



FOR OFFICE USE ONLY

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

### SPECIAL EVENT SHORT 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: 10/01/2021 Date Received: \_\_\_\_\_

**EVENT INFORMATION**

Event Name & Location(s): Vintage Holiday Sleigh Rides (throughout downtown)  
 Description/Type of Event: Every Sat + Sun starting Nov 20 - December 19. Patrons take sleigh throughout Long Grove

Event Date: Every Sat + Sun November 20 - December 19 Hours: 10 to 7

Set Up for Event	Dismantling of Event
Date: <u>11/20/21</u>	Date: <u>12/19/21</u>
Hours: <u>9</u> to <u>10</u>	Hours: <u>7</u> to <u>8</u>

Estimated Number of Attendees: 1,000 throughout the season  
 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/

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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	N/A			
Waste Disposal/Garbage	N/A			
Tents	N/A			
Music	N/A			
Other	N/A			

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

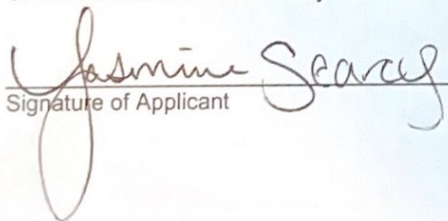
I have fully informed myself of all the details of the event and the risks inherent in the event. I recognize and acknowledge that they may involve risks of bodily injury and death. I agree to and assume the full risk of any injuries, including death, and of all costs, damages, and losses that I may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

10/11/2021  
 Date

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