.*

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.***

↳ we would like to work with Village Tavern. For Village Tavern to provide liquor during their Oktoberfest.

* 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.”

All the information submitted is 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.

Please read this form carefully and be aware that in signing up and participating in this event you will be waiving and releasing all claims arising out of this program. In consideration of the Village sponsoring and providing the above event and accepting me as a participant in the above event, I agree as follows:

ACKNOWLEDGEMENT/ASSUMPTION OF RISK OF INJURY

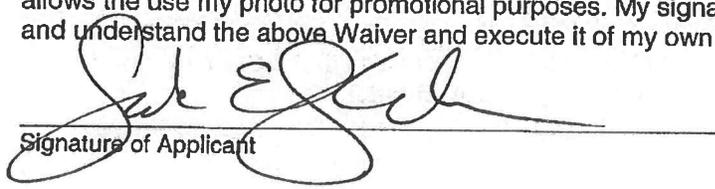
I have fully informed myself of all the details of the LGBCP event(s) and the risks inherent in the event. I recognize and acknowledge that they may involve risks of bodily injury and death. I agree to and assume the full risk of any injuries, including death, and of all costs, damages, and losses that I may sustain 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.


Signature of Applicant

October 27, 2013
Date



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
 307 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: 6-17-14 Date Received by LGBCP: 6-17-14

EVENT INFORMATION

Event Name & Location(s): Vintage Days - in Historic Downtown - Private Property

Description/Type of Event: Antique & Memorabilia Dealers will rent spaces from The Long Grove Lions Club with the Land Lords permission

Event Date: Oct 11 & 12 Hours: Sat 10am to 7pm
Sun 11am to 5pm

Set Up for Event

Date: Oct 10th
Hours: 12 to 5pm

Dismantling of Event

Date: Oct 12
Hours: 5pm to 7pm

Estimated Number of Attendees: 1500

Estimated Number of Vendors: 18-20

Sponsoring Organization: Long Grove Lions Club

Street Address: 430 RP Co Hill RD

City: Long Grove State: IL Zip Code: 60047

Phone Number: 847 634 2292 Fax Number: 847 634 3373

Contact Person: Lion John Kopecky Phone Number: 847 912 9785

E-mail Address: John @ Country House of Long Grove, Com

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).
2. Written permission from property owners
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 needed and the times for each (if required per approval) (Cost for security: \$70/hour per deputy. Payment must be submitted with application):

A. Security officers	<u>NO</u>	Hours _____ to _____
B. Traffic officers	<u>NO</u>	Hours _____ to _____
C. Parking Assistants	<u>NO</u>	Hours _____ to _____

6. Indicate whether there will be any of the following:
(before ordering banners or temporary signs, check with the Village Planner – 847-634-9440)

A. Banners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Temporary Signs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
C. Other (specify)	<u>Designate Different AREAS</u>	

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):

<input checked="" type="checkbox"/> Newspapers	<input type="checkbox"/> Cable T.V.	<input checked="" type="checkbox"/> Internet
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Commercial T.V.	<input type="checkbox"/> Radio
<input type="checkbox"/> Direct Mailings	<input checked="" type="checkbox"/> Trade Magazines	<input type="checkbox"/> Other (specify)

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

There will be a stage attached to Country House
430 R.P. Coffin RD Live music and DJ.

9. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms	NO			
Waste Disposal/Garbage	NO			
Tents	Dealer Bring Their own Tents			
Music				
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. *Long Grove Lions 847 912 9785*
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.**
will sell Lemonade pop and water

* 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.”

All the information submitted is 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.

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Signature of Applicant



Date

6-17-14



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/17/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Illinois, Inc. 425 N. Martingale Road, Suite 1100 Schaumburg, IL 60173	CONTACT NAME: John Adams	PHONE (A/C, No., Ext.): 1-800-316-6705	FAX (A/C, No.): 1-888-467-2378
	E-MAIL ADDRESS: lionsclubs@willis.com		
INSURED Dist 1-f Long Grove Illinois	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A	ACE American Insurance Company	22667
	INSURER B		
	INSURER C		
	INSURER D		
	INSURER E		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> EN <input type="checkbox"/> CLA			HDOG27022923	09/01/2013	09/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP / Adv one person \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH08721415	09/01/2013	09/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DEC RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFF MEMBER E&L LTD (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU TORY LIMITS OTH ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Vintage Days Oct 11th& 12th

The Village of Long Grove 3110 Old McHenry IL, John S Kopecky 430 RP Coffin Rd Long Grove IL 60047, Susan Coveny 410 RP Coffin rd Long Grove IL 60047, Long Grove Village Tavern 135, Old McHenry rd Long Grove IL 60047, Terry upto 404&404 RP Coffin rd Long Green inc. is included as an Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER

CANCELLATION

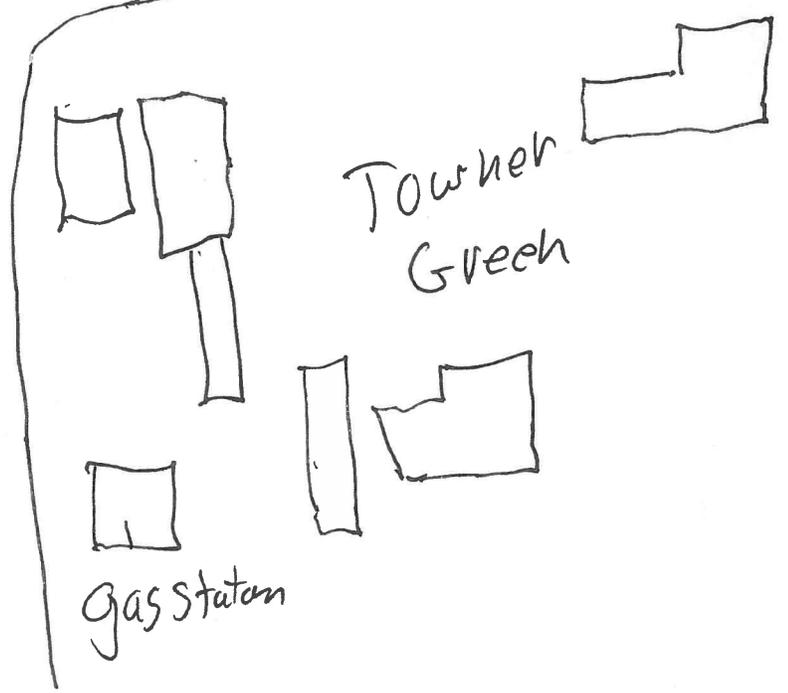
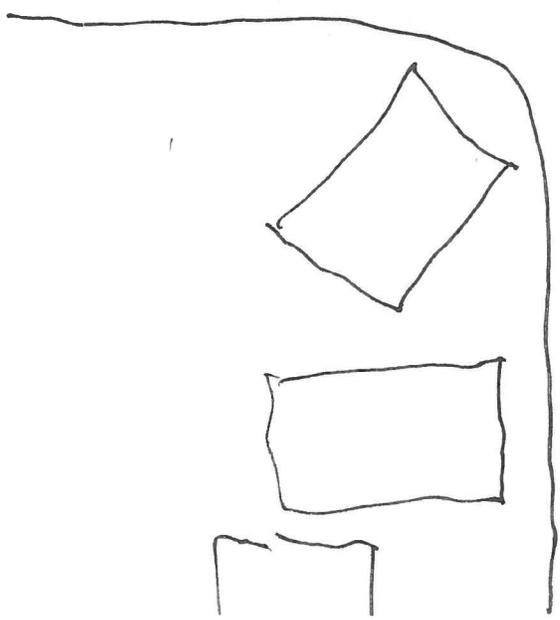
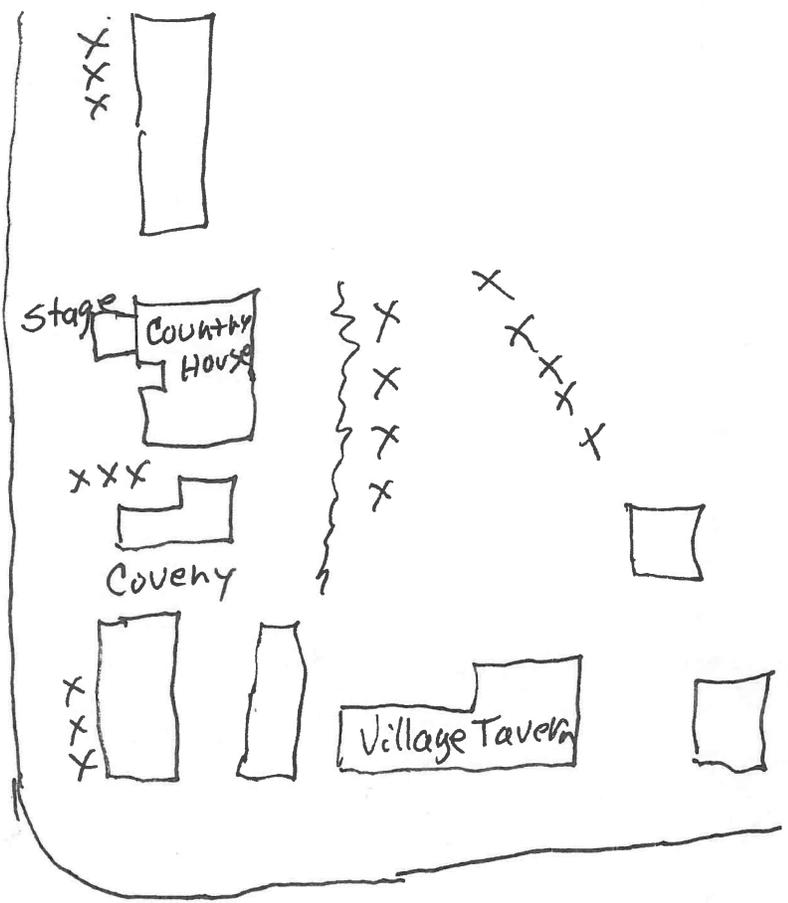
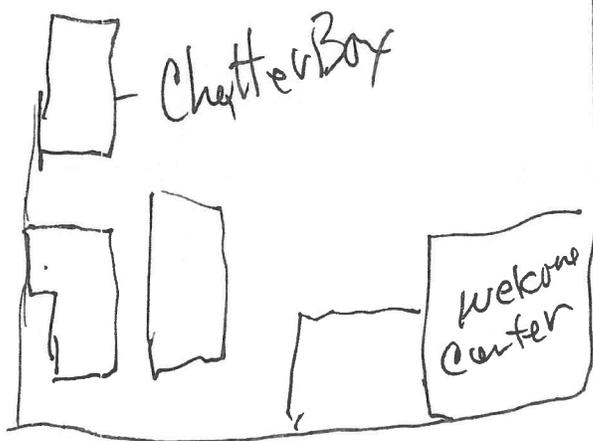
LGB&CP
307 Old McHenry rd
Long Grove Illinois 60047

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Not to scale
X = tents



Event Application from The Long Grove Lions
Vintage Days Oct 11th & 12th

This event will bring Antiques and Memorabilia to the village while supporting lake Co. charities.

The Lions will be selling Booth spaces to the Dealers for the two days in return we will pay the Village vendor fee and get their tax ID # The three landlords that have given permission, Sue Coveny, Chip and Maryann Ulrich, John S.Kopecky & Terry Upton. Sharon from LGB&CP thought it would be a good Idea to use the Towner Green. (the latter would need permission).

Part of this event would also include a Baggo tournament that would be held on towner or at the Chatter box side lot, there would be a charge for entry per team.

The lions Den would only have the stage on the building front of 430 RP Coffin The music would be live and DJ a small Lemonade stand selling pop & water.

There will be old tractors thru-out town. This will not interfere with the 5k or any Oktoberfest activities but should augment these events.