



Concession Permit Application

The Forest Preserves of Cook County (FPCC) Concessions Program

The purpose of the FPCC Concessions Program is to seek quality vending and service offerings that enhance the convenience, enjoyment, and recreational experience of visitors while supporting the mission of the Forest Preserves.

The Concessions Program at the Forest Preserves provides a very important part of the visitor’s experience. As part of the overall (FPCC) Concessions Program, a Concession Permit will be available to Concessionaires who are approved to offer food, beverages, services and goods in designated areas in the Forest Preserves from traditional stationary concession stands, push carts and food truck services. Concession Permits will be issued on an annual basis for a calendar year and for single-day permits.

Concessionaires must comply with the District’s Non-Discrimination Policy posted on the District’s website. Concessionaires are prohibited from conducting their operation in a manner that discriminates based on a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Concession Permit Application Submission Process

Concession Permits can be requested for pushcarts, non-motorized vending, food truck and service vending.

The estimated processing time for a new application is 10 to 15 business days from the date the application has been submitted. Once submitted, the application will be reviewed to ensure it is complete and all required documents have been received.

Once deemed complete, applications are reviewed and approved based on the date of submission and variation of goods and services offered for site requested. Concession Permits may be requested for all designated picnic and special event sites.

Limitation on Number of Permits Issued (Food Trucks and Service Vending ONLY)

The number of Concession Permits approved for push carts, non-motorized vending, food truck and service vending granted per preserve shall be based on the number of groves in the preserve. A maximum five (5) permits may be purchased per year.

Number of Groves	Max Number of Concession Permits for Issuance
Up to 3	1
Up to 20	3
Over 20	5



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Locations

- Campgrounds, golf courses, Swallow Cliff, and aquatic centers within the Forest Preserves are restricted areas of operation and no Concession Permits will be issued for these areas.
- Permits are subject to “blackout dates” during which the permit is not valid. Reasonable efforts will be used to post these blackout dates on the Forest Preserves website at least one or two months in advance and stated to the Concessionaire by email.
- Designated picnic groves and maps are available on the Forest Preserves of Cook County website at <https://fpdcc.com/places/pdf-maps/#picnic>.

Push Carts or Non-Motorized Regulations:

- A pushcart with an individual Concessionaire can go from grove to grove within a single preserve. Trails may be used to move from grove to grove, but vending may only take place in areas adjacent to the trail and not on the trail itself (must be specified in the Concession Permit). No vending will be allowed on trails.
- Concessionaire shall be responsible for reviewing and complying with all laws, regulations, and ordinances applicable to push cart or non-motorized mobile vending in the State of Illinois and the applicable municipal regulations.
- All push cart or non-motorized vending apparatus, including sides, top, bottom and counters, shall be constructed of durable and easily cleanable materials. and maintained in good repairs and clean conditions.
- The push cart or non-motorized vending apparatus shall have adequate refrigeration and/or heating equipment as approved by the Cook County Department of Health.
- All mechanical refrigeration and heating equipment shall be equipped with a thermometer.
- The business name and license number legibly painted in letters and figures at least two inches in height in a conspicuous place on each lateral side of the push cart or non-motorized vending apparatus.
- Concessionaires of push cart or non-motorized vending apparatus shall be responsible for the sanitation and cleanliness of the place of operation and the surrounding area; a clean, non-absorbent, washable receptacle, with a tight-fitting lid for refuse is required.
- Limited in size to no more than 6 feet in length, 4 feet in width, and 5 feet in height exclusive of canopy or umbrella (for push carts only).
- Canopies are limited to 40-square-feet with a minimum clearance above the sidewalk or pathway of 7 feet and a maximum height of 10 feet (for push carts only).
- Must be no larger than 24-square-feet in area (4' x 6') unless otherwise approved by the District (for push carts only). Concessionaires may utilize a motorized passenger vehicle to transport equipment between District locations but may not vend out of the motorized passenger vehicle.
- Push carts or non-motorized vending apparatus must be removed from the Forest Preserves at the end of every day.

Food Truck or Service Vending Specific Regulations:

- Concessionaire shall be responsible for reviewing and complying with all laws, regulations, and ordinances applicable to food truck vending for state, local and federal regulations.
- The vehicle must be regularly cleaned and maintained in good repair.
- The vehicle must be provided with a gravity fed handwashing station with water, soap and paper towels. This is not required for the sale of prepackaged non-perishable food products.
- If the vehicle has shelving, it must be easily cleanable and non-absorbent.
- Food trucks must be trucks with a cover over the back (e.g., vehicles where persons can vend from the rear of the vehicle in a clean environment). Ordinary passenger cars will not be permitted.
- Concession area is limited in size to a length no greater than 22-feet and to a height no greater than 12-feet.
- Canopy is limited to 80-square feet with a minimum clearance above sidewalk or pathway of 7-feet.
- Food or service truck must be removed daily and comply with all local regulations.

Use of FPCC space:

- All signs must be removed from FPCC property at the end of day.
- All food truck must possess a 40 gallon garbage receptacle to collect trash after events. Failure to remove trash from grove may result in revocation of Concession Permit.
- Consumption of alcohol or possession of illicit drugs will result in revocation of Concession Permit.
- FPCC permits do not grant exclusive-use privileges.

Prohibited Activities:

1. Close Time – All preserves close at sunset. Individuals, including Concessionaires, in a preserve after sunset may be ticketed and/or have their vehicle towed.
2. Weather - The Forest Preserves is not responsible for cancellations due to weather. The Forest Preserves reserves the right to cancel a permit at any time.
3. Signage - Concessionaires are not allowed to tape, tack, nail, etc., any items to Forest Preserves signs, walls, poles, etc. Concessionaires must come prepared with standalone signage that will be removed daily.
4. Advertising - Advertising to the public is prohibited without FPCC written approval. Any unapproved advertising (including web and social media advertising) may result in the cancellation of the permit and denial of future permit applications.
5. Gambling/Raffles – The sale or use of gambling devices is prohibited.
6. 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.
7. Native Landscape – Native landscape (e.g., 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.
8. Driving/Parking – Driving/parking anywhere outside of designated roadways or parking areas is prohibited. Parking is open to the general public, even during permitted events. Parking is first come, first serve.
9. Vandalism/Paint – Vandalism of buildings, structures, signs, picnic tables, or other property belonging to FPCC is strictly prohibited. No paint shall be used on grounds, trees, rocks or any FPCC property.



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10. Weapons/Fireworks - No unauthorized person shall at any time bring into any Preserve, nor have in his possession of, or discharge nor 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.
11. Charcoal - DO NOT dump charcoal on trees or grass areas. Hot coals can damage or kill FPCC trees. You must extinguish all grill fires and dump charcoal in the used hot charcoal disposal containers provided near grove space.
12. Subcontracting – This permit or any of the rights and privileges provided shall not be transferred, subcontracted or assigned by the concessionaire unless approved by the Director. Names, addresses and telephone numbers of all individuals being assigned to operate the concession must be provided on the Concessionaire Application form or otherwise made known to the Director. Ultimate responsibility for the conduct of said designees' rests with the concessionaire. Any joint operation or partnership by Concessionaire with any other food or service Concessionaire not mentioned in Concessionaire's Permit must be approved by the Director.

Certificate of Liability Insurance Sample

Please see sample certificate below. Certificates are due no less than two weeks prior to event date Documents/fees received within two weeks of event date are subject to denial or \$25 late fee. The following must be noted:

1. Type of insurance must be "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. Endorsement must be attached to certificate.

Note: Events with 1,000+ attendees require \$2,000,000 per occurrence. Also, events that wish to sell (beer or wine only), will have additional insurance requirements.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		OP ID: JI
<small>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.</small>				DATE: 07/22/11
<small>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).</small>				
PRODUCER: ABC Insurance Agency 456 Smith St. Riverforest, IL 60305		CONTACT: NAME: _____ FAX: _____ JOB TITLE: _____ INT. TEL: _____ E-MAIL: _____ ADDRESS: _____ PRODUCER: JIMD002 CUSTOMER ID #: _____		
INSURED: John Smith 123 Main. St. Chicago, IL 60606		INSURER(S) AFFORDING COVERAGE: INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____		
COVERAGES CERTIFICATE NUMBER: 1234567-89 REVISION NUMBER:				
<small>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 ENDORSEMENT 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.</small>				
TYPE OF INSURANCE <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIRS-HOLD <input checked="" type="checkbox"/> OCCUR <small>GEN'L AGGREGATE LIMIT APPLIES PER:</small> <input type="checkbox"/> POLICY <input type="checkbox"/> PROD <input type="checkbox"/> AGG	DESCRIPTION 1234567-89	START DATE 07/01/11	END DATE 07/01/12	LIMITS EACH OCCURRENCE \$ 1,000,000 PRODUCTS - PER OCCUR \$ 50,000 UMBR EXPLNRY PER OCCUR \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOUND AGG \$ 2,000,000 COVERED SINGLE LIMIT \$ BODILY INJURY (PER PERSON) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ EACH OCCURRENCE \$ AGGREGATE \$ <input type="checkbox"/> NON-STOPPING <input type="checkbox"/> LOW-VAL
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 4 →		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		
<small>ACORD 25 (2009/09) The ACORD name and logo are registered marks of ACORD. © 1988-2009 ACORD CORPORATION. All rights reserved.</small>				



FPCC Approved Vendor List Application

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

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 Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

SAMPLE



Concessions Permit Application

Section 1 – BUSINESS/CONCESSIONAIRE INFORMATION:

First & Last Name:		Date of Birth:	
Address:	City:	State:	Zip Code:
Email Address:	Primary Phone:	Secondary Phone:	
Name of Business (if applicable):		Role at Business:	
Business address:	City:	State:	Zip Code:

Section 2 – PERMIT TYPE

\$250 for a Single-Day Permit (Per Location)
 \$500 for Annual Permit (Per Location)

Section 3 – CONCESSION TYPE

Concession Type:
 Push Carts or Non-Motorized Mobile Vending
 Retail
 Food Truck or Service Vending
 Food/Beverage
 Ice Cream Truck
 MISC:

Concession Contact (If different from applicant): _____ Cell Phone: _____

Equipment being utilized (attach pictures):

#1 Location Request: _____

#2 Location Request: _____

#3 Location Request: _____

#4 Location Request: _____

#5 Location Request: _____

Section 4 – Dates/Times of Vending

Please check off day(s) of the week that are being requested. A schedule must be attached with all applications. Permits are granted by the day/year but FPCC requires notification of the intended days and/or hours of operation.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Start Times:							
End Times:							

Dates From: _____ **To:** _____



Section 5 – THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION TO BE CONSIDERED TO FORWARD IN THE REVIEW PROCESS:

- Business License
- Certificate of General Liability Insurance
- Provide Health Inspection License
- Food /Beverage Concessionaires: ANSI-accredited Food Handler Certificate (if applicable)
- Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) Certification (if applicable)
- Each applicant is charged a one-time non-refundable Application Fee of \$25 per Preserve requested.
***Cook County non-resident Concessionaires will be required to pay an additional 10% on Permit fees.**
- An applicant shall submit the following fees prior to the District granting of any Concession Permits: \$250 for a single day permit - per location / \$500 for annual permit- per location.
- Provide a map(s) of locations indicating where the Concession will take place.
- Provide vending schedule
- Provide pictures of the vending apparatus utilized by the Concessionaire (e.g., food trucks, push carts, etc.).
- Concession offerings and prices

SUBMISSION/PAYMENT INFORMATION:

The \$250 permit fee is valid for a single day / The annual \$500 permit fee is valid for the entire year per location. Concessionaires can pay via cash, check or credit card. All payments shall be sent to:

Forest Preserves of Cook County
Attn: Concession Program Administrator
536 N. Harlem, River Forest, IL 60305

All requested forms must be complete for the application to be considered for review. Submission of an application does not constitute approval. Permits must be obtained annually and will not be pro-rated, except as specified in the District’s Concessions. Policy.

SIGNATURE AND INDEMNIFICATION

By signing this Concessions Permit Application, I acknowledge that I have read and agree to abide by all FPCC permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for ensuring compliance with all permit rules, regulations and ordinances pertaining to my permit.

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 injury or damage incurred 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 or related to the issuance of a permit by the FPCC. My obligation to indemnify the FPCC shall survive the expiration of any permit issued.

I do solemnly swear that all answers given, and statements made on this Application are full and true to the best of my knowledge and that I am 21 years of age or older.

_____ I understand the permit(s) issued to me by FPCC is/are non-transferrable and the sale of said
Applicant Initials permit(s) to another individual/organization is prohibited.

Signature of Applicant: _____ **Date:** _____

INTERNAL USE ONLY	
Date Reviewed:	Approved: <input type="checkbox"/>
	Rejected: <input type="checkbox"/>