

INTERNAL USE ONLY

Permit Administrator:

Permit #:

Received:

PLEASE NOTE: Requests for permit changes must be submitted by the permit holder. In addition, all required documents for special use items must be in the name of the permit holder.

There is a \$5.00 change fee per permit change after initial booking; however additional fees will apply depending on request. A \$25.00 application fee plus a \$10.00 per item fee will be charged to all special use requests. Please note all fees are non-refundable.

Requests must be submitted at least two weeks prior to event date. If you are submitting this form after the due date, a \$25 late fee will be applied or subject to denial. Incomplete requests will not be accepted.

Permit Information	
Receipt/Permit #:	Current Date of Event:
Permit Holder's Name:	
Organization:	
Current location of event:	Phone Number:
Email Address attached to account:	
Section 1 - Change Attendees/Date	
<input type="checkbox"/> I want to change my number of attendees. From: _____ To: _____	
<input type="checkbox"/> I want to change my date.	
1st Choice	From: _____ To: _____ <small>MM/DD/YY MM/DD/YY</small>
2nd Choice	From: _____ To: _____ <small>MM/DD/YY MM/DD/YY</small>
Section 2 - Change Location	
<input type="checkbox"/> I want to change my location:	
1st Choice	Preserve Name: _____ Grove #: _____
2nd Choice	Preserve Name: _____ Grove #: _____
Section 3 – Change Permit Holder	
<input type="checkbox"/> I want to change the holder of my permit. A copy of the <u>new</u> permit holder's driver's license or state I.D. must be submitted with this form.	
New permit holder's name: _____	
Phone #: _____	Email address: _____
_____	_____
Current Permit Holder Signature	New Permit Holder Signature
*By signing this application we authorize the exchange of permit holder and release the responsibility from the current holder to the new holder (listed above). The new holder agrees to take on full responsibility for the permit and all FPCC rules.	

Section 4 - Special Use Items
 Add special use to my permit, I understand that additional fees will apply.

Special Use Checklist
Before final submission, you must have the following items ready to turn in with this application.

- Proof of insurance with endorsement
- Rental agreements (if applicable)

PLEASE NOTE: The items below may be operated ONLY between the hours of 10 a.m. and 6 p.m., or at least two hours before sunset. Documentation listed above and payment **must be submitted no less than (2) weeks before the event date.** Incomplete requests will not be accepted.

Please indicate the number of each item you are requesting to have on FPCC Property

Special Use Item	Qty.	Details
Amplified Equipment		<input type="checkbox"/> DJ <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Live Band <input type="checkbox"/> Other (specify):
Animals (petting zoo, pony rides)		Please List:
Canopy Tent (larger than 10x10)		Please state size:
Commercial Grade Grill (5ft & wider)		Please state size:
Dumpsters		Please state size:
Generator(s)		Used for:
Inflatable(s)		Please List:
On-Site Catering		Please List:
Portable Bathroom*/Portable Sink		Please List:
Snack Machine(s) (Popcorn, cotton candy, etc.)		Please List:
Stage/Platform		Please state size:
Other:		Please List:

*Requests for portable bathroom rentals through FPCC must be made using the Portable Bathroom Rental Form at fpdcc.com/permits.

Total Items: _____ x \$10 (per item fee) = \$_____ + \$25 special use application fee + \$25 late fee (if applicable) = **Amount Due:** \$_____

Section 5: Cancel Picnic/Event Permit
 Cancel Permit – By cancelling my permit, I understand that fees paid are non-refundable.

Payment and Signature

Payments are accepted in-person at General Headquarters located at 536 N. Harlem Avenue, River Forest, IL 60305, over the phone (800) 870-3666 or you may also pay online by logging into your online account within 24 hours of your request.

Signature of Permit Holder:	Date:
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