



- FOR OFFICE USE ONLY**
- Site Plan
 - Temp. Liquor License App.
 - Event Application
 - Property Owner Permission
 - Insurance Certificate

SPECIAL EVENT APPLICATION

Please complete this form in its entirety. This application must be submitted a minimum of 45 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@longgroveil.gov

Submittal Date: 10/17/22 Date Received: _____

EVENT INFORMATION

Event Name & Location(s): “Crafted for Christmas” — Various locations (see attachment)

Description/Type of Event: Feature-length motion picture production (G-rated, family/holiday/romance)

Event Date: 11/28/22 - 12/22/22 (see attachment) Hours: Various to Various

Set Up for Event

Date: 11/28/22
 Hours: 9:00 am to 7:00 pm

Dismantling of Event

Date: 12/22/22
 Hours: 9:00 am to 7:00 pm

Estimated Number of Attendees: 35-50 per day Estimated Number of Vendors: 0

Sponsoring Organization: CFC Production LLC

Street Address: 2602 W. 16th Street, Suite 300

City: Chicago State: IL Zip Code: 60608

Phone Number: (312) 515-4741 Fax Number: N/A

Contact Person: John W. Boshier Phone Number: (312) 515-4741

E-mail Address: john@throughlinefilms.com

Additional Information

Include with this application the following: **(SEE ATTACHMENT)**

1. A site plan of all areas 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 the Village of Long Grove, its elected and appointed officials, officers, employees, volunteers, and agents as additional 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.
5. Provide the number of security and/or police officers needed and the times for each (if required per approval)

A. Security officers	<u>0</u>	Hours	<u>N/A</u>	to	<u>N/A</u>
B. Traffic officers	<u>0</u>	Hours	<u>N/A</u>	to	<u>N/A</u>
C. Parking Assistants	<u>0</u>	Hours	<u>N/A</u>	to	<u>N/A</u>

6. Indicate whether there will be any of the following:
(before ordering banners or temporary signs you are required to complete a review with Village of Long Grove Staff.)

A. Banners	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
B. Temporary Signs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C. Other (specify)	<u>_____</u>	

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. Please provide specifics as to the use of any mechanical or electronic rides, demonstrations, displays, music, etc.

Services provided at event:

Amenities	Contact Name	Company	Address	Phone Number
Sanitation/Portable Restrooms	Coleen Geary	Flood's Royal Flush	P.O. Box 303 Wasco, IL 60183-0303	(888) 358-7404
Waste Disposal/Garbage	Jens Lauesen	J.L. Roll-off Service, Inc.	1019 Apple Lane Lombard, IL 60148	(708) 788-8325
Tents	N/A	N/A	N/A	N/A
Music	N/A	N/A	N/A	N/A
Other	N/A	N/A	N/A	N/A

8. Attach to this application a list of all **vendors with their Illinois sales tax identification number**.

Applicant must provide each vendor with notice/form indicating their requirement to remit sales tax for transactions in the Village of Long Grove. For informational purposes the **sales tax rate for the Village of Long Grove is 8%**.

If the vendor is a 501C3 nonprofit organization, a copy of your tax-exempt certificate must be provided.

Notice for all vendors: The Village of Long Grove conducts scheduled audits of sales tax remittance data provided by the Illinois Department of Revenue. Failure to remit, or questionable remittance, will be referred to the Illinois Department of Revenue for investigation and will result in the vendor being suspended from future business activity within the Village of Long Grove municipal jurisdiction.

Notice to all food sales vendors: These vendors should contact the Lake County Department of Health (847-360-6700) to apply for a permit.

9. Raffle – Submit “Application for License to Conduct Raffle.” Raffle must be approved by the Village Board prior to the event.*
10. 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 a 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/Permits” on the home page.

All the information submitted is as part of an application to the Historic Downtown Long Grove Business Association 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 HDLGBA 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, its elected and appointed officials, officers, employees, volunteers, and agents, 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, its elected and appointed officials, officers, employees, volunteers, and agents; the Historic Downtown Long Grove Business Association, employees, volunteers, and agents, 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 of 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

10/17/22

Date

Village Manager Review

Date

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

APPENDIX
Tentative Daily Schedule as of 10/16/2022

Monday, November 28

PREP DAY -- Set up production office in Fountain Square, park fleet and dumpster at Twin Orchard Country Club

Tuesday, November 29

DAY OFF

Wednesday, November 30

Location: Ryan Messner State Farm Insurance Agency
Address: 437 Robert Parker Coffin Rd, Long Grove, IL 60047
Description: Interior and exterior scenes (day/night)
Hours: 11:00 am – 11:30 pm
Attendees: 35-40
Parking: RPCR (trucks), Stempel Lot (personnel vehicles)
Restrooms: On-site, production office
Closures: RPCR between the church and Old McHenry Road
Signage: Road closure, no parking on RPCR
Notes: Snow blankets (cotton batting)

Thursday, December 1

Location: Country House of Long Grove
Address: 430 Robert Parker Coffin Rd, Long Grove, IL 60047
Description: Exterior scene (day)
Hours: 11:30 pm – 4:30 pm
Attendees: 35-40
Parking: RPCR (trucks), Stempel Lot (personnel vehicles)
Restrooms: On-site, production office
Closures: RPCR between the church and Old McHenry Road
Signage: Road closure, no parking on RPCR
Notes: Snow blankets (cotton batting)

Location: Buffalo Creek Bridge
Address: Robert Parker Coffin Rd, Long Grove, IL 60047
Description: Exterior scene (night)
Hours: 4:30 pm – 12:00 am
Attendees: 35-40
Parking: RPCR (trucks), Stempel Lot (personnel vehicles)
Restrooms: Country House, production office
Closures: RPCR between the church and Old McHenry Road

Signage: Road closure, no parking on RPCR
Notes: Snow blankets (cotton batting)

Friday, December 2

Location: Brothers' Field
Address: 344 Old McHenry Road, Long Grove, IL 60047
Description: Exterior scenes (day/night)
Hours: 12:00 pm – 12:30 am
Attendees: 35-40
Parking: Archer Road (trucks), Archer Lot (personnel vehicles)
Restrooms: On-site, production office
Closures: None
Signage: No parking on Archer Road
Notes: Snow blankets (cotton batting)

Saturday, December 3

Location: Mel's Marathon
Address: 209 Robert Parker Coffin Rd, Long Grove, IL 60047
Description: Exterior scene (day)
Hours: 1:00 pm – 4:00 pm
Attendees: 35-40
Parking: Archer Road (trucks), Archer Lot (personnel vehicles)
Restrooms: Production office
Closures: None
Signage: No parking on Archer Road
Notes: Snow blankets (cotton batting)

Location: Fountain Square
Address: 228 Robert Parker Coffin Rd, Long Grove, IL 60047
Description: Exterior scene (night)
Hours: 4:00 pm – 1:30 am
Attendees: 45-50
Parking: Archer Road (trucks), Archer Lot (personnel vehicles)
Restrooms: Production office
Closures: None
Signage: No parking on Archer Road
Notes: Snow blankets (cotton batting)

Sunday, December 4

Location: Private Residence
Address: TBD
Description: Interior scenes (night)
Hours: 1:30 pm – 2:00 am
Attendees: 35-40
Parking: On-site
Restrooms: On-site
Closures: None
Signage: None

Notes: None

Monday, December 5

Location: Long Grove Coffee Co.

Address: 126 Old McHenry Rd, Long Grove, IL 60047

Description: Interior and exterior scenes (day)

Hours: 2:00 am – 8:00 pm

Attendees: 35-40

Parking: Archer Road (trucks), Archer Lot (personnel vehicles)

Restrooms: On-site, production office

Closures: None

Signage: No parking on Archer Road

Notes: Snow blankets (cotton batting)

Location: Enzo & Lucia Ristorante

Address: 343 Old McHenry Rd, Long Grove, IL 60047

Description: Interior scene (night)

Hours: 8:00 pm – 2:30 am

Attendees: 35-40

Parking: Archer Road (trucks), Archer Lot (personnel vehicles)

Restrooms: On-site, production office

Closures: None

Signage: No parking on Archer Road

Notes: None

Tuesday, December 6

DAY OFF

Wednesday, December 7

DAY OFF

Thursday, December 8

NON-LONG GROVE LOCALE

Friday, December 9

NON-LONG GROVE LOCALE

Saturday, December 10

NON-LONG GROVE LOCALE

Sunday, December 11

NON-LONG GROVE LOCALE

Monday, December 12

Location: The Village Tavern
Address: 126 Old McHenry Rd, Long Grove, IL 60047
Description: Interior and exterior scenes (day/night)
Hours: 2:00 pm – 2:30 am
Attendees: 45-50
Parking: On-site
Restrooms: On-site
Closures: None
Signage: None
Notes: Snow blankets (cotton batting)

Tuesday, December 13

Location: The Village Tavern
Address: 126 Old McHenry Rd, Long Grove, IL 60047
Description: Interior and exterior scenes (day/night)
Hours: 2:00 pm – 2:30 am
Attendees: 45-50
Parking: On-site
Restrooms: On-site
Closures: None
Signage: None
Notes: Snow blankets (cotton batting)

Wednesday, December 14

DAY OFF

Thursday, December 15

DAY OFF

Friday, December 16

Location: Private Residence
Address: TBD
Description: Interior scenes (day/night)
Hours: 7:00 am – 7:30 pm
Attendees: 35-40
Parking: On-site
Restrooms: On-site
Closures: None
Signage: None
Notes: None

Saturday, December 17

NON-LONG GROVE LOCALE

Sunday, December 18

NON-LONG GROVE LOCALE

Monday, December 19

NON-LONG GROVE LOCALE

Tuesday, December 20

NON-LONG GROVE LOCALE

Wednesday, December 21

NON-LONG GROVE LOCALE

Thursday, December 22

WRAP DAY -- Close production office in Fountain Square, remove fleet and dumpster at Twin Orchard Country Club