

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, mechanical bull*
- 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 along with any required documents at least of two weeks BEFORE to event date. If submitted later, a \$30 late fee will be added, or your add-on request may 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 (required)
- Approved Vendor Name: _____
- List of Special Use Items (listed below)
- Rental Agreements (if any)

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 (specify):	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Animal Petting Zoo *Subject to Approval*		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Pony Rides		Please list:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Canopy Tent (Larger than 10x10)		Please state size:	<input type="checkbox"/> Rented <input type="checkbox"/> Owned
Smokers/Large Grills (5ft & wider)		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) (Popcorn, cotton candy, etc.)		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:** _____