

**Permit Holder** must submit request for any permit or rental changes. There is a standard \$5.00 change fee per permit change. Requests must be submitted at least two weeks prior to event date, or sooner, to avoid an additional \$25 late fee or denial.

**Note:** Please allow 48-72 business hours for processing time.

## Current Permit Information

Receipt/Permit #:	Date of Event:
Permit Holder's Name:	Phone Number:
Location of event:	Organization Name:
Email Address attached to account:	

## Section 1 – Change Date

I want to change my date:

**1<sup>st</sup> Choice:** \_\_\_\_\_ **2<sup>nd</sup> Choice:** \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

## Section 2 - Change Attendees/Location *(Additional fees may apply for changes in this section)*

Change my number of attendees: From: \_\_\_\_\_ To: \_\_\_\_\_

Change my location:

**1<sup>st</sup> Choice** Location Name: \_\_\_\_\_ Grove# : \_\_\_\_\_

**2<sup>nd</sup> Choice** Location Name: \_\_\_\_\_ Grove#: \_\_\_\_\_

## Section 3: 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: _____
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## Section 4: Cancel Picnic/Event Permit

**Cancel Permit** – By cancelling my permit, I understand that fees paid are non-refundable.

## Section 3 – Change Permit Holder

- I want to change the permit holder name. A copy of the **new** 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 FPC rules.

**New Permit Holder Information:**

First and Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
**Current** Permit Holder Signature

\_\_\_\_\_  
**New** Permit Holder Signature

*\*In the event that the Current Permit Holder has died prior to the event, it shall be sufficient for the New Permit Holder to submit a certified death certificate (with sensitive information like social security number and cause of death blocked out).*

## 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. You may also pay online by logging into our reservation system once charges are applied.**

<b>Signature of Permit Holder:</b>	<b>Date:</b>
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