



## Concessions Application Planning Checklist

This document will help prepare your food, beverages, goods, and service business to gather the proper documentation to submitted with your concession application to the Forest Preserve of Cook County on Opening Day for Concessions Permit.

### Allow 60 to 90 Days of processing time:

- Updated business license or submit proof receipt from your local city, local municipalities or from the State of Illinois for purchase of business license.

### Please submit the following documents with concession application:

- Certificate of General Liability Insurance
- Driver's license for all drivers
- Proof of commercial and auto insurance
- Vehicle Registration (s)
- Health Inspection License
- Illinois Food Handler Certificate (All Employees) & ServSafe Food Protection Manager Certification
- Commissary Certificate or Shared Kitchen Agreement or Waiver of Liability and Indemnity Agreement for Food Transported and Prepared by Outside Source
- Pictures of Food trucks, Push Carts, or other Apparatus
- A Copy of Menu
- Vending Schedule
- Locations of where the concession will take place.

### Once you have all your documentation, create a PDF of the documents to submit with your completed concession application on January 16, 2024, for Opening Day. Next Steps...

- Login or Create New Concession Customer Account
- Select 2024 Concession Permit - Application Fee
- Complete the questions listed to proceed.
- Make payment of the \$25.00 Application Fee per location. This is required to mark your place in line. Applications will be processed in order of receipt time stamp.
- ✓ Download an application to be submitted within 3 days of timestamp on the FPCC website at <https://fpdcc.com/permits/concessions-opportunities>