



FOR OFFICE USE ONLY

- Site Plan
- Event Application
- Property Owner Permission
- Insurance Certificate

RESTAURANT AND BAR TEMPORARY EVENT APPLICATION

Please complete this form in its entirety.

Applications should be mailed, faxed or e-mailed to the Village of Long Grove:

Sherry Shlagman
 Village of Long Grove
 847-634-9440
 Fax: 847-634-9408
 sshlagman@longgroveil.gov

Submittal Date: _____ Date Received: _____

EVENT INFORMATION

Event Name & Location(s): _____

Description/Type of Event: _____

Event Date: _____ Hours: _____ to _____

Set Up for Event

Date _____

Hours: _____ to _____

Dismantling of Event

Date: _____

Hours: _____ to _____

Estimated Number of Attendees: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____ Phone Number: _____

E-mail Address: _____

Include with this application the following:

1. A site plan of all areas covered by the event. On the plan, mark the location of tables, chairs, sanitary facilities and auxiliary parking lots (if applicable).
2. Written permission from property owners.
3. Certificate of insurance naming the Village of Long Grove as additionally insured.

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

4. Indicate areas of the roadway and/or parking that will need to be closed and barricaded/
5. If you plan on Banners of Temporary Signs please provide a design, location, time to be posted, and written permission of the owner(s) where these items will be posted.
6. Please provide specifics as to the use of any displays, music, etc.
7. Services provided at event:

Service	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms				
Waste Disposal/Garbage				
Tents				
Music				
Other				

8. Food – Allowed per existing Lake County Health Department License and their requirements.
9. Liquor – Allowed per existing Village of Long Grove and State Liquor License.

All the information provided for this application is accurate to the best of my knowledge. Please read this form carefully and be aware that in submitting this application and hosting this event you will be waiving and releasing all claims arising out of this event. In consideration of the Village of Long Grove allowing this event, I agree as follows:

ACKNOWLEDGEMENT/ASSUMPTION OF RISK OF INJURY

I have fully informed myself of all the details of the event 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 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 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 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

Date