



INTERNAL USE ONLY

Date Reviewed:

Approved:

Rejected:

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. For 2023, annual concession permits and single-day permits will be issued starting November 15, 2022 and run through November 14, 2023 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

Locations

- Campgrounds, golf courses and aquatic centers within the Forest Preserves are restricted areas of operation and no Concession Permits will be issued for these areas. Swallow Cliff may be available for temporary permits until a vendor is selected to operate out of the Pavilion.
- 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 repair and clean condition.
- The push cart or non-motorized vending apparatus shall have adequate refrigeration and/or heating equipment as approved by the Cook County Department of Public 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 equipped with a gravity fed handwashing station which includes 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.

Food Truck and Fleets Company Regulations:

Food Truck and Fleets Companies are required to provide individual documentation of the following:

- Business License
- Submit a letter to the FPCC stating the company does use subcontractors and list of drivers driving for the company.
- Certificate of Liability Insurance Requirements:
 - a) The Concessionaire, during the entire term of the Concessions Permit shall keep its Concessions Operation adequately insured for the protection of the Forest Preserves of Cook County (and the Forest Preserves of Cook County shall be so named as an additional insured on any such policies), by maintaining general commercial liability insurance with the limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate; and automobile liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit or \$1,000,000 bodily injury per occurrence; workers' compensation insurance in an amount no less than statutorily required limits.
 - b) Dram Shop Insurance as required under the Illinois Liquor Control Act of 1934 (for Concessionaires selling alcohol); and \$500,000 property damage insurance against claims for bodily injury or death and property damage occurring from or related to the Concessions Operation.
 - c) Proof of Worker's Compensation Insurance for employees-workers' compensation insurance in an amount no less than statutorily required limits; All concessionaires are required to carry Workers' Compensation Insurance affording workers' compensation benefits for all employees as required by law and Employers' Liability Insurance with limits of not less than Five Hundred Thousand and 00/100 Dollars (\$500,000.00) per occurrence. The Workers' Compensation policy must contain a waiver of subrogation clause.
- Valid Driver License (Copy of Driver Licenses for all drivers)
- Provide Health Inspection License
- Food /Beverage Concessionaires: ANSI-accredited Food Handler Certificate (if applicable)
- Vehicle Registration (Copy of Vehicle Registration for Sub-Contractors)

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.
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.
4. Gambling/Raffles – The sale or use of gambling devices is prohibited.
5. 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.
6. 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.
7. 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.
8. 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. 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.
9. 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.
10. 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.

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APPENDIX A: CERTIFICATE OF LIABILITY INSURANCE SAMPLE

PLEASE SEE SAMPLE CERTIFICATE BELOW.

1. Type of insurances must be listed "General Liability, Automobile & Works Compensation"
2. Amount of coverage per occurrence must be \$1,000,000
3. The Forest Preserves of Cook County must be listed specifically as "Additional Insured"
4. Address to be used on insurance should reflect our General Headquarters:
The Forest Preserve of Cook County 536 N. Harlem Ave River Forest, IL 60305
5. Endorsement must be attached to certificate: **Name Of Additional Insured : Forest Preserve of Cook County**

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
09/20/2022

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.

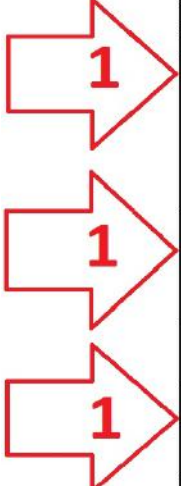
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: INSURANCE AGENT	
INSURANCE AGENT INFORMATION		PHONE	FAX (AG, No):
		PHONE NUMBER	
		E-MAIL ADDRESS	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : NAME OF INSURANCE	NAIC #
		INSURER B :	12345
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	
INSURED			
PERMIT HOLDERS FULL NAME AS LISTED ON PERMIT			
PERMIT HOLDER'S FULL ADDRESS AS LISTED ON PERMIT			

COVERAGES	CERTIFICATE NUMBER	POLICY NUMBER	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
INSUR LTR	TYPE OF INSURANCE	INSUR W/O/D	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	GEN'L	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	AGGREGATE LIMIT APPLIES PER:		MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC		PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:		GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY		PRODUCTS - COMP/OP AGG \$ 1,000,000
B	<input checked="" type="checkbox"/> ANY AUTO	1234567-98FPCC	Deductible \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS		COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED		BODILY INJURY (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> occur		PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		EACH OCCURRENCE \$
	DED: <input type="checkbox"/> RETENTION \$		AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY		PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe in brief DESCRIPTION OF OPERATIONS below:		E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000

The Forest Preserve of Cook County is named as additional insured

CERTIFICATE HOLDER	CANCELLATION
Forest Preserves of Cook County 536 N Harlem Ave River Forest, IL 60305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	SIGNATURE OF AUTHORIZED REPRESENTATIVE



APPENDIX A: INSURANCE ENDORSEMENT SAMPLE

COMMERCIAL GENERAL LIABILITY
POLICY NUMBER 1234-EFG56789

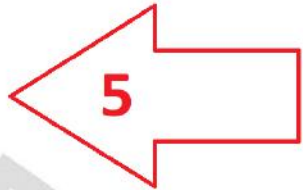
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s):</p> <p>The Forest Preserves of Cook County</p>	
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- 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 of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:
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.

All other terms and conditions remain unchanged.



Concession 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:							

Anticipated Start Date From: _____ **Anticipated End Date:** _____



Concession Permit Application

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)
- Commissary Certificate or Shared Kitchen Agreement (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.
- *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 from November 15th to November 14th 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.

The sale of FPCC permits by a concessionaire to another individual/organization is strictly prohibited. Permits that have been issued by FPCC are non-transferrable and non-refundable.

Concessionaires has up to 7 working days after permit issue date to request any changes. Approved permit changes are subject to a change Fee of \$5.00.

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 concessions policy and 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 President, Commissioners, officials, employees, volunteers, representatives, contractors and agents from and against any and all losses, claims, damages, liabilities, actions, suits, proceedings, penalties, costs including reasonable attorney’s fees, court 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 termination, expiration, suspension, or revocation of any permit issued with respect to any claims or liability arising in connection with any event occurring prior to such termination, expiration, suspension, or revocation.

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 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:** _____