

Visitors' Business:
Special Event Application – Long Grove Craft Beer Fest



JAN 23 2020

VILLAGE OF LONG GROVE

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 Village of Long Grove:

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

Submittal Date: 1/23/2020 Date Received: _____

EVENT INFORMATION

Event Name & Location(s): Long Grove Craft Beer Fest

Description/Type of Event: Beer and Wine tasting event

Event Date: Sat., 4/25/2020

Hours: 12pm- 5pm

Set Up for Event

Date Fri., 4/24/2020

Hours: 12pm to 8m

Dismantling of Event

Date: Mon., 4/27/2020

Hours: 8am to 3pm

Estimated Number of Attendees: 700

Estimated Number of Vendors: 25

Sponsoring Organization: Historic Downtown Long Grove

Street Address: 308 Old McHenry Road

City: Long Grove State :IL Zip Code: 60047_

Phone Number: 847-634-0888

Fax Number: _____

Contact Person: Mike Marr

Phone Number: 312-933-1419

E-mail Address: mike@buffalocreekbrewing.com

VILLAGE OF LONG GROVE
 3110 Old McHenry Road
 Long Grove, IL 60047
 847-634-9440

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 Historic Downtown Long Grove Business Association 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 NA Hours _____ to _____
- B. Traffic officers NA Hours _____ to _____
- C. Parking Assistants NA 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 x Yes No, Farmstand building and on the tents
- B. Temporary Signs x Yes No, parking directional signs
- 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
- X email Newsletters Commercial T.V. Radio
- Direct Mailings Trade Magazines social media/ website

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

9. Services provided at event:

VILLAGE OF LONG GROVE
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847-634-9440

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms		Royal Flush	Wasco, IL	888-358-7404
Waste Disposal/Garbage		Flood Brothers	Oak Brook Terrace	(773) 626-5800
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.
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.***

* 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 <http://www.longgroveil.gov>. Applications can be found under the heading “Forms” on the home page.

VILLAGE OF LONG GROVE
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847-634-9440

All the information submitted is as part of an application to the Historic Downtown Long Grove Business Association 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 Historic Downtown Long Grove Business Association 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, Historic Downtown Long Grove Business Association 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

1-23-2020

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/16/2020

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 have ADDITIONAL INSURED provisions or 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

Cook and Kocher Insurance Group
300 S. Northwest Highway
Suite 208
Park Ridge

IL 60068

CONTACT NAME: Michelle Wolff

PHONE (A/C, No, Ext): (847) 692-9200

FAX (A/C, No): (847) 692-9299

E-MAIL ADDRESS: michellew@cookandkocher.com

INSURER(S) AFFORDING COVERAGE

INSURER A: Hanover Insurance Company

NAIC #

22292

INSURER B: Twin City Fire Insurance Co.

29459

INSURER C: Lloyd's of London

INSURER D:

INSURER E:

INSURER F:

INSURED

HISTORIC DOWNTOWN LONG GROVE
BUSINESS ASSOCIATION
308 OLD MCHENRY ROAD
LONG GROVE

IL 60047

COVERAGES

CERTIFICATE NUMBER: CL1962804548

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBR (INSR) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	OHCA988545	07/15/2019	07/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		OHCA988545	07/15/2019	07/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		OHCA988545	07/15/2019	07/15/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	83WECBO9102	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Liquor Liability		LIQ101504.09	04/30/2019	04/30/2020	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Festival of culture:
April 25, 2020
August 1, 2, 2020
September 4, 5, 6, 7, 2020

CERTIFICATE HOLDER

Illinois Liquor Control Commission

CANCELLATION

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



Village President

Bill Jacob, Chair
Administration & Legislation

Trustees

Anne Kritzmire, Chair
Finance & Communications

Chris Borawski
Security, Sustainability

Jennifer Michaud

Chuck Nora, Chair
Building, Water & Sewer

Rita O'Connor, Chair
Roads, Bridges & Pathways

Bobbie O'Reilly, Chair
Economic Development & Environmental Concerns

Village Clerk
Amy Johns Gayton

Village Administration

David Lothspeich
Village Manager
dlothspeich@longgroveil.gov

James M. Hogue
Village Planner
jhogue@longgroveil.gov

Margerita Romanello
Building Commissioner
mromanello@longgroveil.gov

Sherry Shlagman
Administrative Assistant
sshlagman@longgroveil.gov

Julie Bauer
Receptionist
jbauer@longgroveil.gov

Denise Rosenquist
Administrative Intern
drosenquist@longgroveil.gov

January 15, 2020

Illinois Liquor Control Commission
100 W. Randolph St., #7-801
Chicago, IL 60601

RE: The Village of Long Grove
Liquor Commissioner Approval Special Event Applications
Historic Downtown Long Grove
EIN #20-3818886

Dear Illinois Liquor Control Commission:

As the Liquor Commissioner for the Village of Long Grove, I hereby grant approval and the license to the Historic Downtown Long Grove to oversee sponsors and vendors of, and to serve beer, wine and pre-approved, pre-mixed liquor drinks at the outdoor events listed below in 2020. We have received proof of liquor liability insurance and our Village Board has approved the dates for these festivals on the 2020 calendar:

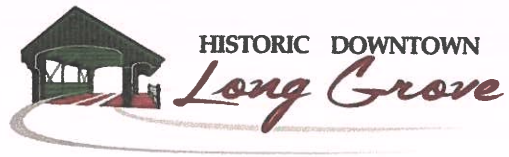
Long Grove Festival of Culture

April 25, 2020
August 1, 2, 2020
September 4, 5, 6, 7, 2020

This letter serves as the Local Authority Approval required to submit the Application for State of Illinois Special Event Liquor License.

Signed

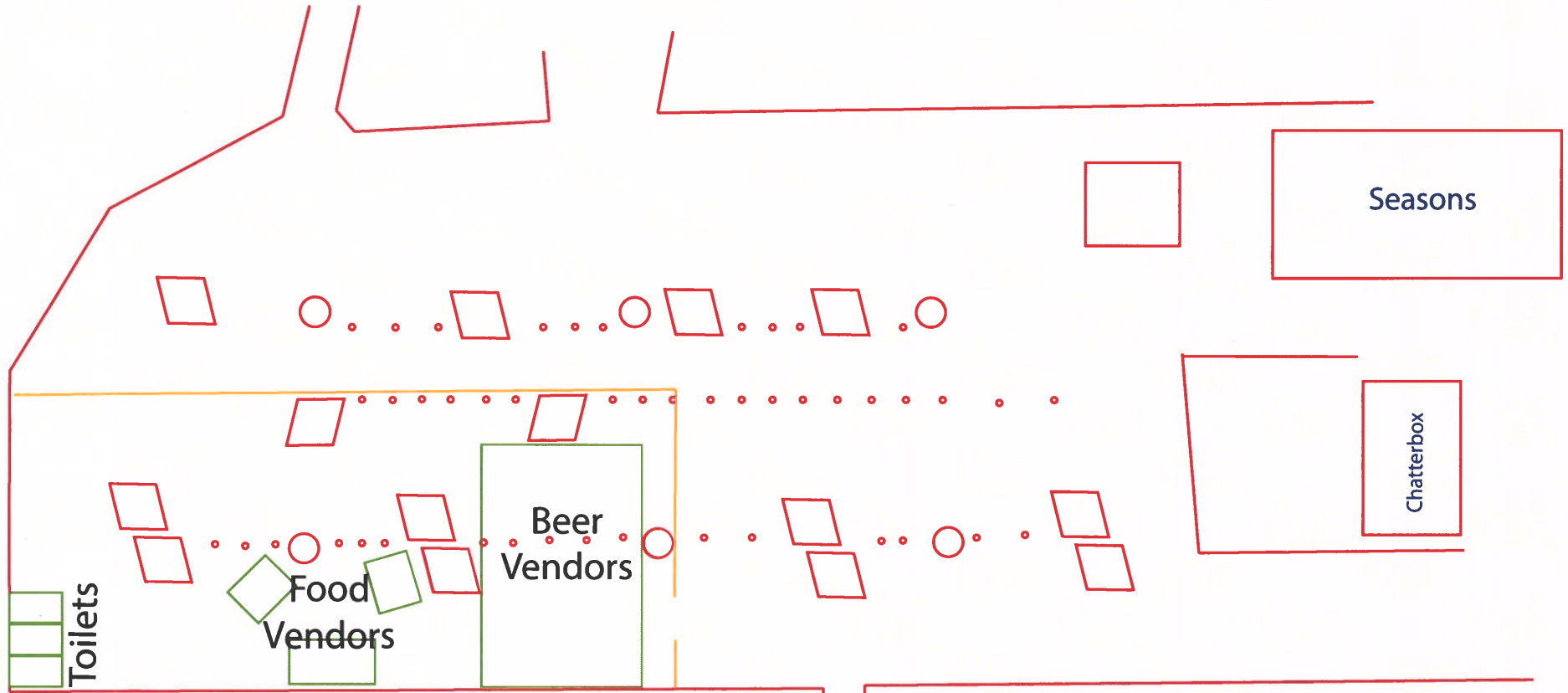
Bill Jacob
Village President
Liquor Commissioner



To Whom It May Concern:

Historic Downtown Long Grove has applied for an Illinois Liquor License and will submit as soon as we receive. It was mailed Wed., 1/22/2020.

2020 Craft Beer Fest Map



Items in **green** are setup for fest, **orange** lines designate fest boundaries.

Historical Society

Buffalo Creek Brewing

Fred Astaire Dance Studio

Seasons

Chatterbox

Beer Vendors

Food Vendors

Toilets