

Visitors' Business:
Raffle License Applications



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: March 9, 2011 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): Arts + Music Council Summer Concert Series
Fountain Square

Description/Type of Event: Sunday Concerts

Event Date: 7/3/11 - 7/10/11 - 7/17/11 Hours: 4 pm to 6 pm
 Event Date: 7/24/11 - 7/31/11 Hours: 4 pm to 6 pm
 Event Date: 8/7/11 - 8/21/11 - 8/28/11 Hours: 4 pm to 6 pm

Set Up for Event

Event Date: _____ " _____ Hours: 2 pm to 4 pm
 Event Date: _____ " _____ Hours: 2 pm to 4 pm
 Event Date: _____ " _____ Hours: 2 pm to 4 pm

Dismantling of Event

Event Date: _____ " _____ Hours: 6 pm to 7 pm
 Event Date: _____ " _____ Hours: 6 pm to 7 pm
 Event Date: _____ " _____ Hours: 6 pm to 7 pm

Estimated Number of Participants: _____ Estimated Number of Vendors: _____

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 Arts + Music Council

Street Address: 3612 RFD

City: Long Grove State: IL Zip Code: 60047

Phone Number: 847-722-8989 Fax Number: _____

Contact Person: Tobin Fraley Phone Number: _____

E-mail Address: tobin@humbugs.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 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) _____

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

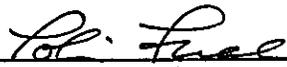
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jmaguire@longgrove.org

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	T. Freby			
Waste Disposal/Garbage		WM		
Tents	T. Freley			
Music	T. Freley			
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

March 9, 2011

 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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March 14, 2011

Mr. Tobin Fraley
Long Grove Arts & Music Council
215 Robert Parker Coffin Road
Long Grove, Illinois 60047

RE: LGAMC 2011 Summer Series

Dear Tobin:

GCP Long Grove, LLC is pleased to welcome the Long Grove Arts & Music Council's 2011 Summer Series to its property known as Fountain Square in Long Grove, Illinois. I will forward a licensing agreement for your review under separate cover.

In addition, GCP Long Grove, LLC and GCP Mill Pond, LLC will jointly sponsor one of the concerts this year. We look forward to working with you toward a very successful concert season.

Sincerely,

A handwritten signature in black ink, appearing to read "SFD", followed by a long horizontal line extending to the right.

Stephen F. Douglass
Managing Director



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- Temp. Liquor License App.

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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: MARCH 11, 2011 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): Long Grove Heritage Run 5K Downtown Long Grove

Description/Type of Event: 5K Run 3K WALK

Event Date: September 10 2011 Hours: 7:00 AM to 11:00 AM
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Set Up for Event
 Event Date: September 9 2011 Hours: 5:00 PM to 7:30 PM
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Dismantling of Event
 Event Date: September 10, 2011 Hours: 11:00 AM to 1:00 PM
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Estimated Number of Participants: 1000 Estimated Number of Vendors: 10

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 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 Rotary Club
 Street Address: 1711 RFD, Long Grove
 City: Long Grove State: IL Zip Code: 60047
 Phone Number: 847-866-3445 Fax Number: 847-866-6297
 Contact Person: Robert Mintz Phone Number: 847-866-3445
 E-mail Address: Robert.Mintz@Rotary.org

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

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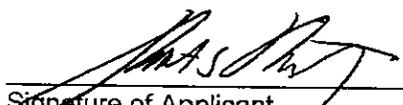
8. Please provide specifics as to the use of any mechanical or electronic rides, demonstrations, displays, music, etc.

9. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms	Mike Beckham	Waste Management		630-724-8441
Waste Disposal/Garbage	"	"		"
Tents				
Music	Rotary will provide			
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.**
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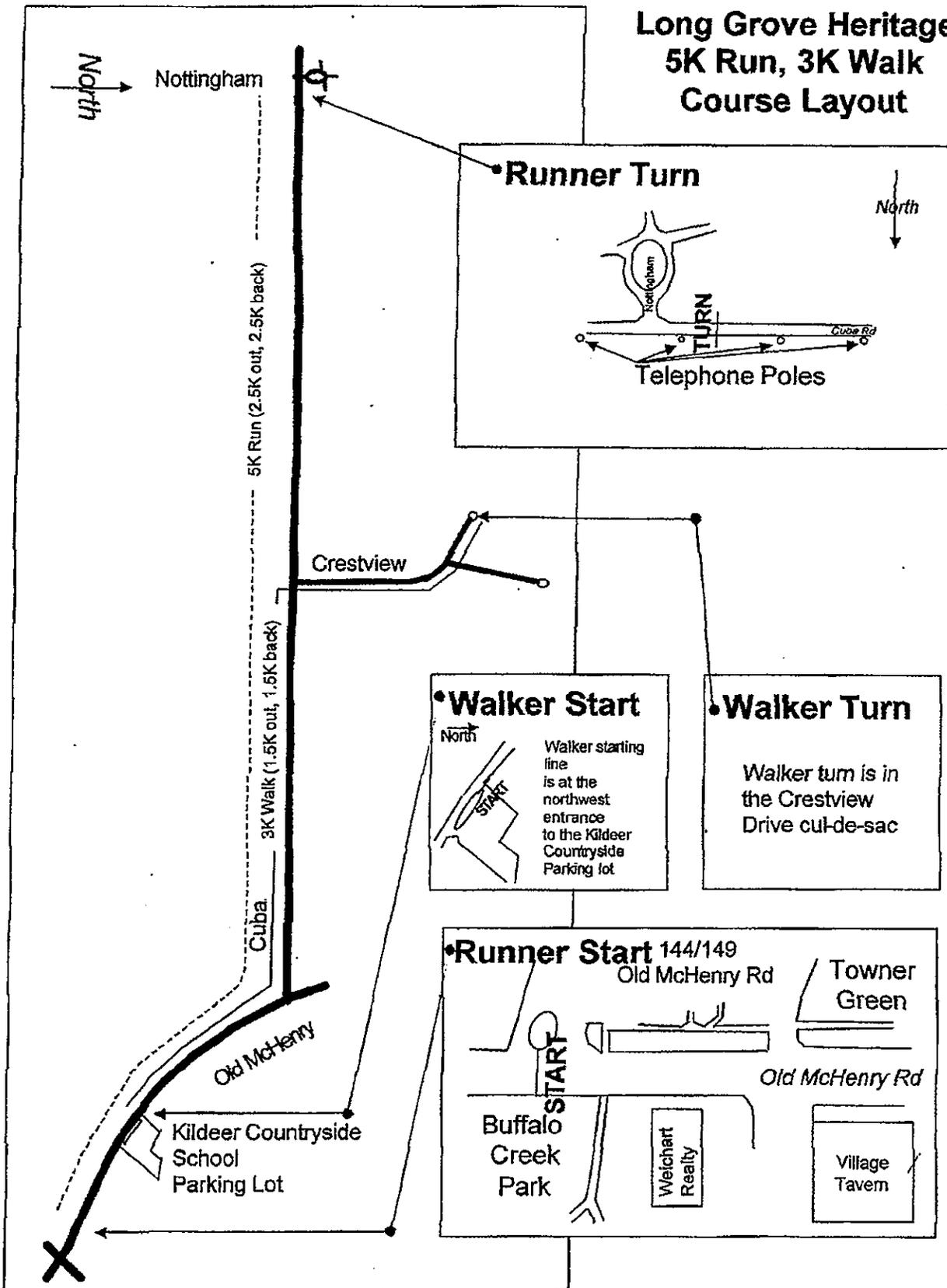

Signature of Applicant

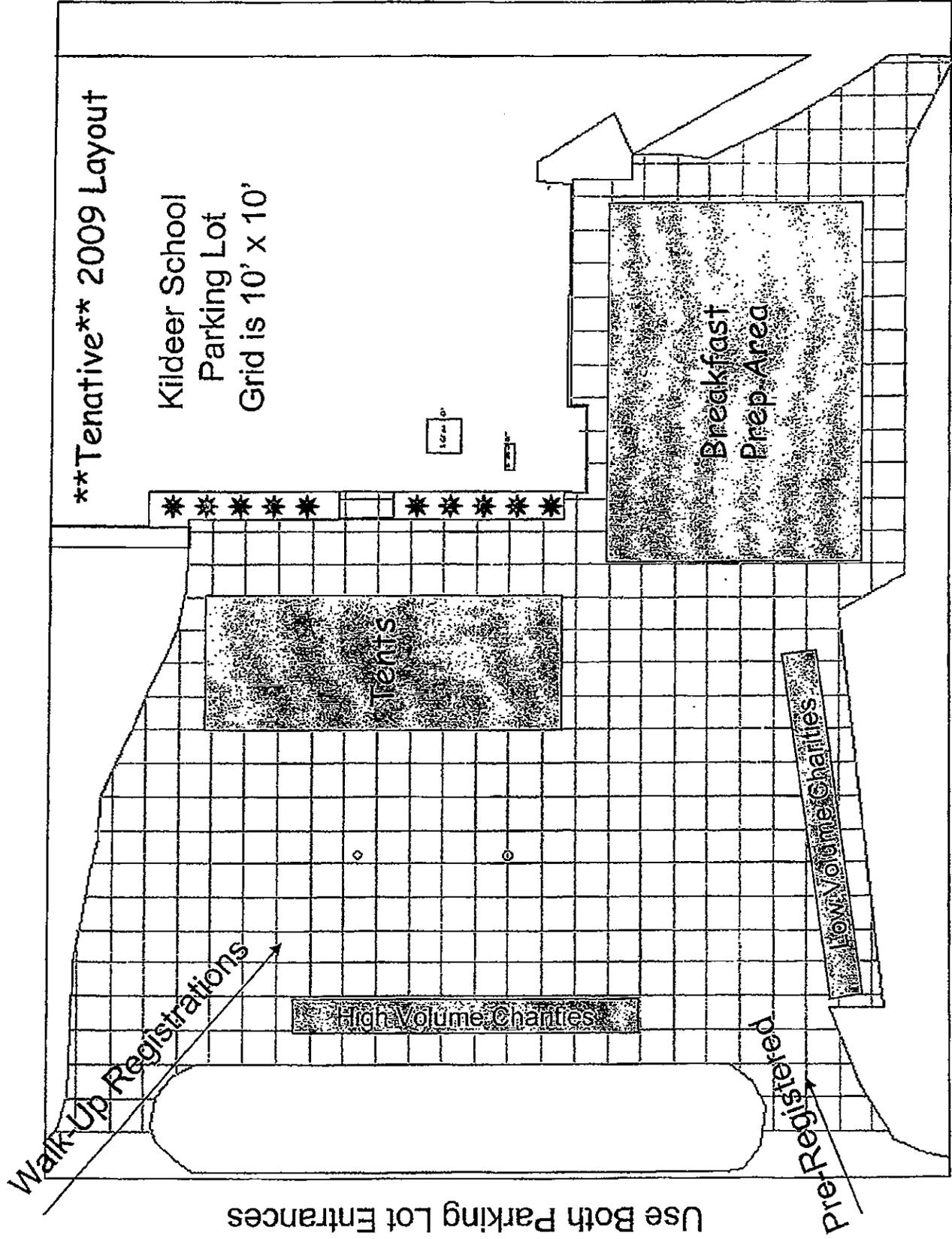
March 11, 2011
Date

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





Tentative 2009 Layout

Kildeer School
Parking Lot
Grid is 10' x 10'

Breakfast
Prep Area

Parents

High Volume Charities

Low Volume Charities

Walk-Up Registrations

Pre-Registered

Use Both Parking Lot Entrances

David Lothspeich

From: Steve Riess [SRIess@nu-waysearch.com]
Sent: Tuesday, March 15, 2011 1:58 PM
To: David Lothspeich
Subject: RE: sign permit
Attachments: pancake breakfast flyer with sponsor.pdf

David

Thank you for your reply

We intend to put up a small number of signs, most of which will be "election size" or 24x36. Total number of signs will be 10, and while locations are still unassigned, we are seeking to put these signs at Cuba & Quentin, Cuba & Old McHenry, Robert Parker Coffin and Hicks, and several other locations. Attached is a general idea of sign appearance.

Thanks, and best Regards,

Steve Riess; Trustee
Village of Hawthorn Woods
sriess@vhw.org
847-847-3554 (yes, two 847's)

From: David Lothspeich [mailto:lothsd@longgrove.net]
Sent: Tuesday, March 15, 2011 12:46 PM
To: Steve Riess
Subject: RE: sign permit

Steve,

Thank you for your email. The Village is processing the special event application for the Pancake Breakfast and it is currently scheduled for review by the Long Grove Business and Community Partners (LGBCP) this evening (Tues). The LGBCP will make a recommendation that the Village Board will consider on Tuesday, March 22. If you could provide some details sign design and the approximate location, number, etc. (signage site plan) of sign prior to the LGBCP meeting that would be great. If this is not possible, having this information by Thrs. of this week for the Board Packets would be appreciated. Please let me know if you have any questions.

Thanks,
Dave

This email is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by collect telephone call and return the original copy to us at: 3110 RFD, Long Grove, IL 60047 by US mail. We will reimburse you for postage.

From: Steve Riess [mailto:SRIess@nu-waysearch.com]

3/15/2011

The Long Grove Firefighters Association & South Lake County Regional
Community Emergency Response Team (serving Hawthorn Woods,
Kildeer, Lake Zurich, Long Grove & Ela Township) welcome you to the:

4TH ANNUAL ALL-U-CAN EAT

Pancake Breakfast

Saturday, April 16, 2011

8:00am – Noon

**LONG GROVE FIRE PROTECTION DISTRICT
1165 OLD MCHENRY RD**

\$5 PER PERSON, KIDS 3 AND UNDER FREE

Sponsored By:



ALDEN LONG GROVE
Rehabilitation and Health Care Center

Silent Auctions - Raffles - Music & Fun

Served by Long Grove Firefighters and CERT Volunteers.

All-you-can-eat Fluffy pancakes, sausages, muffins, coffee, juice & more!
Come on out and Support two great causes!!

Bring Family & Friends! Rain or Shine! (847) 634-3143
kathyschildkraut@gmail.com or mom5luko@att.net
www.longgroveonline.com