# Special Use Items Request - FAQs

All special use items (excluding portable restrooms, food/beverage trucks, and on-site caterers) that are not rented through an Approved Vendor must provide insurance in the permit holder's name.

Non-Approved Vendors insurance will not be accepted. Incomplete Special Use Request will not be accepted.

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

- A completed Special Use Item Request Form.
- If items are **owned**, a Certificate of General Liability insurance with an Endorsement Page naming the Forest Preserves of Cook County as additional insured.
- If items are rented, you must provide the rental agreement/contract/invoice that list all items rented.
- 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 insurance. It is the permit holder's responsibility to obtain insurance for their special use. Insurance must cover all items brought into the Forest Preserves.

#### Q: What is considered a complete special use request?

- A complete special use request includes the following:
  - Rental Agreement- (Needed only if items are rented)
  - Special Use Form- (Must list all items that you are bringing)
  - Certificate of Insurance-Needed if items are rented from a vendor not on the approved vendor list and if items are personally owned- (insurance example included in packet)

### Q: What is an Approved Vendor?

Approved Vendors are companies that have proven compliance with the FPCC insurance requirements.
Permit holders can obtain special use items (e.g., inflatables, generators, tents, chairs, etc.) from our
approved vendor without having to submit proof of insurance (details on page 16). You must meet all
requirements placed by the approved vendor to have insurance included on your rental (i.e., additional
charges and more).

### Q: Are there any restrictions?

- Special use may be used between the hours of 10 am and or 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 carnival rides, deep fryers and dunk tanks/water activities.
- 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 \$15 per item fee. A \$30 late fee will be assessed for requests/documents received less than two weeks prior to event date.



denial.

### **Special Use Items Request Form**

Submit this form and copies of documents a minimum of two weeks PRIOR to event date or a \$30 late fee will be added, or permit will be denied.

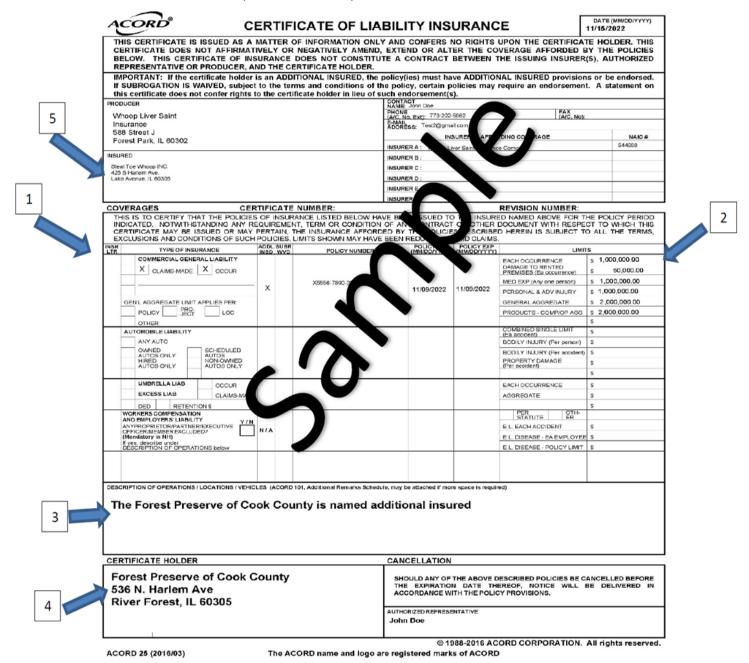
All Documents must be in the name of the permit holder. For faster processing, be sure to include permit number on all documentation

☐ Certificate of Liability Insurance (if items are personally owned)☐ Endorsement Page ( <i>required</i> )☐ Approved Vendor Name:		☐ List of Special Use Items ( <i>list</i> ☐ Rental Agreements ( <i>if any</i> )	ted below)	
Note: If using an FPCC Approved Vend Documents listed abo	lor, insurance copies are not required, ve with this form should be submi ountyil.gov • <u>Walk-In</u> : Permit Dept. 53	tted to: FPCC Permit Department v	<u>via</u>	
Permit Holder Information				
Receipt/Permit #:	Date of Event:	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/Own	ned	
Amplified Sound	□DJ & Equipment □ Stereo System (Requiring generator) □Other		☐Rented ☐Owned	
Animal Petting Zoo *Subject to Approval*	Please list:		☐Rented ☐Owned	
Pony Rides	Please list:		☐Rented ☐Owned	
Canopy Tent (Larger than 10x10)	Please state size:		☐Rented ☐Owned	
Smokers/Large Grills (5ft & wider)	Please state size:		☐Rented ☐Owned	
Dumpsters	Please state size:		☐Rented ☐Owned	
Generator(s)	Used for:		☐Rented ☐Owned	
Inflatable(s)	Please list:		☐Rented ☐Owned	
On-Site Catering	Please list:		☐Rented ☐Owned	
Food/Beverage Truck:	Please list Dimensions:		☐Rented ☐Owned	
Non-FPCC Portable Restroom	Please list:		☐Rented ☐Owned	
Portable Sink/Water Station	Please list:		☐Rented ☐Owned	
Snack Machine(s) (Popcorn, cotton candy, etc.)	Please list:		□Rented □Owned	
Stage:	Please state size:		□Rented □Owned	
Dance Floor:	Please state size:		☐Rented ☐Owned	
Other:	Please list:		☐Rented ☐Owned	
Other:	Please list:		☐Rented ☐Owned	
Total Items				
Total Items:x \$15 =+ \$25 Processing Fee = Total Due: Submit this form and all copies of documents a minimum of two weeks PRIOR to event date to avoid \$30 late fee or				

## **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.



## **SAMPLE**: Endorsement Page of COI

POLICY NUMBER:

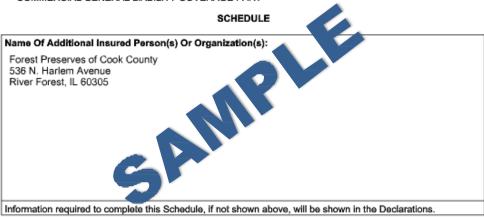
COMMERCIAL GENERAL LIABILITY CG 20 26 04 13

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



- 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:
  - In the performance of your ongoing operations; or
  - In connection with your premises owned by or rented to you.

#### However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 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:
  - Required by the contract or agreement; or
  - 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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