

Please Note: Requests for any permit or rental changes must be submitted by the permit holder and returned to the Forest Preserves of Cook County (FPCC) Permits or Event Aide staff.

There is a \$5.00 change fee per permit change. For special use: a \$25.00 application fee (*if applicable*) is charged in addition to a special use fee of \$10.00 per item. All **special use fees are non-refundable.**

Requests must be submitted at least two weeks prior to event date. If submitted, less than two weeks from the event date, an additional \$25 late fee will be applied (ALL REQUEST SUBMITTED LESS THAN TWO WEEKS OF EVENT ARE SUBJECT TO DENIAL)

Permit Information		
Receipt/Permit #:	Current Date of Event:	Current location of event:
Permit Holder's Name:		Organization Name:
Email Address attached to account:		Phone Number:
Section 1 - Change Attendees/Date/Time		
<input type="checkbox"/> I want to change my number of attendees: To: _____		
<input type="checkbox"/> I want to change my date:		
1 st Choice:	MM/DD/YYYY	2 nd Choice: MM/DD/YYYY
<input type="checkbox"/> I want to change my time: Start: _____ End: _____		
Section 2 - Change Location		
<input type="checkbox"/> I want to change my location:		
1 st Choice	Location Name: _____	Grove#/Room : _____
2 nd Choice	Location Name: _____	Grove#/Room: _____
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.		
*By signing below, we authorize the exchange of permit holders and release the responsibility from the current holder to the new holder. The new holder agrees to take on full responsibility for the permit and all FPCC rules.		
New permit holder's name: _____		
Phone #: _____ Email address: _____		
_____ Current Permit Holder Signature		_____ New Permit Holder Signature

OUTDOOR Rentals: FPCC 536 N. Harlem, River Forest, IL 60305 • (P) 800-870-3666 • (F) 708-771-1071
• (E) FPD.Permits@CookCountyil.gov

INDOOR Rentals: Mathew Bieszczat (VRC) 6100 N. Central Ave., Chicago, IL 60646 • (P) 773-792-0149 • (F) 773-792-0539
• (E) Pavilion.Rentals@CookCountyil.gov

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/w endorsement
- Rental agreements (if applicable, should be in permit holder/organization name)

PLEASE NOTE: Special use items usage in an outdoor groves must end by 6.p.m. Indoor special usage must end 30 minutes before the end of the event time. Documentation listed above as well as payment, **must be submitted no less than (2) weeks before the event date.** Incomplete requests are subject to denial.

Please indicate each items , is the item being rented, and the number of each item you are requesting to have on FPCC Property

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

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

Section 5: Change of Address (*Proof of residency is required with address change request. Additional fees will apply for non-residents*)

Street Address:		Apartment/Unit #:
City:	State:	Zip code:

Section 6: Cancel Picnic/Event Permit

Cancel Permit – By cancelling my permit, I understand the refund policy listed within my original application

Payment and Signature

Payments are accepted in-person at General Headquarters located at 536 N. Harlem Avenue, River Forest, IL 60305 or over the phone (800) 870-3666. Mathew Bieszczat Volunteer Resource Center can take payment over the phone (773) 792-0149. You may also pay online by logging into our reservation system once charges are applied.

Signature of Permit Holder:	Date:
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