



## 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: 10/7/2020 Date Received: \_\_\_\_\_

### **EVENT INFORMATION**

Event Name & Location(s): Long Grove Turkey Trot 5K & 8K, Downtown Long Grove

Description/Type of Event: An 8K and 5K running race through Long Grove

Event Date: 11/26/2020

Hours: Step Off from 7:00am to 10:00am

#### Set Up for Event

Date 11/26/2020

Hours: 3:00am to 7:00am

Estimated Number of Attendees: 900

#### Dismantling of Event

Date: 11/26/2020

Hours: 11:15am to 1:15pm

Estimated Number of Vendors: 1

Sponsoring Organization: All Community Events

Street Address: 1152 Ensell Rd

City: Lake Zurich

State: IL Zip Code: 60047

Phone Number: 224-757-5425

Fax Number: \_\_\_\_\_

Contact Person: Peter Starykowicz

Phone Number: 224-757-5425 ext 22

E-mail Address: pstaryk@allcommunityevents.com

VILLAE 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** 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.  
-See below Neighborhood Notification Letter for road closure and times.
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	_____	Hours _____ to _____
B. Traffic officers	___ 7 ___	Hours _6:45am_ to _11:15:am_
C. Parking Assistants	_____	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	<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 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 type="checkbox"/> Radio
<input type="checkbox"/> Direct Mailings	<input checked="" type="checkbox"/> Trade Magazines	<input type="checkbox"/> Other (specify)

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	14	Alejandra Cruz	Service Sanitation	800-909-5646
Waste Disposal/Garbage	20yd	Jeff Greaves	Advanced Disposal	847-878-3335
Tents	8 10x10 tents	Own		
Music	6 small speakers	Own	Announce & 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.  
-Northern IL Food Bank. Andrew Palmer, 630-443-6910 ext 196
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](http://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.

All the information submitted is 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.

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 Long Grove Business & Community Partners 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, the Long Grove Business & Community Partners 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.

*Peter Starukowicz*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_10/7/2020\_\_\_\_\_  
Date



October 7, 2020

Village of Long Grove,

Please see our plan to organize a safe, non-mass gathering Run/Walk for the Long Grove Turkey Trot 5K & 8K benefitting Northern Illinois Food Bank, Historic Downtown Long Grove Business Association, and the Lake County Sheriff Reserves.

**This is a NO mass gathering event.**

- NO mass start. Start one runner every 10 seconds to allow approximately 100 feet of space in between runners.
- NO loitering on site. Runners instructed to arrive no earlier than 5 minutes prior to their individual start time.
- NO common on-site touch points. All registration and check in completed online/prior to event.
- Increased hand washing stations and hand sanitizing stations on site and along course.
- All staff will be wearing face coverings.
- All event water will be in sealed bottles
- Finish line food will be pre-packaged to grab and go.
- No spectators allowed in start/finish area.
- No volunteers, only trained staff managing event.
- Markings with cones to keep people spaced greater than 6 feet in site area.
- No awards ceremony or post finish activities.
- Communication points will have a barrier to protect and separate staff and participants.
- Separate start and finish line.
- No gear check.
- Instruct anyone feeling sick to stay home.
- Runners required to wear masks while in event site.
- Barricaded start and site area.
- Pre event packet pickup and mail outs. No event day registration.
- Each runner will be given an exact start time to the minute.

These will be the standards all runners are expected to abide by. Announcements will be continuous throughout the event and multiple emails explaining these guidelines will be sent to participants prior to the event. Please let us know if there are additional precautions required. We look forward to putting on a safe and exciting event.

Thank you,

Peter Starykowicz

President  
All Community Events

Dear Resident,

On Thanksgiving morning, Thursday 11/26/20 the Long Grove Turkey Trot social distant run/walk will take place between 7:00a.m. and 11:15a.m. This event helps to raise money for Northern Illinois Food Bank, Historic Downtown Long Grove Business Association, and the Lake County Sheriff Reserves. This is a socially distant 5K & 8K run/walk that starts in downtown Long Grove and travels on the route shown in the map below. Event workers and Lake County Sheriff will be located along the course and at key intersections for traffic control. Residents living along the route will be permitted to drive on roads that are not closed. Please find an event route map and text description of affected roads below. If you are interested in participating in this event or cheering the participants as they pass your home please visit [www.allcommunityevents.com](http://www.allcommunityevents.com) for more information. If you have any questions regarding this event please contact [info@allcommunityevents.com](mailto:info@allcommunityevents.com) or call 224-757-5425

List of affected roads:

**Robert Parker Coffin Rd – Closed** between Archer Rd and Schaeffer Rd from 6:45 a.m. to 11:15 a.m.

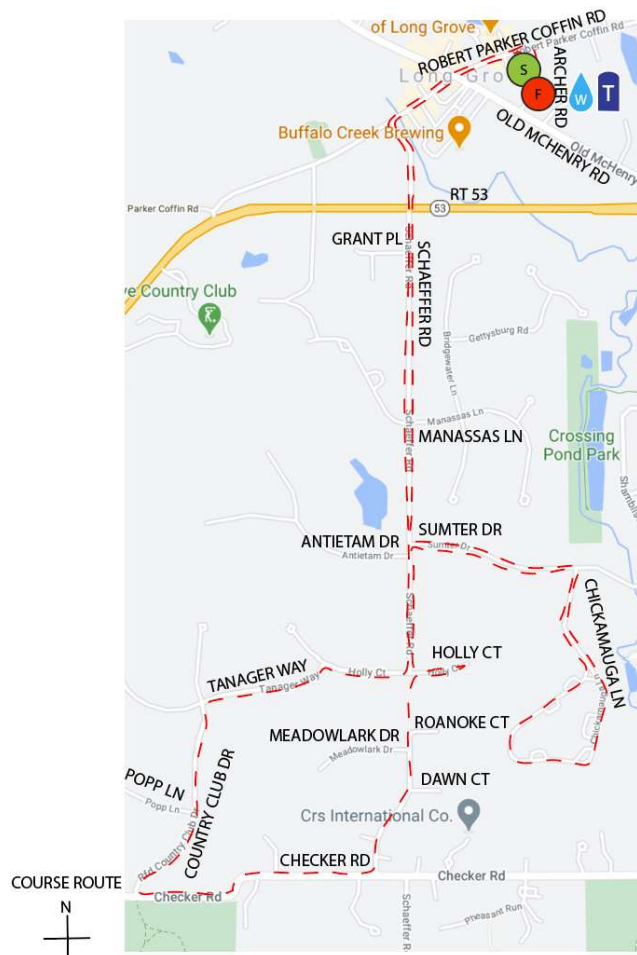
**Old McHenry Rd – Controlled intersection** at Robert Parker Coffin Rd intersection from 6:45 a.m. to 11:15 a.m. Sheriff will allow cars to pass through runners.

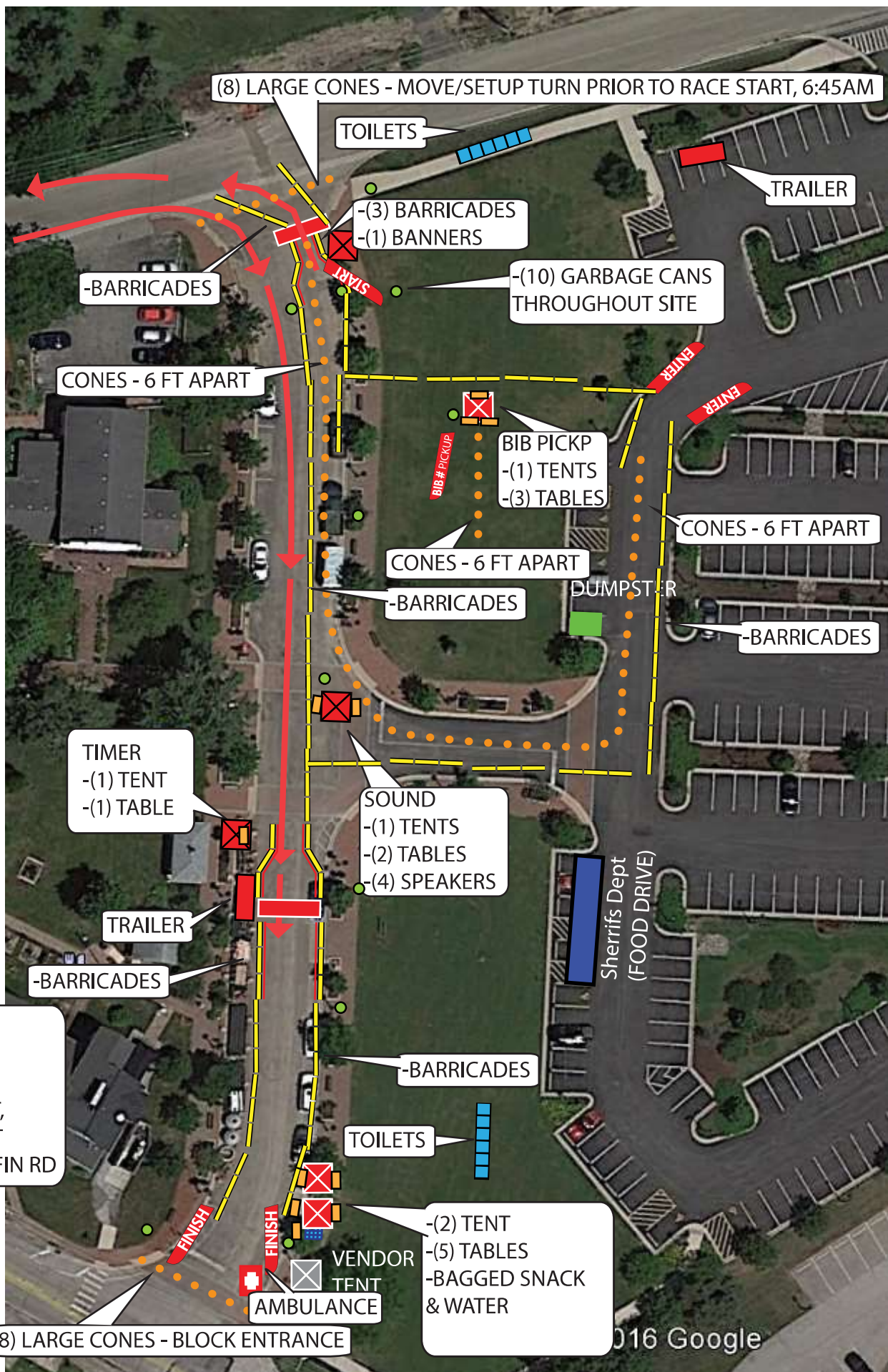
**Schaeffer Rd (gravel) – Closed** to through traffic between Robert Parker Coffin Rd and Rt 53 from 7:00 a.m. to 11:15 a.m.

**Schaeffer Rd (paved) – Closed** north bound between Checker Rd and Rt 53 from 7:00 a.m. to 11:15 a.m.  
- South bound open.

**Sumter Dr, Chickamauga Ln, Holy Ct, Country Club Dr, Tanager Way** - Drive with caution as runners will be on the side of roads from 7:00 a.m. and 11:15 a.m.

**Checker Rd – Closed west bound** between Schaeffer Rd and Country Club Dr from 7:00 a.m. and 11:15 a.m.





(8) LARGE CONES - MOVE/SETUP TURN PRIOR TO RACE START, 6:45AM

TOILETS

TRAILER

(3) BARRICADES  
(1) BANNERS

(10) GARBAGE CANS  
THROUGHOUT SITE

BARRICADES

CONES - 6 FT APART

ENTER

ENTER

BIB PICKUP  
(1) TENTS  
(3) TABLES

CONES - 6 FT APART

CONES - 6 FT APART

BARRICADES

DUMPSTER

BARRICADES

TIMER  
(1) TENT  
(1) TABLE

SOUND  
(1) TENTS  
(2) TABLES  
(4) SPEAKERS

TRAILER

Sherrifs Dept  
(FOOD DRIVE)

BARRICADES

BARRICADES

(2) PARKING  
FLAGS,  
CHURCH  
PARKING LOT,  
1110 ROBERT  
PARKER COFFIN RD

TOILETS

FINISH

FINISH

VENDOR  
TENT

(2) TENT  
(5) TABLES  
BAGGED SNACK  
& WATER

(8) LARGE CONES - BLOCK ENTRANCE

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SITE MAP

N



Rt 83 and Hicks Rd/Old Rt 53



Hicks Rd and Lake Cook Rd

Hicks Rd/Old Route 53 & Old Hicks Rd

