



SPECIAL EVENT SHORT APPLICATION

FOR OFFICE USE ONLY

Site Plan

Event Application

Property Owner Permission

Insurance Certificate

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: 03/17/2021 Date Received: _____

EVENT INFORMATION

Event Name & Location(s): Chocolate Fest #Bitesize 400 Block of R.P.C
 Description/Type of Event: _____

Event Date: 05/14 - 05/16/2021 Hours: _____ to _____

Set Up for Event

Date: 05/13
 Hours: 5pm to 7pm

Dismantling of Event

Date: 05/16/2021
 Hours: 6pm to 8pm

Estimated Number of Attendees: 1,000

Organization: Historic Downtown Long Grove Business Association

Street Address: 308 Old McHenry Road

City: Long Grove State: IL Zip Code: 60047

Phone Number: 847-634-0888 Fax Number: _____

Contact Person: Jasmine Searcy Phone Number: 224-735-1590

E-mail Address: contact@longgrove.org

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.
4. Indicate areas of the roadway and/or parking that will need to be closed and barricaded/

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

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

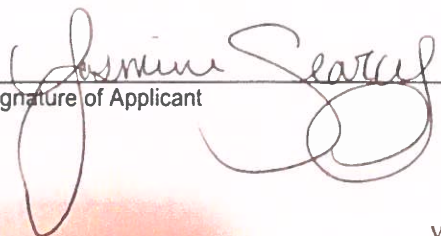
I have fully informed myself of all the details of the event and the risks inherent in the event. I recognize and acknowledge that they may involve risks of bodily injury and death. I agree to and assume the full risk of any injuries, including death, and of all costs, damages, and losses that I may 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

03/17/2021
 Date

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2020

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: michellow@cookandkocher.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hanover Insurance Company NAIC # 22292	
		INSURER B: Twin City Fire Insurance Co. 29459	
		INSURER C: Donald Gaddis Company, Inc.	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL207205038 **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 INSURER (NSD / 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 <input type="checkbox"/> OTHER	Y	OHCA986545	07/15/2020	07/15/2021	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		OHCA986545	07/15/2020	07/15/2021	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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		OHCA986545	07/15/2020	07/15/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	<input checked="" type="checkbox"/> 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 <input type="checkbox"/> N/A	83WECBO9102	01/01/2020	01/01/2021	<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	<input type="checkbox"/> Liquor Liability		LIQ101504.10	04/30/2020	04/30/2021	\$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

Festival of seasons:
May 15, 16, 17, 2020

CERTIFICATE HOLDER

Village of Long Grove
3110 Old McHenry Road

Long Grove IL 60047

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



“Bite Size”

Event Goal

To provide a fun, covid-safe event that still provides a “chocolate-rich experience” and provides a balance of unique event-specific activities with access to merchants, restaurants and services by keeping town open for the event-goers. This modified event will keep town open, encourage attendees to shop, sip, and dine in town, and purchase food and drink from the restaurants.



“Bite Size”

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“Bite Size”

About Chocolate Fest “Bite Size”

This year we will be focusing on all things **Chocolate**, including demos, classes, presentations, experiences, vendors, chocolatiers, entertainment and so much more. Hear about the history of chocolate, how it’s grown, sourced, and made. Learn how to taste craft chocolate correctly. Watch a demo to see how to make chocolate and chocolate treats at home! Our industry experts will be here to entertain, educate, energize, and engage the participants into the wonderful world of chocolate!

The Festival includes a Chocolate Expo Tent, Chocolate Experience Tent, and Chocolate Row of vendors, which all feature chocolate makers, chocolatiers, cacao producers, and related vendors selling and sampling their wares and chatting with attendees, as well as:

- Classroom lectures and tastings (additional ticket fee)
- A Chocolate Sensorium, the Chocolate Experience Tent, devoted to hands-on sensory exploration, and demos
- The Chocolate Bar Tent (alcohol and non-alcohol drinks)
- Workshops and demos with expert professionals (additional ticket fee)

Event Hours

May 14 th	5pm-7pm
May 15 th	10am-6pm
May 16 th	10am-6pm



“Bite Size”

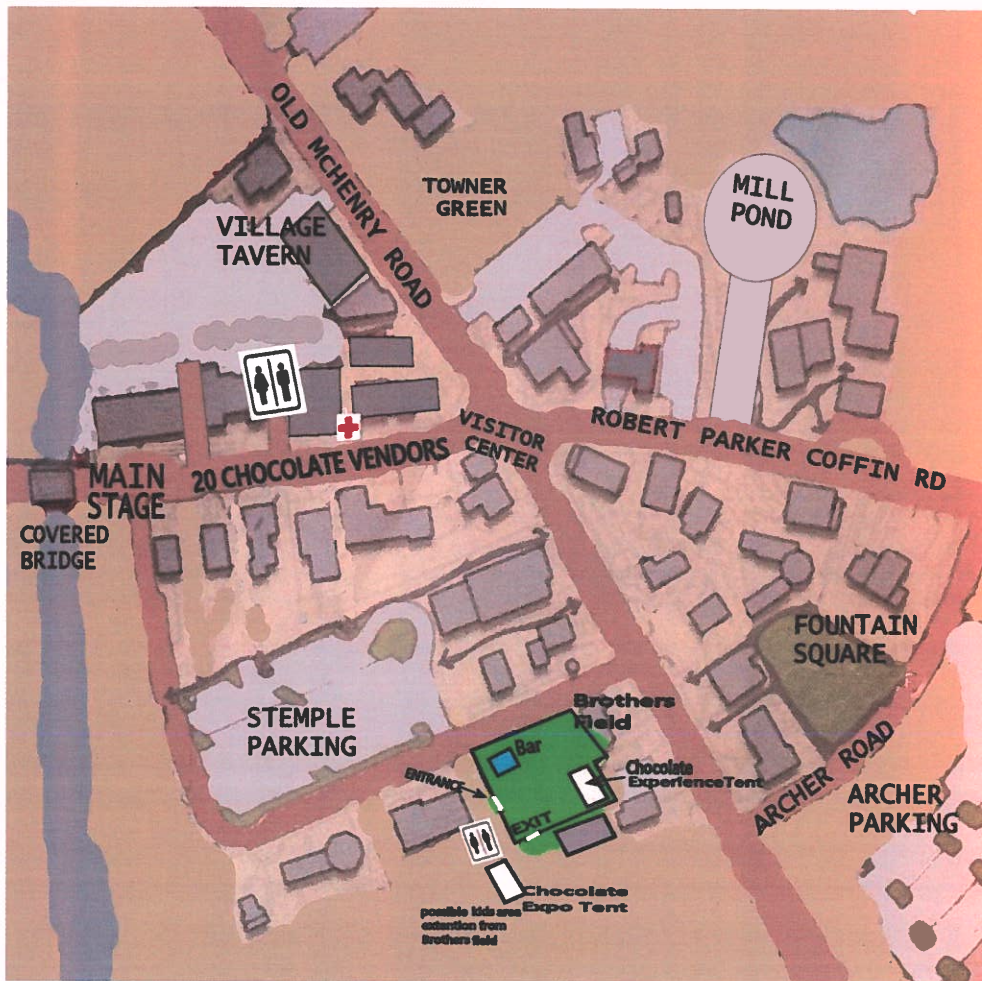
Event Overview

- 400 Block of RPC closed
- Chocolate Row of vendors will be in that location (similar to Vintage Days)
- We will be limiting vendors to Chocolate **related** businesses
- 20 vendors can safely fit there with social distancing regulations
- Town will remain open except for that road, which will benefit the merchants
- Brothers Field will have the Chocolate experience tent(s)
- Entertainment / music will have stages located on RPC by bridge, Sunset Pavilion, Brothers Field, and possibly Towner Green based on approval
- Music will be sprinkled throughout those locations to draw people to all areas of town
- We will encourage people to purchase food, drink, alcohol (cash and carry) from the local merchants (as of right now we do not have a liquor license)
- All tickets will be pre-purchased online
- We will have add-ons when people are registering online for the various classes, sessions, and entertainment that have a separate ticket price (*see schedule of events)
- Event will be at 25% capacity in order to follow Illinois current guidelines
- This event is designed to scale up or scale down as necessary
- The event schedule will be varied each day in order to encourage people to make a weekend out of it and purchase the “All Access Pass”
- Have been talking with the Marriott Lincolnshire as well as other hotels in the area to partner with us, sponsor the event, and encourage hotel reservations for this destination town and event
- General admission ticket price will include a goody bag that merchants can put coupons and/or swag into
- See budget for comprehensive ticket pricing



“Bite Size”

Chocolate Fest “Bite Size” Map





“Bite Size”

Schedule of Events

Fri, May 14, 2021

It's the chocolate party of the year! Chocolate Fest Welcome Reception VIP Sip and sample and have some chocolate fun.

- 5:00-7:00 pm Registration opens / Welcome Reception / VIP tickets \$45
- 5:00-7:00 pm Live Entertainment
- 5:00-7:00 pm Chocolate Bar open and VIP ticket includes one drink
- 5:00-7:00 pm Pre-View Chocolate Row, sip, shop, dine

Sat, May 15, 2021

<u>Time</u>	<u>Activity / Session</u>	<u>Location</u>
10:00 am	Registration opens	Registration Booth (TBD)
11:00 am	Kids cookie decorating	Kidz Zone
11:00 am	Chocolate Sculpture	Chocolate Experience Tent
11:00 am	Latte Lovers Mixologist	Chocolate Expo Tent
12:00 pm	Ken Kuhn Band	Main Stage



“Bite Size”

Schedule of Events

12:00 pm	Matt Ray Acoustic	Sunset Pavilion
12:00pm	E Man Acoustic	Gazebo
12:00	DJ Music	Brothers Field Stage
12:00 pm	The History of Cocoa	Chocolate Expo Tent
12:00 pm	Toffee Treats & Chocolate Sweets	Chocolate Experience Tent
1:00 pm	Chocolate Bean to Bar	Chocolate Expo Tent
1:00 pm	Balloon artist	Brothers Field Stage
2:00 pm	Chocolate and wine pairing	Chocolate Expo Tent
2:00 pm	Grant Millerin Band	Main Stage
2:00 pm	Mid-Atlantic	Sunset Pavilion
2:00 pm	Low-reen Blues	Gazebo
2:00 pm	Chocolate tasting class	Chocolate Expo Tent
2:00 pm	Moonie entertainer	Brothers Field Stage
3:00 pm	Health Benefits of Chocolate	Chocolate Expo Tent
3:00 pm	Chocolate Fountain	Chocolate Experience Tent
4:00 pm	Santana Tribute Band	Brothers Field
4:00 pm	John Ludy	Main Stage
4:00 pm	Chocolate Martini Mixologist	Chocolate Expo Tent
4:00 pm	Shop the expo, talk with the Chocolate professionals	



“Bite Size”

Schedule of Events

Sun, May 16, 2021

10:00 am	Registration opens	
11:00 am	Corked Wine and Chocolate Pairing	Chocolate Expo Tent
12:00 pm	Un Hitched	Main Stage
1:00 pm	TBD	Chocolate Expo Tent
2:00 pm	TBD	Chocolate Expo Tent
2:00 pm	Big Al Wetzel Band	Main Stage
3:00 pm	TBD	Chocolate Expo Tent
4:00 pm	Hello Dave	Main Stage
4:00 pm	TBD	Chocolate Expo Tent



“Bite Size”

Chocolate Tent Expo Session Descriptions

Health Benefits of Chocolate with Roxie

Presenter Roxanne Deford

Brothers Field Booth #1

May 15th, 2021

3:00-3:30 pm

Learn the health benefits of chocolate and how to make a delicious smoothie with all the vitamins and antioxidants that chocolate has to offer! You will get the recipe to try this smoothie at home.

Chocolate session

Presenter

July 15th, 2021

4:00-4:30pm

Session description



“Bite Size”

Sponsorship Opportunities

Platinum: \$3,000 (All Gold Level benefits plus)

- Naming rights for the Chocolate Tent

Gold Level: \$1,500 (All Silver Level benefits plus)

- Opportunity to display advertising signs in the Chocolate Tent and to make announcements between presentations
- VIP event access to the welcome reception for up to 6 people
- Coupon/swag bag inclusion
- Multiple sponsorship features in constant contact

Silver Level: \$1,000 (All Chocolate Friend benefits plus)

- Table / Booth in expo
- Logo inclusion with link to company on event webpage and social media
- Inclusion in all press releases, posters, program and flyers
- Single Sponsorship feature in electronic newsletter
- (6) full-day admission tickets

Chocolate Friend: \$500

- Inclusion in all press releases, posters, program and flyers
- Logo inclusion with link to company on event webpage and social media
- (4) full-day admission tickets



“Bite Size”

Projected Budget

Income \$106,400.00

Expenses \$38,426.00

Total P&L \$67,974.00