

All applicants must be **at least 21 years of age** and have a valid identification card to apply. **Please complete the application in full as incomplete applications will not be accepted.**

**PERMIT FEES ARE NON-REFUNDABLE.**

### Permit application types are listed below:

**Picnic Permits** Basic private gatherings of 25-399 attendees (including children, staff, spectators & participants). Special use items are not included and must be purchased as an add-on (see page 7-9 for information)

*Permits below require additional insurance, fees and documents.*

**Special Use** This is an “add-on” once you obtain a Picnic/Event permit. Special use items include, but are not limited to, amplified sound (DJ, live band, etc.), generators, inflatables, portable restrooms, kiddie rides, stages, pony rides, petting zoos, etc. Patrons bringing in rented special use items into the Preserves must use Approved Vendor if the vendor insurance will be used. (see pages 13-18 for more details)

**Special/Athletic Event Permit/Other Permits** This permit is required for any individual, organized group or sports league that holds sporting events, tournaments or events that are open to the public at the Forest Preserves. Examples include, but are not limited to, corporate picnics, walkathons/runs, etc.

**Note: Events with more than 400 attendees must take place at a designated large capacity area (see list on page 12). Capacity Area list on page 12. (see page 10-12 for more details)**

### Section 1 – Applicant Information

First & Last Name:	Date of Birth:
Applicant Address:	City: State: Zip Code:
Email Address:	Primary Phone: Secondary Phone:
Name of Organization (if applicable):	Role at Organization:
Organization address:	City: State: Zip Code:
Are you requesting a Not-for-Profit discount on permit rental fees? <input type="checkbox"/> Yes (Additional documents required, see page 9) <input type="checkbox"/> No	

### Section 2 – Event Information

*Please note: Brezina Woods & Irene C. Hernandez are amplified sound free areas. Special use is prohibited at Dan Ryan Grove 11.*

Name of Event (e.g. – Jane’s 1 <sup>st</sup> birthday):	
Event Day On-Site Contact (If different from applicant):	Cell Phone:
Total estimated attendance (Please include children, staff, spectators and participants):	
Date(s) of Event – 1 <sup>st</sup> Choice:	Time of Use: From: to:
Date(s) of Event – 2 <sup>nd</sup> Choice:	Time of Use: From: to:
1 <sup>st</sup> Location Choice:	Grove #:
2 <sup>nd</sup> Location Choice:	Grove #:

Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

### Section 3 - Event Features (Some question may not apply)

**SETUP/TEARDOWN:** Are additional dates needed for set-up/tear down?  Yes (*See below*)  No

<input type="checkbox"/> Set-Up	Date:	Start Time:	End Time:
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<input type="checkbox"/> Tear-Down	Date:	Start Time:	End Time:
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**PROMOTIONS:** Will your event feature any promotional vehicles, banners, or other promotional elements?

Yes (*Provide details below*)  No

Details:

**ADVERTISING:** Will your event be publicly advertised? (*If yes, provide the web address below and/or attach samples of advertising material. See page 8 for more details.*)  Yes  No

Web address:

**ROUTES:** Does your event include a route?  Yes –Step off time(s):  No

Does the route cross streets or roadways?  Yes (*List details below*)  No

List intersection(s):

Will your event be held off-road, off-trail and/or in undeveloped/natural areas?

Yes (*Provide details below*)  No

Details:

**ON-SITE FEES:** Will fees be collected on-site for this event?  Yes (*Provide details below*)  No

Details:

**SPECIAL USE:** Are you requesting to bring items that are not naturally found in the Preserves, including, but not limited to, amplified sound (DJ, live band, etc.), generators, inflatables, portable restrooms, kiddie rides, stages, pony rides, petting zoos, etc.

Yes  No

**A Special Use Item Request Form** (see pages 13-18) must be submitted with the required documentation. There is a \$25 Special Use processing fee plus a \$10 per item fee. A \$25 late fee for requests received less than two weeks before event.

**PORTABLE RESTROOM:** Are you requesting to rent a portable restroom through the Forest Preserves of Cook County? (*See page 17 for application and fees*)  Yes  No

### Section 4 – Vendor Information

**VENDOR INFORMATION:** Vendors are individuals, organizations and businesses that are selling or advertise products and/or services as part of your event. Sales, merchandise, sampling or giveaways of food require approval and will be charged applicable vendor permit fees. **BASIC PICNIC CAN NOT HAVE VENDORS**

Will your event feature vendors?  Yes (Please list vendors below or submit list with application)  No

<u>Name of Vendor(s)</u>	<u>Type of Vendor</u>
1.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
2.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
3.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
4.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
5.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other

### Waiver and Signature

By signing this Picnic and Special Event Permit Application, I acknowledge that I have read and agree to abide by all Forest Preserves of Cook County (FPCC) permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the FPCC, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any negligence or intentional misconduct by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this Permit. My obligation to indemnify the FPCC shall survive the expiration of any permit issued.

The undersigned, for myself and my heirs and executors, successors, and assigns, hereby releases and discharges the FPCC and its Commissioners, officers, employees, agents and servants of and from any and all claims, demands and causes of action of whatsoever nature which I or my heirs and executors, successors and assigns ever may have against any of them for, on account of, by reason of, or arising in connection with my application for or the issuance of a permit and hereby waive any and all such claims, demands and causes of action.

I do solemnly swear that all answers given, and statements made on this application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

**Signature of Applicant:**

**Date:**

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## *Important Permit Policies*

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## Forest Preserves of Cook County Fee Sheet 2022 Fee Sheet

	*Application Fees	Groups of 25-99		Groups of 100-200		Groups of 201-399		Groups of 400-999		Groups of 1,000+	
		Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
<b>Picnic</b>											
Picnic (Sm Grove - No Shelter)	N/A	\$64	\$71	\$106	\$117	N/A	N/A	See Special and Athletic Sporting Event fees below		See Special and Athletic Sporting Event fees below	
Picnic (Sm Grove - Shelter)	N/A	\$85	\$94	\$128	\$141	N/A	N/A				
Picnic (Lrg Grove - No Shelter)	N/A	\$138	\$152	\$168	\$185	\$190	\$209				
Picnic (Lrg Grove - Shelter)	N/A	\$158	\$174	\$200	\$220	\$227	\$250				
<b>Event Permits</b>											
Special/Athletic (Sporting) Event	\$25	\$243	\$268	\$296	\$326	\$349	\$384	\$751	\$827	\$1,287	\$1,416
Day Camp	\$25	\$44	\$49	\$55	\$61	\$66	\$73				
<b>*Vendors</b>											
Food Vendor	N/A	\$30		\$55		\$105		\$180		\$255	
Merchandise Vendor	N/A	\$25		\$45		\$80		\$135		\$205	
Information Vendor	N/A	\$20		\$30		\$55		\$95		\$130	
Alcohol Vendor	N/A	\$60		\$110		\$210		\$360		\$500	
<b>Other Fees</b>											
*Special Use Items	\$25	\$10 per item									
*Permit Change Fee	-	\$5 fee applies to changes in date <i>(Changes in location/attendance may incur additional fees)</i>									
Setup/Teardown	-	Full permit fee is due; per day/location									
*FPCC Police Security (Hire-back)	-	\$45/hour per FPCC police officer <i>(May be required depending on nature and size of event)</i>									
Athletic Field Rental	\$25	Adults - \$29 per field/hr.					Youths - \$18 per field/hr.				
Early/Late Entrance Fee	-	\$80 <i>(Picnic permits are not eligible for early/late entry)</i>									
*Late Fee	-	\$25 <i>(when documentation and/or application is received less than two weeks before event)</i>									
*Portable Restroom Rental via FPCC	-	(1-7 Units) \$250/unit - (8+ Units) \$245/unit - (ADA) \$325/unit - (Hand Sanitizer) \$10/unit									
*Security Deposit	-	\$250 <i>(25-399 attendees)</i> - \$1,000 <i>(400-999 attendees)</i> - \$2,000 <i>(1,000+ attendees)</i>									
<b>Other Events</b>											
		<b>Groups 25-399</b>									
		<b>Resident</b>			<b>Non-Res</b>						
Model Aircraft Event <i>(Hourly rates)</i>	\$25	\$44			\$49						
Overflow Parking (Peak Sa/Su)	\$25	\$243			\$268						
Overflow Parking (Off-Peak M-F)	\$25	\$34			\$38						
<b>Discounts</b>											
Picnics and Special/Athletic Event fees for permits booked for use M-Th (excluding Holidays) are eligible for a 25% discount.											
NFP and Veteran organizations, with proper documentation, may qualify for a reduced rate of 50% on base permit fees											

**\*Not eligible for Discount**

# Special Use Items Request - FAQs

**All special use items for picnics (excluding portable restrooms and on-site caterers) that are not privately owned must be rented through an Approved Vendor if vendor insurance will be used**

## 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 and insurance is through vendor**, 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 approved. 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?

- FPCC **does not** offer personal insurance. Some select homeowner's policies will issue one-day event insurance. Insurance must cover all items requested to be brought to preserves.

## 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 can obtain special use items (e.g., 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 100 ft 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.

# Special Use Items Request Form

**Submit this form and copies of documents no less than two weeks prior to event date or a \$25 late fee will be added or permit will be denied.**

**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: 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:	
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.***



## FPCC Portable Restroom Request Form

**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 Portable Restroom (1 to 7 units)		\$250
Regular Portable Restroom (8 or more units)		\$245
ADA Portable Restroom		\$325
Add on Hand Sanitizer – Inside Unit		\$10
<b>Total Cost</b>		

**Waiver and Signature**

**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.

**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.

Signature of Permit Holder:	Date:
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# Things to Know for Your Picnic/Event

## Day of Event:

- a. Hours of Operation: Forest Preserves are open from sunrise until sunset year-round. Refer to [fpdcc.com/closures](http://fpdcc.com/closures) for an up-to-date list of closed picnic groves.
- b. Charcoal - DO NOT dump charcoal on trees or grass areas. Hot coals can damage or kill trees. You must extinguish all grill fires and dump your charcoal in the charcoal disposal containers provided near your grove.
- c. Cleaning Area - All event signs, balloons, paper debris and trash must be removed from FPCC property at the close of your event. Please dispose of all trash in appropriate bags and containers. Any incident reports and/or citations written by FPCC staff for your event may affect the issuance of future permits and/or you may incur post-event clean-up fees.
- d. Contact – Please call FPCC Police at (708) 771-1000 for day of event concerns/issues at the event site. For emergencies, please call 911. For maintenance issues, please contact the division maintenance office listed in the notes section of your permit. Maintenance office hours are Monday – Sunday from 6:30 am to 2:30 pm.
- e. Portable Restrooms – **GREEN** Portable Restrooms on FPCC property are for the use of all FPCC patrons. It is highly recommended that the permit holder rent additional portable restrooms or sinks from an outside establishment or entity for their event through the special use process.
  - I. Patrons may rent private portable restrooms through the vendor of their choice OR rent private portable restrooms through FPCC directly. Portable restrooms rented via FPCC will be **BLUE**.
  - II. All portable restrooms must be placed 10 feet from parking curb. Portable restrooms are not allowed in green space near shelters.
  - III. District Provided Portable Restrooms may not be available November - April. FPCC private portable rentals are available year-round.
- f. Permit Copy – Printed or electronic versions of permits must be available for view upon request by FPCC personnel (including, but not limited to, FPCC Police) at the permit site on the day of the event.
- g. Picnic Tables – FPCC will provide an average of 8-10 tables per grove, but that amount is not guaranteed. Patrons are welcome to bring additional tables and chairs as needed at no extra cost.
- h. Special Use Items – Special use items may be operated between the hours of 10 am and 7:30 pm, but no later than one hour before sunset. FPCC has the authority to assign and limit the area where any permitted Special Use items are erected and placed/operated (including, but not limited to, amplified sound (DJ, live band, etc.), generators, inflatables, portable restrooms, kiddie rides, stages, pony rides, petting zoos, etc.). FPCC also has the full authority to cancel any permit and prohibit Special Use items from entering FPCC lands if, in FPCC's opinion, such use may cause damage to or disrupt the native landscape, wildlife and/or turf/grounds.
  - I. Amplified Sound – Any device or instrument that creates or amplifies sound louder than an average conversation or more than 100 feet from the source. Examples include loudspeakers, bullhorns, musical instruments, or devices that play music. Amplified sound must not reach beyond your designated event area.
  - II. Special Use Item Removal – All special use items must be removed from FPCC property by the end of your event. Portable restrooms must be removed by 12 pm on the next business day after your event. Violation of this policy may result in fines and/or tickets.

# General Information/Rules & Regulations

## Advertising:

Advertising to the public is prohibited without the Forest Preserves of Cook County's (FPCC) written approval. Any unapproved advertising discovered by the FPCC (including web and social media advertising) may result in the cancellation of the permit and denial of future permit applications.

## Amenities:

FPCC cannot guarantee the availability of tables, potable water, shelters, portable bathrooms, or other amenities not naturally found in the preserve. Picnic groves are cleaned by the FPCC Landscape Maintenance department no later than 10:00 am. **FPCC will make every effort to provide a minimum of one portable restroom per Preserve, NOT per grove. Portable restrooms provided by FPCC are open to the public and not for the exclusive use of permitted events.**

## Application Deadlines:

Picnic and Event Permits go on sale annually on November 15<sup>th</sup> both online and in person at 8:00 am. If November 15<sup>th</sup> falls on a weekend, permit sales begin on the next business day. New permits or changes requested after these deadlines may be denied or subject to a \$25 late fee.

Type of Permit	Online Deadlines	In-Person Submission
Picnic	14 days prior to event	7 days prior to event
Special Event	60 days prior to event	30 days prior to event
Athletic Event	60 days prior to event	30 days prior to event
Changes/Updates	N/A	14 days prior to event

## Application Definitions:

- a. **Applicant (Permit holder)** – The applicant is the **sole** point of contact and will be held responsible for submitting all required documentation, paying fees and will be required to abide by FPCC rules and policies pre-event, during event and post-event. Any changes to permits or inquiries must be made by the applicant at least two weeks prior to permit start date. Applicants **must** be 21 years of age or older.
- b. **Special Use** – Special accommodations for items/activities on FPCC property including, but not limited to, generators, inflatables, rides, amplified equipment, pony rides, petting zoos, portable restrooms, etc. require FPCC approval. All documentation such as insurance and rental agreements must be in the permit holder's name.

## Certificate of Liability Insurance Documents:

All Special Event permits (except basic picnic permits with 25-399 attendees **without** special use items) issued by the FPCC require a Certificate of General Liability Insurance **with Endorsement** in the amount of \$1,000,000 per occurrence (groups with 1,000+ attendees require \$2,000,000 per occurrence). The Certificate must name the Forest Preserves of Cook County, 536 N. Harlem Avenue, River Forest, IL 60305 as an additional insured; the wording "additional insured" must be exact. The Certificate should also reference the name of the applicant, date of event and location of event. See page 14 for sample.

## Use of Grove Space:

FPCC permits do not grant you or your group/organization exclusive-use privileges. It is agreed that no event may exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination because of the person's race, color, religion, sexual orientation, national origin or any disability during the use of FPCC lands.

## Inclement Weather & Force Majeure:

The FPCC reserves the right to cancel or relocate an event before or on the event date due to weather or other conditions. **FPCC does not grant refunds due to inclement weather or force majeure.**

## Not-for-Profit Discount:

A bonafide Not for Profit organization is engaged in charitable, educational, civic, youth and faith-based activities. The following documents are needed to receive Not-for-Profit discount:

- a. Exemption given under Section 501(c)(3) of the Internal Revenue Code
- b. Current registration with the Illinois Attorney General as a charitable organization
- c. The location of the official headquarters or administrative office of the organization submitting the request for the permit is located in County Cook and is the same as that which is on file with the Illinois Attorney General, or was submitted for exemption under Section 501(c)(3) of the Internal Revenue Code, except in the case of local chapters of national organizations, wherein the local chapter maintains a Cook County office and submits proof of affiliation with the national organization. The following are acceptable:
  - i. Letter on company letterhead signed by management
  - ii. Business card with name of applicant
- d. If the applicant is a school located within Cook County, no additional documentation or proof of Not-for-Profit status shall be required, other than a letter on school letterhead signed by an official of the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school.

## Prohibited Activities

- a. Admission/Parking Fees – Admission/parking fees may not be levied for any picnic or event, unless permission has been granted for on-site registration via a Special Use request and approval.
- b. Close Time – FPCC closes at sunset. Individuals in a Preserve after sunset may be ticketed, arrested and/or have their vehicle towed.
- c. Open Fires/Bonfires – Open fires are prohibited on FPCC property.
- d. Gambling/Raffles – The sale or use of gambling devices is prohibited.
- e. Glass Beverage Containers – Glass containers are not permitted on FPCC property. Please note that the consumption of alcohol upon or within 50 feet of any roadway, parking area or entrance is prohibited.
- f. Native Landscape – Native Landscape (trees, shrubs, plant matter, etc.) shall not be cut, trimmed, removed or destroyed. Attaching of signs/banners on trees and/or FPCC signage is prohibited.
- g. Cannabis Use: Permit holders, event attendees, and other visitors **may not** use, consume, distribute, sell, share, or gift cannabis (including edible cannabis products) within the Forest Preserves of Cook County.
- h. Driving/Parking – Driving/parking anywhere outside of designated roadways or parking areas is prohibited. **Parking is open to the public, even during permitted events. No parking is guaranteed for permit holders.**
- i. Vandalism/Paint – Vandalism of buildings, structures, signs, picnic tables, or other FPCC property is strictly prohibited. No paint shall be used on grounds, trees, rocks or any other FPCC property.
- j. Vending – Vending of any products/services on FPCC property without a permit is prohibited.
- k. Weapons/Fireworks – No unauthorized person shall at any time bring into any preserve, nor have in his possession, nor discharge or set off anywhere within the FPCC, any toy firearm, air rifle, air gun, water gun, toy cannon, or any water cannon, slingshot or bow and arrow or any gun that discharges projectiles either by air, spirit, explosive substance or any other force.

## Security Deposit:

All permits (except events with 25-399 attendees and **without** special use items) require a deposit. If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same. All deposits are returned providing that there are no violations of FPCC rules/regulations and if grounds are left in satisfactory condition (e.g., leave no trace). **Security deposits paid via credit card are reimbursed to the card used for payment two to three weeks after your event. Deposits paid via check or cash are reimbursed four to six weeks after your event.**

## Updating/Cancelling a Permit

- a. Updating - Requests must be submitted by the permit holder at least two weeks prior to event date via the Permit Change or Special Use Item Request Form, which is available for download on our website: <https://fpdcc.com/permits/picnics-event-permits/>. Additional fees will apply. Changes submitted less than two weeks to the event are subject to denial or late fees.
- b. Cancelling - Cancellation requests must be submitted by the applicant via the Permit Change Form. **Fees are non-refundable.** This includes cancellations due to failure to adhere to State or County guidelines.

536 N Harlem Ave, River Forest, IL 60305 ▪ (P) 800.870.3666 ▪ (F) 708.771.1071 ▪ (E) [fpd.permits@cookcountyil.gov](mailto:fpd.permits@cookcountyil.gov)

# Special/Athletic/Other Event Permit Requests

## **Q: What is a Special/Athletic & other event permit?**

- Any size gathering that is open to the general public or has additional features such as, but not limited to, routes, vendors, promotions, fundraising, etc., may be classified as a special, athletic, or other event.
- Events with attendees of 400+ attendees will be considered large capacity events and must take place in designated large event areas (see page 12 for list).

## **Q: What is required to obtain a Special/Athletic & other event permit?**

- Basic requirements include:
  - Certificate of Liability Insurance with endorsement page
  - Map with *proposed* route (if any) submitted *with* application
  - Post Cleanup Plan and dumpster rental
  - Special Use Items Request Form
  - Security deposit
- Additional requirements will vary depending on the nature and activities of your event and may include the following:
  - Rental of portable restrooms
  - On-site meeting with FPCC staff
  - Approval from Resource Management department
  - On-site security/FPCC police presence
  - Transportation/Parking Plan
  - Emergency Response Plan

## **Q: How will I be notified of additional requirements?**

- Upon receipt of application, a permit administrator is assigned. The permit administrator will evaluate your application, reserve the space and provide you with more specific requirements/fees for your event.
- It is highly recommended that you review additional requirements on the following page and fee sheet to better prepare for your event.

## **Q: When will I receive my security deposit?**

- If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same.
- All deposits are returned providing that there are no violations of FPCC rules/regulations and if grounds are left in satisfactory condition (e.g., leave no trace). Security deposits are reimbursed 4 to 6 weeks after your event.

## Additional Special/Athletic & Other Event Permit Requirement Details

All required documentation is due at least two weeks prior to the event date. **Requirements that are not fulfilled before the two-week deadline may result in a cancellation/late fee.**

### Clean up Plan:

Due to the impact of large and special events, additional maintenance requirements apply:

- I. Dumpsters– FPCC may require applicants to supply their own dumpsters for their event. Quantity and size will vary based on the number of attendees and type of event.
- II. Portable Restrooms– FPCC may require applicants to supply portable restrooms for their event. Basic ratio is one portable restroom per 100 attendees. Patrons may rent private portable restrooms directly from the FPCC or through a vendor of their choice. (see page 17 for FPCC portable restroom rental details)
- III. Clean-up Plan – Please provide a detailed plan for post-event clean-up. This document should include number of staff/volunteers scheduled to assist with clean-up of area and estimated start/end times for clean-up.

### Safety Plan:

To ensure the safety of our patrons and the participants of your event, a safety plan must be submitted with the following documents to process your application:

- I. Event Layout – Layouts must detail the placement of portable bathrooms, vendors, dumpsters, equipment vehicles and registration area.
- II. First Aid Station – At least one first-aid station is required.
- III. On-site Security – All events are subject to possible FPCC security fees depending on the request. Your on-site security plan should detail number of personnel, contact phone numbers, requests for overnight security, and other pertinent information. The use of private security officers must be approved by FPCC Police Department. Private security must be licensed, insured and bonded with the State of Illinois and may not be armed. Cancellations for FPCC security must be received at least one week prior to the event date. Cancellations received less than one week prior to event date are non-refundable.
- IV. Route – If your event is a run/walk, or any other activity in which participants will be following a course, you must submit your planned route marked on official FPCC trail maps. Maps are available for download at <https://fpdcc.com/places/pdf-maps/>. Please make sure to indicate start/finish lines, locations of course marshals, aid stations, street crossings and a compass on your map.
- V. Signage – If your event is a run/walk, or any other activity in which participants will be following a course, signage along the course must be placed at least one week prior to the event, notifying regular users of the upcoming event. A sample sign must be submitted to FPCC for approval. All signage must be removed post-event to avoid an impact on your security deposit refund.
- VI. Transportation/Parking Plan – In cases where there is limited parking at the proposed event location, please submit alternate parking locations with a plan for how participants/spectators will get to and from the event location.
- VII. Emergency Response Plan – Large capacity events may be required to submit a clearly defined process to be followed in the event of an emergency to protect the health, safety or welfare of people or to limit damage to property during a planned event.

### On-site Meeting:

To reduce day of event issues, FPCC may require an on-site meeting involving field staff and event organizers. On-site meetings should be completed no less than 30-45 days prior to permit start date.

# Large Capacity Areas for 400+ Attendees

**Individual groves within large capacity areas (below) are also available for small picnics, however it can only be reserved (if available) within 60 days of event date. \*Split areas can still be booked together\***

Addresses listed below are approximate. Directions are available at <https://map.fpdcc.com/>

Location	Groves	Address	Parking Capacity	Grove Capacity
Miller Meadow-North	1 - 2	Roosevelt Rd, east of 1st Ave Brookfield, IL 60130	320	600
Miller Meadow-North	2-4	Roosevelt Rd, east of 1st Ave Brookfield, IL 60130	320	600
Green Lake Woods	2 - 4	Torrence Ave, north of 159th St/River Oaks Dr Calumet City, IL 60409	811	2,500
North Creek Meadow	1 - 3	Glenwood Lansing Rd, west of Torrence Ave Chicago Heights, IL 60411	220	650
Busse Forest-North	28 - 30	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	3,000
Busse Forest-South	5 - 9	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	2,500
Busse Forest-South	22 - 25	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	2,500
Midlothian Meadows	1 - 2	Crawford Ave, N of W 159thSt Markham, IL 60428	600	800
Midlothian Meadows	3 - 4	Crawford Ave, N of W 159thSt Markham, IL 60428	600	800

St. Paul Woods	1 - 2	Lincoln Ave, south of W Dempster St Morton Grove, IL 60053	400	1,500
St. Paul Woods	3 - 4	Lincoln Ave, south of W Dempster St Morton Grove, IL	400	1,500
Deer Grove-East	1 - 3	W Dundee Rd, west of N Hicks Rd Palatine, IL 60074	310	1,100
Elizabeth A. Conkey Forest-North	1 - 3	Central Ave, north of W 135th St Palos Heights, IL 60463	144	700
Pioneer Woods	1 & 2	107th St, east of S Willow Springs Rd/Flavin Rd Willow Springs, IL 60480	230	1,200
<b><i>Location below is not a large capacity area, however it can only be reserved within 60 days of</i></b>				
Thatcher Woods	1 & 2	Chicago Ave and Thatcher Ave, River Forest, IL 60305	109	200




# SAMPLE Certificate of Liability Insurance (COI)

**Insurance is required for all Athletic/Special Events and Picnics bringing 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.



## CERTIFICATE OF LIABILITY INSURANCE

OP ID: JR  
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).

<b>PRODUCER</b> ABC Insurance Agency 456 Smith St. Riverforest, IL 60305	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><small>CONTACT NAME</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>PHONE</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>FAX</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INC. NO. EXT.</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>ADDRESS</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>PRODUCER LICENSE NO.</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>PRODUCER ID #</small></td> <td style="border-bottom: 1px solid black;">JMD002</td> </tr> </table>	<small>CONTACT NAME</small>		<small>PHONE</small>		<small>FAX</small>		<small>INC. NO. EXT.</small>		<small>ADDRESS</small>		<small>PRODUCER LICENSE NO.</small>		<small>PRODUCER ID #</small>	JMD002
<small>CONTACT NAME</small>															
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<small>INC. NO. EXT.</small>															
<small>ADDRESS</small>															
<small>PRODUCER LICENSE NO.</small>															
<small>PRODUCER ID #</small>	JMD002														

<b>INSURED</b> John Smith 123 Main. St. Chicago, IL 60606	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER(S) AFFORDING COVERAGE</small></td> <td style="border-bottom: 1px solid black;"><small>NAIC #</small></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER A</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER B</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER C</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER D</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER E</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><small>INSURER F</small></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<small>INSURER(S) AFFORDING COVERAGE</small>	<small>NAIC #</small>	<small>INSURER A</small>		<small>INSURER B</small>		<small>INSURER C</small>		<small>INSURER D</small>		<small>INSURER E</small>		<small>INSURER F</small>	
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<small>INSURER F</small>															

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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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.

POLICY NO.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
1	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLASS-SHADE <input checked="" type="checkbox"/> OCCUR	1234567-89	07/01/11	07/01/12	EACH OCCURRENCE \$ 1,000,000 PRODUCTS-CONSP/OP ADD \$ 2,000,000 AGGREGATE \$ 2,000,000
	<input type="checkbox"/> 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) \$
	<input type="checkbox"/> UMBRELLA LIME <input type="checkbox"/> EXCESS LIME <input type="checkbox"/> DEDUCTIBLE \$ <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/NUMBER EXCLUDED? <input type="checkbox"/> N/A <small>IF YES, INDICATE GROUP DESCRIPTION OF OPERATIONS/EMPLOY</small>		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)**

**The Forest Preserves of Cook County is named additional insured**

<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
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# SAMPLE: Endorsement Page of COI

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.

CG 20 26 04 13

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