

Special Use Permit Request - FAQ's

Q: What is Special Use?

- Items that are not naturally found in the preserves are typically considered Special Use. Examples include, but are not limited to, amplified sound (DJ, stereo system, live band, etc.), generators, inflatables, portable restrooms or sinks, etc.

Q: Can I request Special Use without a picnic permit?

- No. Special Use items must be placed in designated picnic areas. A picnic permit must be obtained prior to requesting a Special Use permit.

Q: What do I need to request Special Use?

- Submit a Special Use request form with documents listed below at least two weeks before your event date or sooner.
 - A certificate of general liability insurance with endorsement page in the name of the permit holder is required to cover all items.
 - If items are rented, in addition to insurance, copies of rental agreements/receipts in the name of the permit holder for the items must be submitted.
- Additional fees apply, there is a \$25 application fee, \$10 per item fee and \$25 late fee for requests/documents received less than two weeks prior to event date.

Q: Where can I obtain insurance from?

- Permit holder can ask for one-day event insurance through a homeowner's policy. Some permit holders obtain insurance online as well.
- If renting, most rental companies provide insurance for a fee. Be sure to ask before you rent.

Q: How do I pay for Special Use?

- Upon approval of your request a member of our team will reach out to you for payment. You may also login/create an online profile to pay online.

Q: What is an Approved Vendor?

- Approved Vendors are vendors who have provided the Forest Preserves of Cook County with proof of valid proof of insurance and endorsement with FPCC as an additional insured. FPCC does not guarantee quality of services or products offered by Approved Vendors. However, FPCC patrons that use Approved Vendors do not need to provide a copy of insurance for items obtained through an Approved Vendor. For the most current list of Approved Vendors, visit: fpdcc.com/approved-vendors/.
- FPCC also offers portable restroom rentals through Service Sanitation, see FPCC Portable Restroom Request form (page 18) for more details.

Q: Are there any restrictions?

- Special Use items may be used only between the hours of 10 am and 6 pm or 2 hours before sunset.
- All items are subject to review and may be denied. Examples of denied items include, game trucks and raffles such as bingo. Also see page 16 for alcohol and special use restricted areas.
- FPCC has the authority to assign, limit or prohibit the area where any permitted Special Use items are erected and placed/operated that may cause damage or disrupt the native landscape/wildlife.

Q: What is amplified sound?

- Any device or instrument that creates or amplifies sound louder than an average conversation at a distance of 100 feet from the source. Examples include DJ equipment, live bands, loudspeakers, bullhorns, musical instruments, or devices that play music.
- Small battery operated music players where sound **does not** reach beyond your designated event area do not require a Special Use permit.

SAMPLE Certificate of Liability Insurance (COI)

Insurance is required for Special Use permits and all Event permits

Please see sample certificate below and must have the following noted:

1. Type of insurance must be "Commercial 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. Events with 1,000 or more attendees require \$2,000,000 per occurrence.

OP ID: JI

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
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	CONTACT NAME: _____ FAX: _____ PHONE: _____ E-MAIL: _____ E-MAIL: _____ PRODUCER LICENSE NUMBER: _____ CUSTOMER ID #: JIMED002														
INSURED John Smith 123 Main. St. Chicago, IL 60606	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER/AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER/AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER/AFFORDING COVERAGE	NAIC #														
INSURER A:															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 1234567-89 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	ADDITIONAL COVERAGES	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIR. DATE (MM/DD/YYYY)	LIMITS
1	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>		1234567-89	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000 PRODUCTS-RELATED (SEE SCHEDULE) \$ 50,000 MED EXP (per person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	UMBRELLA LIAB. \$ EXCESS LIAB. \$ DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Mandatory in NH) Filing location under DESCRIPTION OF OPERATIONS/SECTOR			07/01/11	07/01/20	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 101, Additional Remarks Schedule, if more space is required)

3 → 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	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jim Schubert
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SAMPLE: Endorsement Page of COI

Insurance is required for Special Use permits and all Event permits

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

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 Additional Insured Person(s) Or Organization(s):

Forest Preserves of Cook County
536 N. Harlem Avenue
River Forest, IL 60305

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



ALCOHOL FREE AREAS

Name of Preserve:

Grove #(s):

- | | |
|---------------------------|-----------------|
| 1. Barrington Road Pond | Grove #1 |
| 2. Brownell Woods | Grove #1 |
| 3. Buffalo Woods Grove | Grove #3 |
| 4. Busse Woods | Grove #4 |
| 5. Chippewa Woods | Grove #1 |
| 6. Dan Ryan Woods | Grove #11 & #12 |
| 7. Irene Hernandez | Grove #1 |
| 8. Potawatomi Woods | Grove #1 |
| 9. Somme Woods | Grove #1 |
| 10. Theodore Stone Forest | Grove #1 & #2 |
| 11. Tinley Creek Woods | Grove #1 |
| 12. Wayside Woods | Grove #1 |



AMPLIFIED SOUND & SPECIAL USE FREE AREAS

Name of Preserve:

Grove #(s):

- | | |
|--------------------|--|
| 1. Irene Hernandez | Grove #1 (amplified sound free area) |
| 2. Brezina Woods | Grove #1, #2, & #3 (amplified sound free area) |
| 3. Dan Ryan | Grove #11 (No Special Use permitted) |

Choose an FPCC Approved Vendor for inflatables, generators, and more.

Q: What is an Approved Vendor?

Approved vendors are vendors that have proven compliance with FPCC insurance requirements. Permit holders can obtain Special Use Items (inflatables, generators, tents, chairs, etc.) directly through approved vendors without having to submit proof of insurance. FPCC does not guarantee quality of services or products offered by Approved Vendors.

FPCC also offers portable restroom rentals through Service Sanitation, see FPCC Portable Restroom Request form for more details.

How to Use an Approved Vendor

- Obtain a Forest Preserves Picnic/Event permit.
- Rent a Special Use Item(s) through approved vendor (be sure to provide approved vendor with a copy of your permit).
- Approved vendor will issue you a rental agreement listing the items you have rented for your event.
- Submit rental agreement(s) and Special Use Items Request Form to the Forest Preserves permit office.
- Forest Preserves reaches out to permit holder to collect payment (fees: \$25 application fee + \$10/item).
- Permit holder receives an updated permit with Special Use Item(s) included.

Please note

- Special Use requests and documentation received less than two weeks prior to the event date may be denied or subject to a \$25 late fee.
- Permit holders must apply directly with the Forest Preserves to obtain a Special Use Item permit.
- Outdoor use of Special Use Items must end by 6 pm or two hours before sunset.
- Fees paid to vendors do not include Forest Preserves permit fees.
- Vendors *may* charge permit holders additional fees for providing insurance coverage.
- Permit holders are not required to use approved vendors.

For the most current list of vendors visit: fpdcc.com/approved-vendors/

*Interested in becoming an Approved Vendor? Apply at fpdcc.com/approved-vendors/ to become an approved vendor.
Inclusion on the approved vendor list does not guarantee any business from Forest Preserves permit holders.*

INTERNAL USE ONLY
Confirmation #:

FPCC portable restroom rentals are provided by Service Sanitation and are delivered to the grove listed on your permit. A blue portable restroom, locked with a zip tie, will be placed 10-feet from parking curve.

In order to request a portable restroom rental, complete application below and submit to permit office. Upon receipt a member of our staff will reach out for payment. Please be sure to include a valid phone number.

Requests for portable restrooms can be only submitted by the permit holder to the Forest Preserves of Cook County (FPCC).

- 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.
- Incomplete requests will not be accepted.
- Cancellations and refunds will be accepted by the Wednesday before your event.
- Permit holders are not required to rent portable restrooms through FPCC, an outside vendor may be used.

Permit Information		
Receipt/Permit #:	Current Date of Event:	
Permit Holder's Name:		
Organization:		
Current location of event:	Phone Number:	
Email Address attached to account:		
Special Use Item	Qty.	Cost
Regular Port-a-let (1 to 7 units)		\$205
Regular Port-a-let (8 or more units)		\$155
ADA Port-a-let		\$260
Add on Hand Sanitizer – Inside Unit		\$10
Total Cost		
Waiver and Signature		
<p>Hold Harmless: Permit Applicant agrees to assume the risks associated with use of Service Sanitation (“SS”) portable toilet equipment (“Equipment”). Permit Applicant further agrees to hold SS and the Forest Preserve District of Cook County (“District”) harmless for any and all claims or lawsuits associated with Equipment, including claims against SS and/or the District by a third party. SS and/or the District shall not be liable for any property damage, personal injury, loss of profits, interruptions of business, out-of-pocket expenses or any direct, indirect, special, consequential, punitive, exemplary, or incidental damage, however caused, whether based on contract, tort (including negligence), strict liability, warranty, or any other basis arising out of, or connected with the issuance of a permit to Applicant, or the use of any Equipment furnished hereunder.</p> <p>Indemnity: Permit Applicant agrees to indemnify and reimburse SS and the District for any and all claims, damages, or liabilities of any kind arising out of the use of the Equipment by Permit Applicant. Permit Applicant’s agent, any third party, including claims, damages or liabilities arising from SS’s or the District’s negligence.</p>		
Signature of Permit Holder:	Date:	

Special Use Items Request Form

Submit this form and copies of documents no less than two weeks prior to event date to avoid \$25 late fee or denial.
Documents must be in the name of the permit holder.
For faster processing, be sure to include permit number on all documentation

- | | |
|---|--|
| <input type="checkbox"/> Certificate of Liability Insurance (<i>required</i>) | <input type="checkbox"/> List of Special Use Items (<i>listed below</i>) |
| <input type="checkbox"/> Endorsement Page (<i>required</i>) | <input type="checkbox"/> Rental Agreements (<i>if any</i>) |
| <input type="checkbox"/> Approved Vendor Name (<i>if any</i>): _____ | |

Note: If using an FPCC Approved Vendor insurance copies are **not** required, however vendor may charge additional fees.

Documents listed above with this form should be submitted to: FPCC Permit Department via

Email: fpd.permits@cookcountyil.gov ▪ **Fax:** 708-771-1071 ▪ **US Mail:** Permit Dept. 536 N. Harlem Avenue, River Forest, IL 60305

Permit Holder Information		
Receipt/Permit #:	Date of Event:	Location of Event:
Permit Holder's Name:		Organization Name:
Email Address attached to account:		Phone Number:
As of: _____ the list of special use items below is <input type="checkbox"/> a TENTATIVE list OR <input type="checkbox"/> a FINAL list (Today's Date)		

List of Special Use Items	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
Large Grills (<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 Restroom/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
Other:		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Other:		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Total Items			

Total Items: _____ x \$10 = _____ + \$25 Application Fee = **Total Due:** _____

Submit this form and copies of documents no less than two weeks prior to event date to avoid \$25 late fee or denial.

Signature of Permit Holder:	Date:
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