Apply Online Cont.

- Click “Sign In” or “Create an Account” to begin the process.

Important:

- If you forgot your password click on “Forgot Password” or contact the Permits Department at 800-870-3666 to have your password reset.
Apply Online cont.

- Click “Permits/Camping”.
- Click “Picnic/Special Event Permits”.
Step 3: Selecting your event type:

- **Review** “Event Type Definitions”.
- Select your event type.
- “Description” - Enter the name of your event. Please be specific (i.e. Brown Family Picnic 2018).
- Include total estimated attendees, include children, staff, spectators and participants.
- Click “continue”.

### Tips for completing this page:

1. "Number of guests" must include participants, spectators and staff (if any).
2. **Event Types:**
   - **Basic Picnic**: A private event with 25 - 399 attendees.
     - Examples: family reunion, birthday party, graduation party
   - **Special Event**: Public event or event with registration/tickets, with up to 2,000 attendees.
     - Examples: festival, performance, fundraiser
   - **Athletic (Sporting) Event**: Spectator-sport or competition based event, with up to 2,000 attendees; may feature a designated route.
     - Examples: 5K walk/run, fishing derby, bike race

---

Welcome to the Reservation Request Site!

**Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment required.

- **Event Type**: Picnic
- **Description**: Brown Family Picnic 2018
- **Maximum Number of Guests**: 50

[Continue button]
Step 4: Location Selection

Important: Choosing more than one filter may result in an error.

- Select one choice: Location, Type of facility OR Facility.
- Click “Continue”.

Tips for completing this page:

1. For best results, only use one (1) of the sections below to narrow your search.
2. Number of guests allowed per area:
   - Small Grove: Up to 200
   - Large Grove: Up to 399
   - Large Event Area: 400+
Location selection cont.

- It is recommended you select more than one space, in case your desired space is already booked.
- Click “continue”.

**NOTE:** Review construction closures as they may impact your desired location.

### Reservation: Select Facility / Equipment

#### Tips for completing this page:

1. **Select more than one option** (if applicable) use the check-boxes in the "Select" column, in case your desired location is unavailable. You can remove unwanted locations later.

2. **Click here to view PDF maps of picnic areas.** The links in the "Location" column may interrupt your purchase.

#### Disclaimer:

Construction may impact parking and/or comfort station availability in some areas. Click [here](#) for a list of facilities/equipment that match the criteria you specified in the previous step. Use the check-boxes in the Select column to choose which item(s) to try to reserve.

<table>
<thead>
<tr>
<th>Select</th>
<th>Attend</th>
<th>Qty</th>
<th>Name</th>
<th>Type</th>
<th>Reservation Unit</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Andrew Toman 01-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Andrew Toman</a> 8005 27th Riverside, (800) 870-3666</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Barrington Road 01-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Barrington Road Pond</a> 1748 Barrington Rd Schaumburg, IL US 60194 (800) 870-3666</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Ben's 04-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Ben's Woods</a> 1110 Ogden Ave Western Springs, IL US 60558 (800) 870-3666</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Ben's 03-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Ben's Woods</a> 1110 Ogden Ave Western Springs, IL US 60558 (800) 870-3666</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Ben's 07-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Ben's Woods</a> 1110 Ogden Ave Western Springs, IL US 60558 (800) 870-3666</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60</td>
<td>0</td>
<td>Blue Star Memorial 01-Lrg Grove Shelter</td>
<td>Facility</td>
<td>Rental Block <a href="#">Blue Star Memorial Woods</a> 699 Lake Ave Glenview, IL US 60025 (800) 870-3666</td>
<td></td>
</tr>
</tbody>
</table>
Step 5: Event Date

- **Note:** Groups with 399 or less attendees cannot reserve Large Capacity Areas more than 45 days before event date.
- Select Event Start Time based on times shown above.
- Click “Continue”.

**Tips for completing this page:**

1. Specify the Dates; the “begin” and “end” dates must be the same.
2. Specify when the event starts: Choose a block of time based on the date of your event.
   - 7:00 am - 6:30 pm for events in March, April, May, September, October
   - 7:00 am - 7:30 pm for events in June, July, August
   - 7:00 am to 4:00 pm for events in November, December, January, February

   **NOTE:** Time and date restrictions are due to system constraints and will not affect the permit price. Your permit is valid from sunrise to sunset on the day of your event.

3. **Large Capacity Areas:** Picnic groves within large capacity areas can only be reserved by for events with under 399 attendees within 45 days of the event. Click here for a list of large capacity areas.

One or more of the items requested cannot be reserved more than 45 day(s) in advance.

**Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

- **Begin Date:** 2018 ▼ Aug ▼ 4 ▼
- **Number of Weeks:** ▼
  - **AND** ▼
- **End Date:** 2018 ▼ Aug ▼ 4 ▼

**Specify when the event starts**

Available Time Slots: 7:00 AM to 7:30 PM (Summer) ▼

To review your event dates, click **Continue**.
Event date cont.

- Date highlighted in yellow is date requested.
- You may also add/delete a date here by clicking on the date on the calendar.
- Once correct date is selected, click “Continue.”

Step 6: Location Availability:

- A red X indicates that the space is already reserved.
- Make sure to unselect any unwanted locations before proceeding.
- ALL selected locations will be charged.
- Click “Continue.”
Step 7: Reservation Checklist/Questions

- Initial on required fields to the left. Documents may be downloaded in PDF format.

**Note:** Special Use Items require additional documents before process is complete.

- Answer required questions to give us more details about your event.
- Click “Continue”
Step 8: Confirm Date/Location

- Confirm the details of your reservation before continuing.

Step 9: Payment

- Note: Fees are non-refundable and you must be 21 years of age or older in order to purchase a permit.
Step 10: Reservation Receipt/Permit Status

- Print/Save your reservation receipt for your records.
- Permit Status:
  - Pending = Your permit is subject to review. You will be notified via email once it is approved.
  - Approved = Your request has been approved. Your date and location have been reserved.
Step 11: Print Receipt

Step 12: Print Permit
- Click on “List of Transactions/Permits”
Print Permit Cont.
- Click on “Permit” next to the permit number/date you want to print.

Print Permit Cont.
- Click directly on the “Permit Number” to view your permit.
Print Permit

- To print a copy of your permit click “Print”.

---

**Permit Contract**

**Internet Site - Forest Preserves of Cook County**

118 N. Clark
Chicago, IL 60602
Phone: (800) 870-3666
FAX: (708) 771-1071
Email: fpd.permits@cookcountyil.gov

---

### Charges

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Charges</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Deposit Taxes</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Total Payments</td>
<td>($60.00)</td>
<td></td>
</tr>
</tbody>
</table>

---

### RESERVATIONS

<table>
<thead>
<tr>
<th>Event</th>
<th>Resource</th>
<th>Center</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>91st and 91st and</td>
<td>Prospect 1-Sm Prospect 91st and 91st and</td>
<td>Prospect Chicago, IL, US 60620 (800) 870-3666</td>
<td>Any questions/concerns pertaining to permits please call our permit office at (800)870-3666 option #1 during normal business hours. Any pre-event maintenance assistance may be obtained by contacting our Cabernet maintenance office at (773) 233-3100 M-F 9:30am-2:30pm and Sat-Sun 9am-1:30pm. Please call FPDCO Police Department at (708)771-1000 to settle disputes at the picnic site, should they occur. For emergencies please call 911.</td>
</tr>
<tr>
<td>Attend Qty: No Shelter 30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Event Begins**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 17, 2017</td>
<td>7:00 AM</td>
<td>9 hours</td>
</tr>
</tbody>
</table>

---

**Event Ends**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 17, 2017</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

---

FPCC—Permits Rentals & Concessions Dept. • E: fpd.permits@cookcountyil.gov • P: (800)870-3666 • F (708)771-1071