



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: 01/11/2021 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: 11/25/2021

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

Set Up for Event

Date 11/25/2021

Hours: 3:00am to 6:30am

Dismantling of Event

Date: 11/25/2021

Hours: 11:00am to 2:00pm

Estimated Number of Attendees: 900

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 6:30am 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 Yes No
 B. Temporary Signs Yes 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):

Newspapers Cable T.V. Internet
 Newsletters Commercial T.V. Radio
 Direct Mailings Trade Magazines 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.***

* 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

Date

Dear Resident,

On Thanksgiving morning, Thursday 11/25/21 the Long Grove Turkey Trot social distant run/walk will take place between 7:00a.m. and 11:15a.m on the route shown below. **This event helps to raise money for Northern Illinois Food Bank, Historic Downtown Long Grove Business Community, and the Lake County Sheriff Reserves.** Event crew and Lake County Sheriff will be located along the course and at key intersections for traffic control. Residents living along the route will be able to drive on roads that are not closed. Further event details are available at www.allcommunityevents.com for more information. If you have any questions pre event as well as event please contact info@allcommunityevents.com or call 224-757-5425 x22

Country Club Estates Residents:

-We strongly suggest entering and exiting Country Club Estates Neighborhood via Checker Rd Between 7 a.m. and 11:00 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.

Other 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.

