

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 ▪ **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 & 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 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
Total Cost		

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 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.