

Permit Application

Picnic and Special/Athletic Events

All applicants must be **at least 21 years of age** and have a valid identification card to apply.

Incomplete applications will not be accepted.

PERMIT FEES ARE NON-REFUNDABLE.

Permit application types are listed below:

Picnic Permits Basic private gatherings of 25-399 attendees (including children, staff, spectators & participants). Special use items are not included and must be **purchased as an add-on** to your 2023 permit (see page 7-9 for information).

Permits below require additional insurance, fees, and documents.

Special Use Is an "add-on" once you obtain a Picnic/Event permit. Special use items include, but are not limited to, amplified sound (DJ, live band, etc.), generators, inflatables, portable restrooms, stages, pony rides, petting zoos, etc. Patrons who have rented special use items must use an Approved Vendor if the vendor insurance will be used. (see pages 13-18 for more details). *Non-Approved Vendor insurance is not accepted.*

Special/Athletic Event Permit/Other Permits This permit is required for any individual, organized group or sports league that holds sporting events, tournaments or events that are open to the public at the Forest Preserves. Examples include, but are not limited to, corporate picnics, walkathons/runs, etc.

Note: Events with more than 400 attendees must take place at a designated large capacity area (see list on page 12).

Section 1 – Applicant Information

First & Last Name:		Date of Birth:	
Applicant Address:	City:	State:	Zip Code:
Email Address:	Primary Phone:	Secondary Phone:	
Name of Organization (if applicable):		Role at Organization:	
Organization address:	City:	State:	Zip Code:
<input checked="" type="checkbox"/> Are you requesting Non-for-Profit discount on permit rental fees? <input type="checkbox"/> Yes (Additional documents required, see page 9) <input type="checkbox"/> No			

Section 2 – Event Information

Please note: Brezina Woods & Irene C. Hernandez are amplified sound free areas. Special use is prohibited at Dan Ryan Grove 11.

Name of Event (I.E. – Jane's 1 st birthday, no abbreviations or initials):	
Event Day On-Site Contact (If different from applicant):	Cell Phone:
Total estimated attendance (Please include children, staff, spectators and participants):	
Date(s) of Event – 1 st Choice:	Time of Use: From: to:
Date(s) of Event – 2 nd Choice:	Time of Use: From: to:
1st Location Choice:	Grove #:
2nd Location Choice:	Grove #:

Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

Section 3 - Event Features (Some questions may not apply)

SETUP/TEARDOWN: Are additional dates needed for set-up/tear down? ☐ Yes (*See below*) ☐ No

☐ Set-Up Date: Start Time: End Time:

☐ Tear-Down Date: Start Time: End Time:

ADVERTISING & PROMOTIONS: Will your event feature any promotional vehicles, banners, or other promotional elements including public advertisement? **Basic Picnics Cannot Advertise**

☐ Yes (*Provide details below*) ☐ No

Details:

Web address:

ROUTES: Does your event include a route? *(Routes must be submitted on FPCC Maps) ☐ Yes ☐ No

***Response Required:** What is your step off time:

Does the route cross streets or roadways? ☐ Yes (additional requirements may apply) ☐ No

Will your event be held off-road, off-trail and/or in undeveloped/natural areas?

☐ Yes (*Provide details below*) ☐ No

Details:

ON-SITE FEES: Will fees be collected on-site for this event? ☐ Yes (*Provide details below*) ☐ No

Details:

PORTABLE RESTROOM: Are you requesting to rent a portable restroom through the Forest Preserves of Cook County? (*See page 17 for application and fees*) ☐ Yes ☐ No

Section 4 – Vendor Information

VENDOR INFORMATION: Vendors are individuals, organizations and businesses that are selling or advertise products and/or services as part of your event. Sales, merchandise, sampling, or giveaways of food require approval and will be charged applicable vendor permit fees. **BASIC PICNIC CANNOT HAVE VENDORS. Rented inflatables are not considered vendors.**

Will your event feature vendors? ☐ Yes (Please list vendors below or submit list with application) ☐ No

Name of Vendor(s)	Type of Vendor
1.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
2.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
3.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
4.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other
5.	<input type="checkbox"/> Alcohol <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other

Waiver and Signature

By signing this Picnic and Special Event Permit Application, I acknowledge that I have read and agree to abide by all Forest Preserves of Cook County (FPCC) permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

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 negligence or intentional misconduct 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 this Permit. My obligation to indemnify the FPCC shall survive the expiration of any permit issued.

The undersigned, for myself and my heirs and executors, successors, and assigns, hereby releases and discharges the FPCC and its Commissioners, officers, employees, agents and servants of and from any and all claims, demands and causes of action of whatsoever nature which I or my heirs and executors, successors and assigns ever may have against any of them for, on account of, by reason of, or arising in connection with my application for or the issuance of a permit and hereby waive any and all such claims, demands and causes of action.

I do solemnly swear that all answers given, and statements made on this application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

Signature of Applicant:

Date:

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Important Permit Policies

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Forest Preserve of Cook County 2024 Fee Sheet

	Application Fees	Groups of 25-100		Groups of 101-200		Groups of 201-399		Groups of 400-700		Groups of 701-1000+		Groups of 1001-3000		Groups of 3,001+	
Picnic	N/A	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res	Resident	Non-Res
Picnic (Sm Grove - No Shelter)	N/A	\$64	\$71	\$106	\$117	N/A	N/A	See Special and Athletic Sporting Event fees below							
Picnic (Sm Grove - Shelter)	N/A	\$85	\$94	\$128	\$141	N/A	N/A								
Picnic (Lrg Grove - No Shelter)	N/A	\$138	\$152	\$168	\$185	\$190	\$209								
Picnic (Lrg Grove - Shelter)	N/A	\$158	\$174	\$200	\$220	\$227	\$250								
Event Permits															
Special Event	\$25	\$275	303	\$325	\$358	\$450	\$495	\$650	\$715	\$800	\$880	\$1,350	\$1,485	\$1,900	\$2,090
Athletic Event	\$25	\$261	\$287	\$309	\$340	\$428	\$470	\$618	\$679	\$760	\$836	\$1,283	\$1,411	\$1,805	\$1,986
Day Camp	\$25	\$44	\$49	\$55	\$61	\$66	\$73	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Vendors															
Food Vendor	N/A	\$30		\$55		\$105		\$180		\$205		\$230		\$255	
Merchandise Vendor	N/A	\$25		\$45		\$80		\$135		\$155		\$175		\$205	
Information Vendor	N/A	\$20		\$30		\$55		\$95		\$105		\$115		\$130	
Alcohol Vendor	N/A	\$60		\$110		\$210		\$360		\$410		\$460		\$500	
Other Fees		All Group Sizes													
Special Use Items	\$25	\$15 per item													
Permit Change Fee	-	\$5 fee applies to changes in date <i>(Changes in location/attendance may incur additional fees)</i>													
Setup/Teardown	-	Setup/Teardown fees is the same as the permit reservation fee													
FPCC Police Security (Hire-back)	-	\$45/hour per FPCC police officer <i>(May be required depending on nature and size of event)</i>													
Athletic Field Rental	\$25	Adults - \$29 per field/hr. Youths - \$18 per field/hr.													
Early/Late Entrance Fee	-	\$80 <i>(Picnic permits are not eligible for early/late entry)</i>													
Late Fee	-	(0-399 attendees) \$30 (400 attendees) \$50 <i>(based on timelines due per each request type)</i>													
*Portable Restroom Rental via FPCC	-	(1-7 Units) \$290/unit - (8+ Units) \$265/unit - (ADA) \$390/unit - (Hand Sanitizer) \$10/unit													
*Security Deposit	-	\$250 <i>(25-399 attendees)</i> - \$1,000 <i>(400-999 attendees)</i> - \$2,000 <i>(1,000+ attendees)</i>													
Other Events		Groups 25-399													
		Resident								Non Resident					
Model Aircraft Event (Hourly rates)	\$25	\$44								\$49					
Overflow Parking (Peak Sa/Su)	\$25	\$243								\$268					
Overflow Parking (Off-Peak M-F)	\$25	\$34								\$38					
Discounts	NFP and Veteran organizations, with proper documentation, may qualify for a reduced rate of 50% on base permit fees. Picnics and Special/Athletic Event fees for permits booked for use M-Th (excluding Holidays) are eligible for a 25% discount.														

General Information/Rules & Regulations

Updating/Cancelling a Permit

Updating - Requests must be submitted by the permit holder at least 7 days prior to event date via the Permit Change. The form can be located on our website: <https://fpdcc.com/permits/picnics-event-permits/>. Additional fees will apply. Changes submitted less than 7 days to the event are subject to denial or late fees.

Cancelling - Cancellation requests must be submitted by the applicant via the Permit Change Form or by contacting the permit office. **Permit reservation and add-on fees are non-refundable.** This includes cancellations due to failure to adhere to State or County guidelines or weather conditions.

Picnic Packages-Picnic Packages are non-refundable. You are required to use an Approved Vendor for all rented items. All rented items must be in the permit holder name. You are not able to add additional items once package is purchased.

Prohibited Activities

- a) Admission/Parking Fees – Admission/parking fees may not be levied for any picnic or event unless permission has been granted for on-site registration via the special event approval process.
- b) Driving/Parking – Driving/parking anywhere outside of designated roadways or parking areas is prohibited.
- c) Multiple Groves-Booking of multiple groves as a basic picnic for an event is **strictly prohibited**. This includes having a person other than yourself book an additional grove.
 - i. **Parking is open to the public, even during permitted events. No parking is guaranteed for permit holders.**
- d) Close Time – FPCC closes at sunset. Individuals in a Preserve after sunset may be ticketed, arrested and/or
 - i. have their vehicle towed.
- e) Water Based Activities-No water-based activities are allowed on FPCC property. This includes, but is not limited to water balloons, water slides, water guns, kiddie pools and more.
- f) Weapons/Fireworks – No unauthorized person shall at any time bring into any preserve, nor have in his possession, nor discharge or 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.
- g) Balloon/Animal/Cremains Releases-Balloon, animals, cremains cannot be released on FPCC property under any circumstances.
- h) Open Fires/Bonfires – Open fires are prohibited on FPCC property.
- i) Gambling/Raffles – The sale or use of gambling devices is prohibited. This includes but is not limited to bingo, silent auctions, and any games of chance.
- j) 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.
- k) Native Landscape – Native Landscape (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.
- l) Cannabis Use: Permit holders, event attendees, and other visitors **may not** use, consume, distribute, sell, share, or gift cannabis (including edible cannabis products) within the Forest Preserves of Cook County.
- m) Vandalism/Paint – Vandalism of buildings, structures, signs, picnic tables, or other FPCC property is strictly prohibited. No paint shall be used on grounds, trees, rocks or any other FPCC property.
- n) Vending – Vending of any products/services on FPCC property without a event permit & applicable fee paid is prohibited.

Advertising:

Advertising to the public is prohibited without the Forest Preserves of Cook County's (FPCC) written approval. Examples include, but are not limited to Eventbrite, public website domain, public Facebook page, and more. Any unapproved advertising discovered by the FPCC (including web and social media advertising) may result in the cancellation of the permit and denial of future permit applications. Permit that wish to publicly advertise must

become a Special event and follow the protocols attached to the event type (more information on pg. 5).

Amenities:

FPCC does not guarantee the availability of tables, potable water, shelters, portable bathrooms, or other amenities not naturally found in the preserve. Picnic groves are cleaned by the FPCC Landscape Maintenance department no later than 10:00 am. **FPCC will make an effort to provide a minimum of one portable restroom per Preserve, NOT per grove. Portable restrooms provided by FPCC are not for exclusive use and are open to the public.**

Application Deadlines:

Picnic and Event Permits go on sale annually on November 15th online and via phone at 8:00 am. If November 15th falls on a weekend, permit sales begin on the next business day. New permits or changes requested after these deadlines may be denied or subject to a \$30 late fee. Events that are 400+ can book on October 15th via the permit application (not over the phone or online).

Type of Permit	Online Deadlines	In-Person Submission
Picnic	7 days prior to event	7 days prior to event
Special Event	60 days prior to event	30 days prior to event
Athletic Event	N/A	30 days prior to event
Changes/Updates	N/A	7 days prior to event

Application Definitions:

- a. **Applicant (Permit holder)** – The applicant is the sole point of contact and will be held responsible for submitting all required documentation, paying fees, and will be required to abide by FPCC rules and policies pre-event, during event and post-event. Any changes to permits or inquiries must be made by the applicant at least 7 days prior to permit start date. Applicants **must** be 21 years of age or older.
- b. **Special Use** – Special accommodations for items/activities on FPCC property including, but not limited to, generators, inflatables, rides, amplified equipment, pony rides, petting zoos, portable restrooms, etc. require FPCC approval. All documentation such as insurance and rental agreements must be in the permit holder's name.

Certificate of Liability Insurance Documents:

All Special Event permits (except basic picnic permits with 25-399 attendees **without** special use items) issued by the FPCC require a Certificate of General Liability Insurance **with Endorsement** in the amount of \$1,000,000 per occurrence (groups with 1,000+ attendees require \$2,000,000 per occurrence). The Certificate must name the Forest Preserves of Cook County, 536 N. Harlem Avenue, River Forest, IL 60305 as an additional insured; the wording "additional insured" must be exact. The Certificate should also reference the name of the applicant, date of event and location of event. See page 14 for sample.

Use of Grove Space:

FPCC permits do not grant you or your group/organization exclusive-use privileges. It is agreed that no event may exclude any person from participation in, deny any person the benefits of, or otherwise subject any person to discrimination because of the person's race, color, religion, sexual orientation, national origin or any disability during the use of FPCC lands.

Inclement Weather & Force Majeure:

The FPCC reserves the right to cancel or relocate an event before or on the event date due to weather or other conditions. **FPCC does not grant refunds due to inclement weather or force majeure.**

Non-for-Profit Discount:

A bona fide Non-Profit organization is engaged in charitable, educational, civic, youth and faith-based activities.

The following documents are needed to receive Not-for-Profit discount:

- a. Exemption given under Section 501(c)(3) of the Internal Revenue Code including a current registration with the Illinois Attorney General as a non-profit.
- b. The location of the official headquarters or administrative office of the organization submitting the request for the permit is located in County Cook and is the same as that which is on file with the Illinois Attorney General, except in the case of local chapters of national organizations, wherein the local chapter maintains a Cook County office and submits proof of affiliation with the national organization. The following are acceptable:
 - i. Letter on company letterhead signed by management
 - ii. Business card with name of applicant
- c. If the applicant is a school located within Cook County, a letter on school letterhead signed by an official of the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school is required.

Security Deposit:

All permits (except events with 25-399 attendees and **without** special use items) require a deposit. If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same. All deposits are returned providing that there are no violations of FPCC rules/regulations and if grounds are left in satisfactory condition (e.g., leave no trace). **Security deposits paid via credit card are reimbursed to the card used for payment two to three weeks after your event. Deposits paid via check or cash are reimbursed four to six weeks after your event.**

Things to Know for Your Picnic/Event

Day of Event:

- a) Permit Fees are non-refundable. This includes rain dates, severe weather, and more.
- b) 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.
- c) 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.
- d) 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.
 - a. 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**.
 - b. All portable restrooms must be placed 10 feet from parking curb. Portable restrooms are not allowed in green space near shelters.
 - c. District Provided Portable Restrooms may not be available November - April.
- e) 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.
- f) 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, 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.
 - a. *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
 - b. All Special Use requests/documents received less than two weeks prior to event date will receive a late fee.
- g) 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.
- h) 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.
- i) Permit changes must be submitted 7 days before the day of the event. Changes week of are not accepted.
- j) 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.

Special Use Items Request - FAQs

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

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.

Q: What is needed to request special use?

- 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.
 - 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.

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) ☐ 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 ▪ Walk-In: 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 Sound		<input type="checkbox"/> DJ & Equipment <input type="checkbox"/> Stereo System <input type="checkbox"/> Acoustic Band <input type="checkbox"/> Band (Requiring generator) <input type="checkbox"/> Other (<i>specify</i>):	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Animal Petting Zoo <i>*Subject to Approval*</i>		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Pony Rides		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
Smokers/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
Food/Beverage Truck:		Please list Dimensions:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Non-FPCC Portable Restroom		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Portable Sink/Water Station		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:		Please state size:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Dance Floor:		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
Total Items			

Total Items: _____ x \$15 = _____ + \$25 Processing Fee = **Total Due:** _____

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 it to the 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 \$30 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)		\$290
Regular Portable Restroom (8 or more units)		\$265
ADA Portable Restroom		\$390
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:

Special/Athletic/Other Event Permit Requests

Q: What is a Special/Athletic & other event permit?

- Any size gathering that is open to the general public or has additional features such as, but not limited to, routes, vendors, promotions, fundraising, etc., may be classified as a special, athletic, or other event.
- Events with attendees of 400+ attendees will be considered large capacity events and must take place in designated large event areas (see page 12 for list).

Q: What is required to obtain a Special/Athletic & other event permit?

- Basic requirements include:
 - Certificate of Liability Insurance with endorsement page
 - Map with *proposed* route (if any) submitted with application.
 - Post Cleanup Plan and dumpster rental (if applicable)
 - Security deposit
- Additional requirements will vary depending on the nature and activities of your event and may include the following:
 - Rental of portable restrooms
 - On-site meeting with FPCC staff
 - Approval from Resource Management department
 - On-site security/FPCC police presence
 - Transportation/Parking Plan
 - Emergency Response Plan
 - Liquor License-If planning to sell
 - Rental Agreement for all rented items

Q: How will I be notified of additional requirements?

- Upon receipt of application, a permit administrator is assigned. The permit administrator will evaluate your application, reserve the space and provide you with more specific requirements/fees for your event.
- It is highly recommended that you review additional requirements on the following page and fee sheet to better prepare for your event.

Q: When will I receive my security deposit?

- If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same.
- All deposits are returned providing that there are no violations of FPCC rules/regulations and if grounds are left in satisfactory condition (e.g., leave no trace). Security deposits are reimbursed 4 to 6 weeks after your event.

Additional Special/Athletic & Other Event Permit Requirement Details

All required documentation is due at least three weeks prior to the event date. **Requirements that are not fulfilled before the two-week deadline may result in a cancellation/late fee.**

Clean up Plan:

Due to the impact of large and special events, additional maintenance requirements apply:

- I. Dumpsters– FPCC may require applicants to supply their own dumpsters for their event. Quantity and size will vary based on the number of attendees and type of event.
- II. Portable Restrooms– FPCC may require applicants to supply portable restrooms for their event. Basic ratio is one portable restroom per 100 attendees. Patrons may rent private portable restrooms directly from the FPCC or through a vendor of their choice. (see page 17 for FPCC portable restroom rental details)
- III. Clean-up Plan – Please provide a detailed plan for post-event clean-up. This document should include the number of staff/volunteers scheduled to assist with clean-up of area and estimated start/end times for clean-up.

Safety Plan:

To ensure the safety of our patrons and the participants of your event, a safety plan must be submitted with the following documents to process your application:

- I. Event Layout – Layouts must detail the placement of portable bathrooms, vendors, dumpsters, equipment vehicles and registration area.
- II. First Aid Station – At least one first-aid station is required.
- III. On-site Security – All events are subject to possible FPCC security fees depending on the request. Your on-site security plan should detail the number of personnel, contact phone numbers, requests for overnight security, and other pertinent information. The use of private security officers must be approved by FPCC Police Department. Private security must be licensed, insured and bonded with the State of Illinois and may not be armed. Cancellations for FPCC security must be received at least one week prior to the event date. Cancellations received less than one week prior to the event date are non-refundable.
- IV. Route – If your event is a run/walk, or any other activity in which participants will be following a course, you must submit your planned route marked on official FPCC trail maps. Maps are available for download at <https://fpdcc.com/places/pdf-maps/>. Please make sure to indicate start/finish lines, locations of course marshals, aid stations, street crossings and a compass on your map.
- V. Signage – If your event is a run/walk, or any other activity in which participants will be following a course, signage along the course must be placed at least one week prior to the event, notifying regular users of the upcoming event. A sample sign must be submitted to FPCC for approval. All signage must be removed post-event to avoid an impact on your security deposit refund.
- VI. Transportation/Parking Plan – In cases where there is limited parking at the proposed event location, please submit alternate parking locations with a plan for how participants/spectators will get to and from the event location.
- VII. Emergency Response Plan – Large capacity events may be required to submit a clearly defined process to be followed in the event of an emergency to protect the health, safety, or welfare of people or to limit damage to property during a planned event.

On-site Meeting:

To reduce day of event issues, FPCC may require an on-site meeting involving field staff and event organizers. On-site meetings should be completed no less than 30-45 days prior to permit start date.

Large Capacity Areas for 400+ Attendees

Individual groves within large capacity areas (below) are also available for small picnics, however it can only be reserved (if available) within 60 days of event date. *Split areas can still be booked together*

Addresses listed below are approximate. Directions are available at <https://fpdcc.com/places/pdf-maps/>

Location	Groves	Address	Parking Capacity	Grove Capacity
Miller Meadow-North	1 - 2	Roosevelt Rd, east of 1st Ave Brookfield, IL 60130	80	600
Miller Meadow-North	2-4	Roosevelt Rd, east of 1st Ave Brookfield, IL 60130	80	600
Green Lake Woods	3 - 5	Torrence Ave, north of 159th St/River Oaks Dr Calumet City, IL 60409	700	2,000
North Creek Meadow	1 - 3	Glenwood Lansing Rd, west of Torrence Ave Chicago Heights, IL 60411	220	650
Busse Forest-North	28 - 30	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	2,000
Busse Forest-South	5 - 9	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	2,500
Busse Forest-South	22 - 25	E Higgins Rd/Rte 72, west of N Arlington Heights Rd Elk Grove Village, IL 60007	630	2,500
Midlothian Meadows	1 - 2	Crawford Ave, N of W 159thSt Markham, IL 60428	600	800
Midlothian Meadows	3 - 4	Crawford Ave, N of W 159thSt Markham, IL 60428	600	800

St. Paul Woods	1 - 2	Lincoln Ave, south of W Dempster St Morton Grove, IL 60053	400	1,000
St. Paul Woods	3 - 4	Lincoln Ave, south of W Dempster St Morton Grove, IL	400	1,000
Elizabeth A. Conkey Forest-North	1 - 3	Central Ave, north of W 135th St Palos Heights, IL 60463	144	700
<i>Location below is not a large capacity area, however it can only be reserved within 60 days of</i>				
Thatcher Woods	1 & 2	Chicago Ave and Thatcher Ave, River Forest, IL 60305	109	200

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. Events with 1,000+ attendees require \$2,000,000 per occurrence
3. Forest Preserves of Cook County must be listed specifically as "Additional Insured." (Policy numbers must match policy numbers on endorsement page.)
4. Address to be used on insurance should reflect our General Headquarters office in River Forest.
5. Insurance must be in permit holder name

ACORD® CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 11/15/2022

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
Whoop Liver Saint
Insurance
588 Street J
Forest Park, IL 60302

CONTACT
NAME: John Doe
PHONE: 773-202-5882
FAX: (A/C, No):
E-MAIL: Tenc2@gmail.com
ADDRESS: 588 Street J, Forest Park, IL 60302

INSURER A: Whoop Liver Saint Insurance Company NAIC # 544559
INSURER B:
INSURER C:
INSURER D:
INSURER E:

INSURED
Steel Toe Whoop INC.
425 S Harlem Ave.
Lake Avenue, IL 60305

COVERAGES **CERTIFICATE 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 ENDORSEMENTS AND CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP WYD	POLICY NUMBER	POLICY (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	X5556-7800-2	11/09/2022	11/09/2022	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000.00 MED EXP (Any one person) \$ 1,000,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The Forest Preserve of Cook County is named additional insured					

CERTIFICATE HOLDER
Forest Preserve of Cook County
536 N. Harlem Ave
River Forest, IL 60305

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
John Doe

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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

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Forest Preserves of Cook County
536 N. Harlem Avenue
River Forest, IL 60305

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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:

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.

CG 20 26 04 13

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Page 1 of 1

Permit Deposit Form

Picnic and Special/Athletic (Sporting) Events

Security Deposit Refund

Mailing address and contact for refunds of deposits paid via cash or check. Failure to provide information will result in delay of refund processing.

Name of Payee or Organization:

Attention:

Street Address:

Apt/Unit/Suite:

City:

State:

Zip Code:

Waiver and Signature

By signing this Picnic and Special Event Permit Application, I acknowledge that I have read and agree to abide by all Forest Preserves of Cook County (FPCC) permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

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 negligence or intentional misconduct 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 this Permit. 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. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

Signature of Applicant:

Date: