

Visitors' Business:
Special Event Application:
Long Grove Turkey Trott – November 24, 2011



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: 9/20/11 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): LONG GROVE, TURKEY TROT

Description/Type of Event: RUN/WALK

Event Date: 11/24/2011 Hours: 8:00AM to 10:30 AM
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Set Up for Event
 Event Date: 11/24/2011 Hours: 4:00AM to 8:00AM
 Event Date: _____ Hours: _____ to 8
 Event Date: _____ Hours: _____ to _____

Dismantling of Event
 Event Date: 11/24/2011 Hours: 10:30AM to 12:00 PM
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Estimated Number of Participants: 2000 Estimated Number of Vendors: 0
AT CURRENT TIME

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: ALL COMMUNITY EVENTS
 Street Address: 2355 S. ROBERT CT
 City: ROUND LAKE State: IL Zip Code: 60073
 Phone Number: 847-344-0861 Fax Number: 847-566-8165
 Contact Person: PETER STARYKOWICZ Phone Number: 847-344-0861
 E-mail Address: PSTARYK@ALLCOMMUNITYEVENTS.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	<u>As Req'd</u>	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)	_____	

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 checked="" type="checkbox"/> Internet
<input checked="" 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 checked="" type="checkbox"/> Other (specify) <u>EMAIL</u>

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

9. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms	KELLY KAY	SERVICE SANITATION		219-313-9235
Waste Disposal/Garbage	VILLAGE PROVIDED	W.M.		
Tents				
Music				
Other				

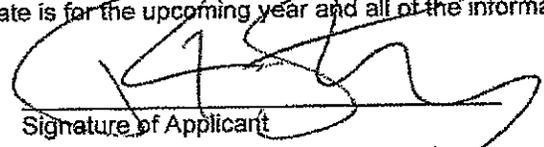
10. Provide a list of all vendors and their Illinois sales tax identification number. Provide each vendor with notice or form indicating they are filing all sales occurring in the Village of Long Grove. Food vendors should contact the Lake County Department of Health (847-360-6700) to apply for a permit. **NONE AT THIS TIME**

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. **SPECIAL OLYMPICS IL TO CERT. LAKE COUNTY - MARC SMALL**

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.*

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

Date

9-20-11

* 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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 Long Grove Business and Community Partners
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jmcguire@longgrove.org

So much fun through the historic streets!!!



Finish under the famous covered bridge!!!

Thanksgiving Day 2011

4th Annual

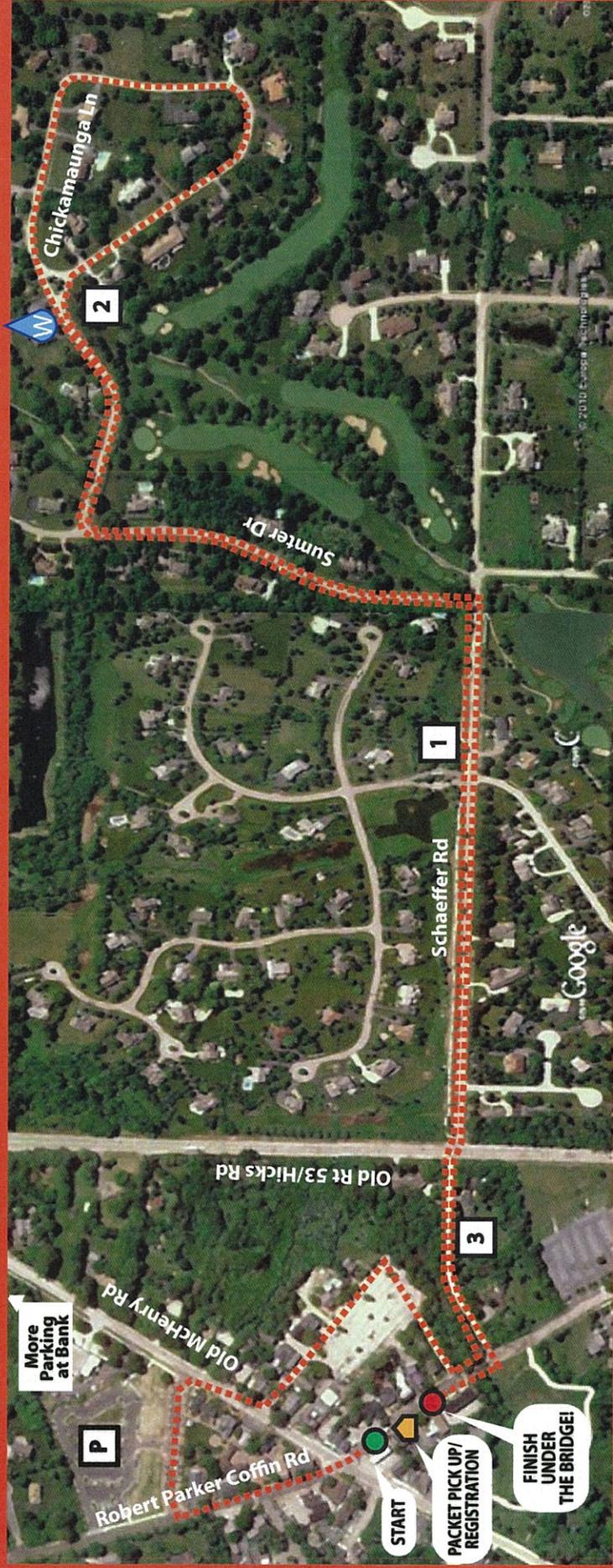
Long Grove Turkey Trot

5k & 8k Run/Walk & Kid's Dash

New 2011

5k Course Map

=3.1 Miles



More Parking at Bank

P

START

PACKET PICK UP/
REGISTRATION

FINISH UNDER THE BRIDGE!

Map is not to scale or true proportions and locations are approximate
Kids event will start and finish at the bridge

Course subject to change w/out notice



So much fun through the historic streets!!!

Thanksgiving Day 2011

4th Annual

Long Grove Turkey Trot

5k & 8k Run/Walk & Kid's Dash



Finish under the famous covered bridge!!!

New 2011

8k Course Map

=4.97 Miles

Map is not to scale or true proportions and locations are approximate
 Kids event will start and finish at the bridge
 Course subject to change w/out notice

