

**Special Event Application:**  
**Caribou Coffee - Coming Soon & Grand Opening**



# 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: September 18, 2012 Date Received by LGBCP: \_\_\_\_\_

**EVENT INFORMATION**

Event Name & Location(s): Temporary Signs

Description/Type of Event: "Coming Soon" sign (posted now - 11/16) 'Now Open' sign (posted 11/16-5/16/12) 'Lawn Stakes' (posted 11/16/12-11/16/13) 'A Frame Sign' (Posted 11/16/12 - 11/16/13)

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Set Up for Event

Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_ to \_\_\_\_\_

Dismantling of Event

Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_ to \_\_\_\_\_

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

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

Sponsoring Organization: Caribou Coffee

Street Address: 4196 Illinois Route 83, Suite A

City: Long Grove State: IL Zip Code: 60047

Phone Number: (763) 592-2482 Fax Number: (763) 592-2440

Contact Person: Emily Heuring Phone Number: (763) 592-2482

E-mail Address: ehearing@cariboucoffee.com

Long Grove Business and Community Partners  
 307 Old McHenry Road, Long Grove, IL 60047  
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9. Services provided at event: N/A

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. N/A  
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.”

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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

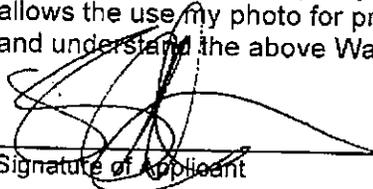
I have fully informed myself of all the details of the LGBCP event(s) and the risks inherent in the event. I recognize and acknowledge that they may involve risks of bodily injury and death. I agree to and assume the full risk of any injuries, including death, and of all costs, damages, and losses that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

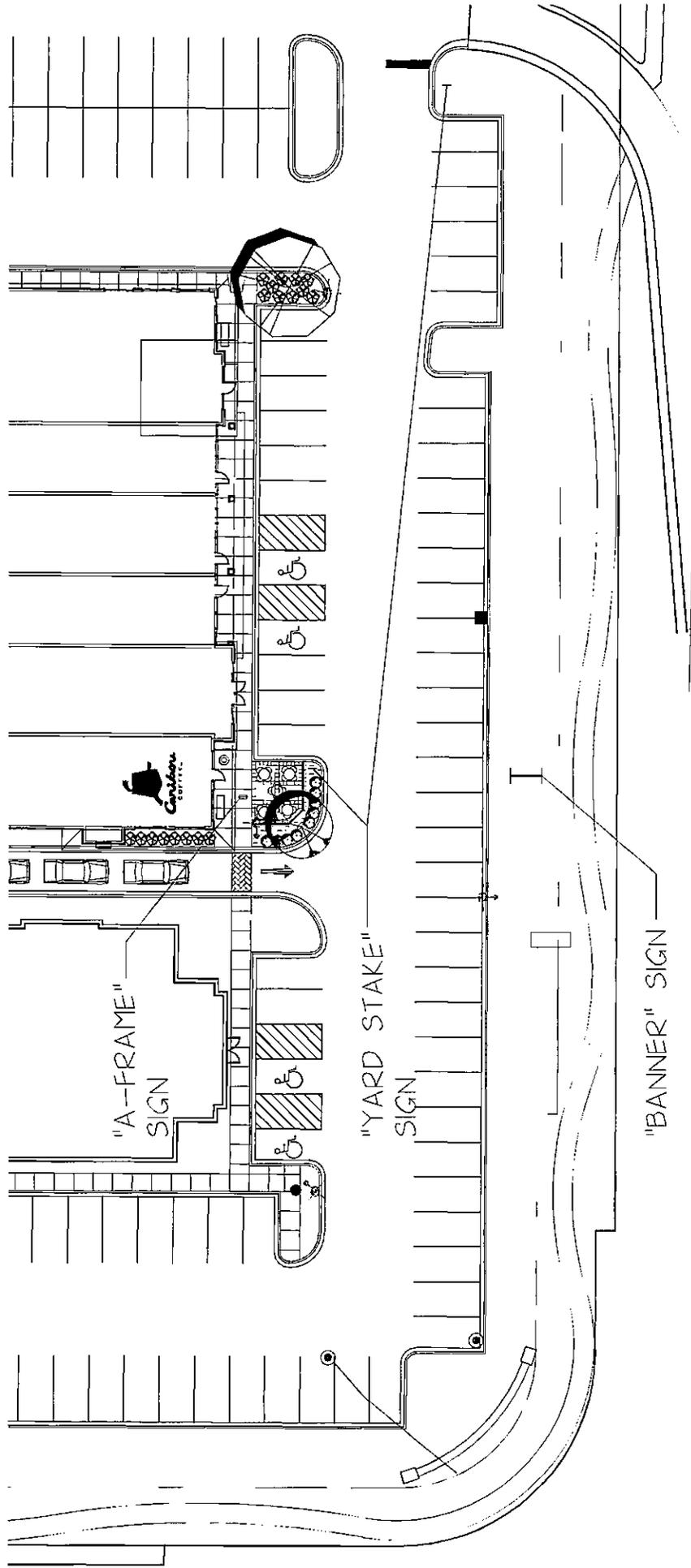
I hereby agree to, and do waive, release and relinquish all claims of every kind, known and unknown, present and future, that I may have against the Village of Long Grove, the Long Grove Business & Community Partners and their officers, agents, servants and employees, arising out of, connected with, 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 of 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



ILLINOIS ROUTE 83

PROJECT LOCATION:

LONG GROVE, IL  
4196 ILLINOIS RTE 83, STE A

EXHIBIT NUMBER

**SITE PLAN**

09-18-12



CARIBOU COFFEE COMPANY, INC.  
3900 LAKEBREEZE AVENUE N.  
BROOKLYN CENTER, MN 55429

Wilkus Architects  
11487 Valley View Road  
Eden Prairie, Mn 55344  
p. 952-941-8660  
f. 952-941-2755  
info@wilkusarch.com  
www.wilkusarch.com



**SAVE THE DATE**

*for our*

**COFFEE HOUSEWARMING**



Banner  
-Coming  
Soon

Life is short.  
Stay awake for it.®

A-Fram



Seasonal  
Sign for  
A-Frame

THREE NEW REASONS TO

# RISE & SHINE

SAUSAGE, EGG and  
CHEESE *Biscuit*

*New*

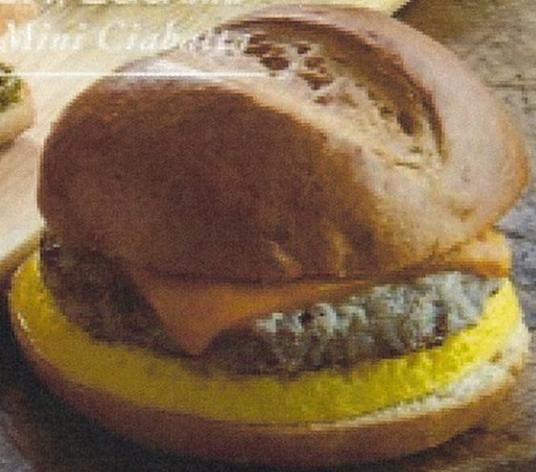


*New*

SPINACH, EGG and  
SWISS *Mini Ciabatta*

*Limited  
Time  
Offer*

MAPLE BACON,  
EGG and GRUYERE  
*Wheat Ciabatta*



Caribou Drive

Text sign for  
A-Frame

See the year  
at this sign.

Text Barrington

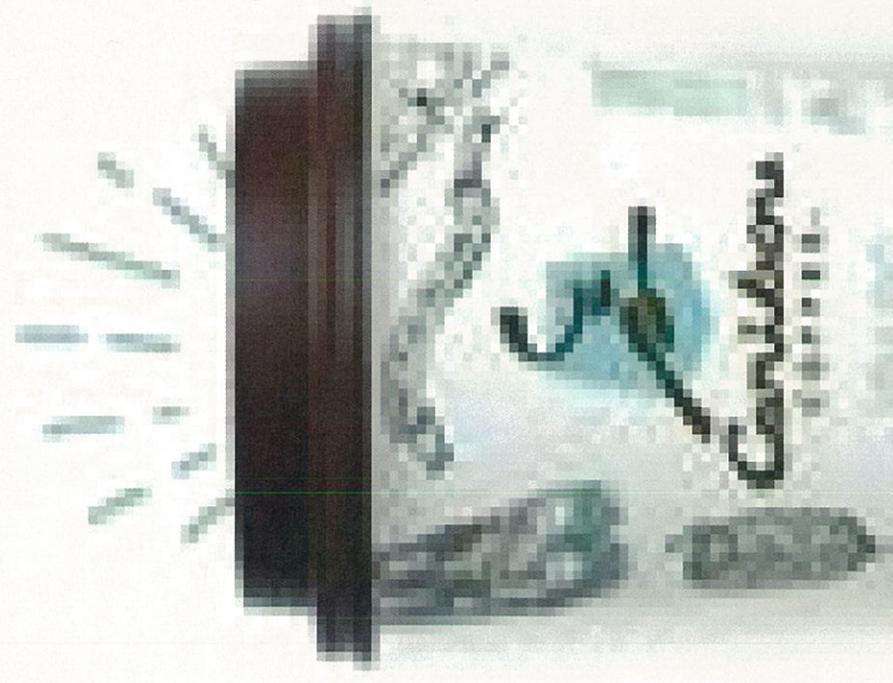
to 70626 for a  
chance to win.



Grand stake

# Free Caribou Drinks

Now this year and this winter.



Text Bergen  
to 70626 for a  
chance to win

