



# Approved Vendor List Application

## Picnic, Indoor and Special/Athletic (Sporting) Events

### APPROVED VENDOR LIST

The Forest Preserves has approximately 300 unique indoor and outdoor spaces throughout Cook County that host a variety of events of almost every type and size including picnics, birthday parties, weddings, races/walks, and corporate events. More than 7,000 events are held in the Forest Preserves each year.

The Approved Vendor List is a directory of vendors that are capable of providing Special Use Items, such as inflatables, generators, tents, table/chairs, etc., for rental for events held in the Forest Preserves. All Vendors on the Approved Vendor List are required to have a current Certificate of General Liability insurance with Endorsement naming the Forest Preserves on file with the Forest Preserves. Please note that the Approved Vendor List is not exclusive; patrons will still be allowed to utilize vendors outside of this list and there is no guarantee of any amount of business that the Vendor might receive from participation in this Approved Vendor List.

Submission of an application does not constitute approval. Inclusion on the Approved Vendor List does not establish any form of endorsement, partnership, agency, or joint venture arrangement of any kind between the Vendor and the District.

### SUBMISSION INFORMATION

Applications to be placed on the “Approved Vendor List” must be sent/emailed to:

Concessions Department  
FPD.Concessions@cookcountyil.gov  
536 N. Harlem Ave, River Forest, IL 60305  
ATTN: Approved Vendor List Administrator

### FOREST PRESERVE RESPONSIBILITIES

1. The Forest Preserves shall review all applications for completeness and grant inclusion for those that are selected. Inclusion shall be granted per calendar year (November 15 – December 14).
2. Advertise the Approved Vendor List on the Forest Preserves permits [website](#) and on its existing [outdoor](#) and [indoor](#) permit applications. Each Vendor will have the following information represented on the Approved Vendor List:
  - a. Business name
  - b. Contact information, including website link and phone number

### VENDOR RESPONSIBILITIES: Please initial each requirement

1. \_\_\_\_\_ Submit a listing of services/products offered along with pricing information for the current year. Please note that the pricing information which the vendor provides to the Forest Preserves will not be included on the Forest Preserves’ website or other publications.
2. \_\_\_\_\_ Vendors shall provide an example of their rental contract to the Forest Preserves.
3. \_\_\_\_\_ **(If approved)** Provide a Certificate of General Liability insurance with Endorsement, naming the Forest Preserves as an additional insured for \$1,000,000 per occurrence. The Certificate of General Liability insurance shall cover bodily injury and property damage that may occur from the use of vendor’s services being provided on Forest Preserves property. For vendor’s convenience, an example of the Certificate of Insurance required is attached as **Exhibit B** within this Approved Vendor List Application.
4. \_\_\_\_\_ Vendors shall submit a copy of their current business license.



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5. \_\_\_\_\_ Provide a primary point of contact for any issues or questions.
6. \_\_\_\_\_ Vendors will need to comply and be familiar with Forest Preserves' permit policies, guidelines, and requirements that can be viewed and accessed [here](#).
7. \_\_\_\_\_ Provide the Forest Preserves with copies of all rental contracts for events utilizing Special Use Items hosted at the Forest Preserves and include the patron's permit number on each rental contract.
8. \_\_\_\_\_ Vendors shall notify the Forest Preserves if a patron cancels their rented Special Use item within forty-eight hours.
9. \_\_\_\_\_ Vendors shall only provide Special Use Items to Forest Preserves patrons that have paid the Forest Preserves Special Use fee. All Forest Preserves patrons shall be responsible for furnishing a paid receipt to all Vendors for verification purposes.

Business Information		
Individual or Business Name:		
Primary Contact Name:	Primary Contact Number:	
Secondary Contact Name:	Secondary Contact Number:	
Business Address:	City:	Zip:
Business Number:	Fax number:	
Email Address:		
Website:		
Division(s) of Service (please refer to <b><u>Exhibit A</u></b> for a map of all divisions):		
<input type="checkbox"/> <b>County wide</b> <input type="checkbox"/> Poplar Creek <input type="checkbox"/> Des Plaines <input type="checkbox"/> North Branch <input type="checkbox"/> Indian Boundary <input type="checkbox"/> Skokie <input type="checkbox"/> Salt Creek <input type="checkbox"/> Sag Valley <input type="checkbox"/> Tinley Creek <input type="checkbox"/> Palos <input type="checkbox"/> Thorn Creek <input type="checkbox"/> Calumet		

Types of Services Provided
<b>Select all services that your company can provide:</b>  <input type="checkbox"/> Inflatables <input type="checkbox"/> Generators <input type="checkbox"/> Band/DJ <input type="checkbox"/> Tent Vendor <input type="checkbox"/> Food Vendor/Caterer <input type="checkbox"/> Dumpsters <input type="checkbox"/> Snack Machines ( <i>popcorn, cotton candy, etc.</i> ) <input type="checkbox"/> Commercial Grade Grills ( <i>5' or wider</i> ) <input type="checkbox"/> Other ( <i>please list the service you provide</i> ): _____



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**Insurance Information:** Please refer to this [link](#) Or **Exhibit B** for the Forest Preserves' insurance requirements and attach a copy of your certificate naming the Forest Preserves as an additional insured to this application

Insurance Company Name	Policy Number
Expiration Date	

### Health Department Information (If Applicable)

License Number	Expiration Date
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### Payment Information (Fees are not prorated)

For inclusion on the Approved Vendor List, all Vendors are required to submit a one-time payment of **\$150.00 per calendar year.** Once approved, Vendors can pay via cash, check or credit card. All payments shall be sent to 536 N. Harlem, River Forest, IL 60305 ATTN: Approved Vendor List Administrator.

### Signature and Indemnification

This is an application for inclusion on an "Approved Vendor List." Submission of this application does not guarantee inclusion on the Forest Preserves Approved Vendor List and payment is not required until you are approved. All approved Vendors shall agree to the policies, procedures and ordinances of the Forest Preserves, as well as the applicable local, county, state and federal laws that apply to the services they provide. By signing below, you represent that the above information in your application is true and complete, and that you have the authority to make and submit this application to the Forest Preserves for approval.

Vendor will indemnify and defend the Forest Preserves, its officials, agents, and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnities may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of any injury or damage relating to the Vendor's provision of services to Forest Preserves patrons.

Signature	Date:
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### Disclaimer

The Forest Preserves reserves the right to remove a Vendor from the Approved Vendor List if: 1) Vendor misrepresents, falsifies or withholds information, 2) requirements, restrictions and conditions or rules pertaining to inclusion on the Forest Preserves' Approved Vendor List are violated 3) substantial complaints are received from the public relating to the service(s) that a Vendor provides 4) Certificate of Insurance coverage lapses.



# Approved Vendor List Application Picnic, Indoor and Special/Athletic (Sporting) Events

## EXHIBIT A FACILITIES MAP

### FOREST PRESERVE DISTRICT OF COOK COUNTY Facilities Map

**CALLUMET DIVISION**

Activity Areas

1. Bessieboro Woods
2. Bessieboro Woods Boat Launch\*\*
3. Burnham Prairie Nature Preserve
4. Burnham Woods Golf Course
5. Callumet Woods
6. Oak River Woods/Hat Street
7. Oak River Woods-Central
8. Oak River Woods-East
9. Oak River Woods-North
10. Oak River Woods-South
11. Oak River Woods-West
12. Channahon Woods
13. Eggan Grove
14. Fossil Hill Lake
15. Joe Louis "The Champ" Golf Course
16. Kishwaukee Woods
17. Little Callumet Boat Launch\*\*
18. Pendergast Lake
19. Whittier Woods

Trail Systems

20. Burnham Greenway (Phase I)
21. Major Taylor (Phase I)

**DES PLAINES DIVISION**

Activity Areas

22. Allerton Woods
23. Beech Lake
24. Bellwood Lake
25. Big Woods
26. Camp Bluff Woods
27. Camp Du Rocher
28. Camp Ground Road Woods
29. Camp Hill Woods
30. Camp No. 1 Woods - East
31. Camp No. 1 Woods - West
32. Camp No. 2 Woods
33. Harry R. Sawyer Boating Range
34. Inglewood Woods
35. Kishwaukee Woods - East
36. Lake Annex Woods
37. Little Callumet Woods
38. Lions Woods
39. Montross Family Picnic Area
40. Northwest Woods
41. Pendergast Lake
42. Pendergast Woods
43. River Trail Nature Center

Trail Systems

44. Des Plaines (Expanded)

**SALT CREEK DIVISION**

Activity Areas

70. Ashland Tanager Grove
71. Ash Grove Forest
72. Bennis Woods North
73. Bennis Woods South
74. Bismarck Woods
75. Brookfield Woods
76. Calthrop Grove
77. Central Family Aquatic Center
78. Central Quarry
79. Central Woods
80. LaGrange Park Woods
81. Lake Park
82. McClellan Woods
83. Montross Golf Course
84. Miller Meadows North\*\*
85. Miller Meadows South\*\*
86. National Grove North
87. National Grove South
88. Ottawa Trail Woods North
89. Ottawa Trail Woods South
90. Plank Road Meadow Boat Launch\*\*
91. Plank Road Woods
92. Salt Creek Woods
93. Sibley Grove
94. Stone Fort Canal Landing
95. Sunbowl Woods
96. Thornapple Stone Forest
97. Twenty Sixth Street Woods East
98. Twenty Sixth Street Woods West
99. Woodland Woods
100. White Eagle Woods North
101. White Eagle Woods South
102. Wolf Point

Special Activity Sites

103. Chicago Botanic Garden
104. Chicago Portage National Historic Site

Trail Systems

105. Salt Creek (Phase I)
106. Salt Creek (Phase II)
107. Salt Creek (Phase III)
108. Salt Creek (Phase IV)
109. Salt Creek (Phase V)

**INDIAN BOUNDARY DIVISION**

Activity Areas

141. Little Red Schoolhouse Nature Center
142. Maple Lake Boat Launch\*\*
143. Maple Lake East
144. Maple Lake West
145. Mound Meadows
146. Maple Lake Church
147. Maple Lake
148. Maple Lake
149. Maple Lake
150. Maple Lake
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152. Maple Lake
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199. Maple Lake
200. Maple Lake

Trail Systems

201. Indian Boundary

**POPOLAR CREEK DIVISION**

Activity Areas

141. Little Red Schoolhouse Nature Center
142. Maple Lake Boat Launch\*\*
143. Maple Lake East
144. Maple Lake West
145. Mound Meadows
146. Maple Lake Church
147. Maple Lake
148. Maple Lake
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199. Maple Lake
200. Maple Lake

Trail Systems

201. Poplar Creek

**THORN CREEK DIVISION**

Activity Areas

277. Burnham Woods
278. Callumet City Playfield
279. Callumet City Playfield
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400. Callumet City Playfield

Trail Systems

401. Thorn Creek

**TINLEY CREEK DIVISION**

Activity Areas

413. Arrowhead Lake
414. Blair's Grove Woods
415. Bluff Grassland
416. Robert's Family Picnic Area
417. Bremen Grove
418. Burr Oak Woods
419. Camp Patton
420. Camp Sullivan
421. Canton Springs Woods
422. Catalina Grove Family Picnic Area
423. Croppers Creek Family Picnic Area
424. Elizabeth A. Conley Forest North
425. Rosewood Family Picnic Area
426. George W. Dunne National Golf Course
427. Inwoodville Grove Family Picnic Area
428. Midwestern Meadows
429. Midwestern Meadows
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Trail Systems

501. Tinley Creek

**EXPLANATION OF SYMBOLS**

**MAP**

- Activity Area
- Trail System
- Boat Launch
- Special Activity Site
- Water
- Highway
- Railroad
- City
- County

**BOARDS & NOTICES**

- Activity Area
- Trail System
- Boat Launch
- Special Activity Site
- Water
- Highway
- Railroad
- City
- County

**LIVE HEALTHY, DISCOVER NATURE**



# Approved Vendor List Application Picnic, Indoor and Special/Athletic (Sporting) Events

## ATTACHMENT B CERTIFICATE OF GENERAL LIABILITY INSURANCE EXAMPLE

### Certificate of Liability Insurance Sample

Please see sample certificate below. Certificates are due no less than two weeks prior to event date Documents/fees received within two weeks of event date are subject to denial or \$25 late fee. The following must be noted:

1. Type of insurance must be "General Liability"
2. Amount of coverage per occurrence must be \$1,000,000
3. Forest Preserves of Cook County must be listed specifically as "Additional Insured"
4. Address to be used on insurance should reflect our General Headquarters office in River Forest.
5. Endorsement must be attached to certificate.

**Note:** Events with 1,000+ attendees require \$2,000,000 per occurrence. Also, events that wish to sell (beer or wine only), will have additional insurance requirements.

**ACORD CERTIFICATE OF LIABILITY INSURANCE** (DATE REVISED: 07/22/11)

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 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:** ABC Insurance Agency, 456 Smith St., Riverforest, IL 60305

**INSURED:** John Smith, 123 Main. St., Chicago, IL 60606

**COVERAGES:** GENERAL LIABILITY (checked), COMMERCIAL GENERAL LIABILITY (checked), UMBRELLA LIABILITY (checked), EXCESS LIABILITY (checked), PRODUCTS - COMP/OP (checked)

**LIMITS:** EACH OCCURRENCE \$1,000,000; PRODUCTS - COMP/OP \$2,000,000

**DESCRIPTION OF OPERATIONS:** The Forest Preserves of Cook County is named additional insured

**CERTIFICATE HOLDER:** Forest Preserves of Cook County, 536 N. Harlem Ave, River Forest, IL 60305

**AUTHORIZED REPRESENTATIVE:** Jim Schubert



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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

**SAMPLE**

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