

# Special Use Items Request - FAQs

**NEW FOR 2020: All special use items for basic picnics (excluding portable restrooms and on-site caterers) that are not privately owned must be rented through an Approved Vendor.**

## Q: What is needed to request special use?

- A completed Special Use Item Request Form (see page 18).
- If items are **owned**, a Certificate of General Liability insurance with an Endorsement Page naming the Forest Preserves of Cook County as additional insured (samples on pages 15 & 16).
- If items are **rented**, patrons must use a vendor on the Approved Vendor List. If the patron wishes to use a vendor who is not currently on the list, the vendor must join the list before the special use request will be granted. Copies of rental agreements detailing the items rented must be submitted.
- **All documents above must be in the permit holder's name.**

## Q: I own my items, where can I obtain insurance?

- Select homeowner's policies will issue one-day event insurance. Many major insurance companies also offer one-day event insurance policies online, such as progressive.com and eventhelper.com

## Q: Are FPCC private portable restrooms considered special use items?

- No, it is one of the benefits of renting a private portable restroom directly from the FPCC (see page 17).

## Q: What is an Approved Vendor?

- Approved Vendors are rental companies that have proven compliance with the FPCC insurance requirements. Picnic permit holders must obtain special use items (inflatables, generators, tents, chairs, etc.) directly through approved vendors without having to submit proof of insurance (details on page 16).

## Q: Are there any restrictions?

- Special use may be used between the hours of 10 am and one hour before sunset but no later than 7:30 pm.
- All items are subject to review and may be denied. *Examples of denied items include, game trucks, deep fryers, dunk tanks and games of chance (e.g. bingo and raffles).*
- 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 or emit sound more than 100 feet from the source. Examples include DJ equipment, live bands, loudspeakers, bullhorns, musical instruments, or devices that play music.
- Battery-operated music players where sound **does not** reach beyond 100ft are not considered special use items.

## Q: How do I pay for special use?

- Upon approval of your request, an FPCC staff member will add the special use fees to your permit and reach out for payment. Payment may be made in person, over the phone, or online by logging into your account.
- There is a \$25 processing fee plus a \$10 per item fee. A \$25 late fee will be assessed for requests/documents received less than two weeks prior to event date.

# SAMPLE Certificate of Liability Insurance (COI)

**Insurance is required for all Special/Athletic Events and Picnics bringin in owned Special Use Items. VENDORS WHO ARE ON THE FPCC APPROVED VENDOR LIST HAVE VALID INSURANCE ON FILE WITH THE DISTRICT.**

Please see sample certificate below. Certificates are due no less than two weeks prior to event date 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+ attendees require \$2,000,000 per occurrence.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		OP ID: JI	
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.				DATE (MM/DD/YYYY) 07/22/11	
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).					
<b>PRODUCER</b> ABC Insurance Agency 456 Smith St. Riverforest, IL 60305		<b>CONTACT</b> NAME: _____ FAX: _____ PHONE: _____ FAC. EXT.: _____ E-MAIL: _____ ADDRESS: _____ PRODUCER: _____ CUSTOMER ID #: JIMB002		INSEURER AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	
<b>INSURED</b> John Smith 123 Main. St. Chicago, IL 60606					
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE POLICY 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.		<b>CERTIFICATE NUMBER:</b> 1234567-89		<b>REVISION NUMBER:</b> _____	
1 → <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR (GEN'L ADDRESS LAST APPLIES PER: POLICY <input type="checkbox"/> ADV. <input type="checkbox"/> LOG)	POLICY NUMBER 1234567-89	POLICY EFF. DATE 07/01/11	POLICY EXP. DATE 07/01/12	LIMITS EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP OF AGG \$ 2,000,000	
<input type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE				EACH OCCURRENCE AGGREGATE	
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED (Mandatory in WA) (If not, describe under DESCRIPTION OF OPERATIONS below)	T/R N/A	07/01/11	07/01/20	INC. STATE / FIDELITY / BOND / COM. EXP. E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
3 → DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Extension, if more space is required) The Forest Preserves of Cook County is named additional insured					
4 → <b>CERTIFICATE HOLDER</b> Forest Preserves of Cook County 536 N. Harlem Ave River Forest, IL 60305			<b>CANCELLATION</b> 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		

# SAMPLE: Endorsement Page of COI

*Insurance is required for Special Use request 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.

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### Q: What is an Approved Vendor?

- Approved Vendors are rental companies that have proven compliance with the FPCC insurance requirements. **Beginning in 2020**, picnic permit holders must obtain Special Use Items (inflatables, generators, tents, chairs, etc.) directly through approved vendors without having to submit proof of insurance. **Caterers and port-o-let providers are not required to be on the Approved Vendor list.**
- Special/athletic event permit holders may elect to use the Approved Vendor list; however, since they must have insurance for their event, they are not required to use them.

### Q: How to use an Approved Vendor?

- Obtain a Forest Preserves Picnic/Event permit.
- Rent a Special Use Item(s) through an Approved Vendor (be sure to provide the 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 processing fee + \$10 per item).
- Permit holder receives an updated permit with Special Use Item(s) included.

### Q: The rental company we want to use is not an Approved Vendor, are they able to join the list?

- Absolutely! Rental companies interested in joining the FPCC's Approved Vendor program need to submit an Approved Vendor application, a Certificate of Liability with an endorsement page naming the FPCC as additional insured for the duration of the current year and pay an application fee. For further information visit: <https://fpdcc.com/approved-vendors/>
- **New vendors must be approved no less than two weeks before an event date.**

### **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 for special use item request and approvals.
- Outdoor use of special use items must end one hour before sunset but no later than 7:30pm.
- Fees paid to vendors do not include Forest Preserves permit fees.
- Vendors *may* charge permit holders additional fees for providing insurance coverage.

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

**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 the 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
<b>Total Cost</b>		

Waiver and Signature	
<p><b>Hold Harmless:</b> 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><b>Indemnity:</b> 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**

- Certificate of Liability Insurance (if items are personally owned)       List of Special Use Items (*listed below*)  
 Endorsement Page (*required*)       Rental Agreements (*if any*)  
 Approved Vendor Name : \_\_\_\_\_

**Note: Picnic Permit holders renting items are required to use the Approved Vendor list. 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](mailto: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 a <input type="checkbox"/> tentative list OR <input type="checkbox"/> final list (Today's Date)			
List of Special Use Items	Qty.	Details	Rented/Owned
Amplified Equipment		<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 &amp; 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
<b>Total Items</b>			

**Total Items:** \_\_\_\_\_ x \$10 = \_\_\_\_\_ + \$25 Processing 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.**

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