

Visitors' Business:

Special Event Applications:

Cigar-B-Que – May 14, 2011

Porsche Club Concours – June 19, 2011



RECEIVED

APR 19 2011

VILLAGE OF LONG GROVE

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: 4/8/2011 Date Received by LGBCP: _____

EVENT INFORMATION

Event Name & Location(s): NEUMANN'S CIGARS + MORE CIGAR-B-QUE

Description/Type of Event: BBQ + CIGAR EVENT

Event Date: 5/14/2011 Hours: 12:00 to 8:00
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Set Up for Event

Event Date: 5/14/2011 Hours: 8:00 to 12:00
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Dismantling of Event

Event Date: 5/14/2011 Hours: 8:00 to 9:00
 Event Date: _____ Hours: _____ to _____
 Event Date: _____ Hours: _____ to _____

Estimated Number of Participants: 100 Estimated Number of Vendors: _____

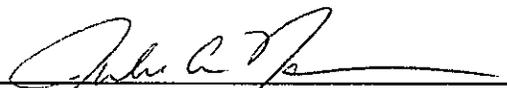
John Maguire, Executive Director
 Long Grove Business and Community Partners
 307 Old McHenry Road, Long Grove, IL 60047
 Direct Line: 847-634-0888 Direct Fax: 847-634-3673
jmaguire@longgrove.org

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	N/A			
Waste Disposal/Garbage	N/A			
Tents <small>ONLY IF BAD WEATHER</small>		WISE RENTALS	1475 Ridenburg Rd.	847-895-5555
Music				
Other FOOD				

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

4/8/2011
 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.”

10: JOHN Maguire 3 Pages

FOR EVENTS/TEMPORARY SIGNS LOCATED IN THE HISTORIC BUSINESS DISTRICT



RECEIVED
APR 19 2011
VILLAGE OF LONG GROVE

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

DATE: 3/16/2011 Date Received by CDC: _____

APPLICANT (Organization): Porsche Club of America - Chicago Region

Name of Organization Contact: Ron Beam

Address of applicant: 786 Vernon Ave Glencoe IL 60022

Day Phone #: ⁸⁴⁷732 5660 Fax #: ⁸⁴⁷835 5265 Night Phone #: ⁸⁴⁷835-5265

Date(s) and hours of event: June 19th, 2011 8 AM - 2:30 PM

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

Porsche Club car show. Will have appx 50 cars, and 12 volunteers to manage event

1. How many visitors or customers do you anticipate? 200

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

1
COMMUNITY John Maguire, Executive Director
DEVELOPMENT 307 Old McHenry Road, Long Grove, IL 60047
CORPORATION Direct Line: 847-634-0888
Direct Fax: 847-634-3673

FOR EVENTS/TEMPORARY SIGNS LOCATED IN THE HISTORIC BUSINESS DISTRICT

3. ~~Handled international accounts and attended international trades show for new revenue development. In 2008 and 2009 achieved the highest sales dollar volume for cross selling into other BNP Media Specialty Food Group titles.~~
 Attach written permission by all property owners covered by site plan.
4. ~~Locate the sanitary facilities on the site plan if they are to be provided.~~
5. Provide a contact person and list of people responsible for clean up after the event.
 John Diwik - J. Diwik @ comcast.net.
6. Provide proof of insurance naming 1) the Long Grove Community Development Corporation and 2) the Village of Long Grove as additionally insured. TO COME
 TO COME
7. Indicate the requested areas of the roadway and parking that will need to be closed and barricaded for this event if it applies. Towner Green lot or large parking lot.
8. Provide the security and police services required and the times for each:
 A. Security-number of officers, 0, times, _____.
 B. Traffic-number of officers, 0, times, _____.
 C. Parking Assistants-number, 0, times, _____.
9. Locate on a site plan the auxiliary parking lots and written permission by owners of those facilities.
10. Indicate whether there will be any of the following:
 A. Banners? Yes No
 B. Temporary Signs? Yes No
 C. Other (specify) Small tent
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.
 TOWNER GREEN - OR LARGE PARKING LOT.
12. Indicate promotional materials and advertising to be used by circling each of the following:
 A. Newspapers
 B. Newletters
 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. *NOV.*
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 -
 - B. Waste disposal, garbage
 - C. Tents, etc. - *Self Supplied*
 - D. Insurance *PCA National Coverage*
 - 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. *NO*
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. *NOVC*
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. *PCA Regional Charity
TOY FOR TOTS*

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.

Ron Beau

Organization President or CEO

Date: *3/16/2011*

word/LG-CDC/SPECIAL EVENTS APPLICATION