

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) ☐ 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	N/A	☐ DJ & Equipment ☐ Stereo System ☐ Acoustic Band ☐ Band (Requiring generator) ☐ Other (<i>specify</i>):	☐ Rented ☐ Owned
Animal Petting Zoo <i>*Subject to Approval*</i>		Please list:	☐ Rented ☐ Owned
Pony Rides		Please list:	☐ Rented ☐ Owned
Canopy Tent (<i>Larger than 10x10</i>)		Please state size:	☐ Rented ☐ Owned
Smokers/Large Grills (<i>5ft & wider</i>)		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) (<i>Popcorn, cotton candy, etc.</i>)		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:** _____