

# 2010 Picnic Permit Rules and Regulations

**\*Please read and CHECK OFF all Picnic Permit Rules and Regulations, date and sign the bottom. Then proceed to back of the application.**

- I'm 21 years of age or older.
- I have a valid driver's license or valid proof of identification.
- Neither my organization nor I have received more than one picnic permit already this year.
- I or a representative of my group will be present at the grove with the permit no later than 9:00a.m. the date of the picnic/event.
- I understand that falsification of information or violation of any rules, regulations or ordinances of the Forest Preserve District Picnic Policies and Procedures will result in the denial and/or revocation of the picnic permit, forfeiture of fees and security deposits given and/or the closing of the event. Instructions of Forest Preserve Representatives must be obeyed.
- I understand that picnic/events that are advertised to the public at large are prohibited unless the number of attendees to the picnic/event can be reasonably determined & the district's land and facilities allocated to said picnic/event is sufficient to accommodate the anticipated number of attendees. The Forest Preserve District must approve any planned advertising.
- I understand that glass beverage containers are not allowed. THE SALE OF ALCOHOLIC BEVERAGES IN ANY FORM IS PROHIBITED. Please note that the consumption of alcohol upon or within 50 feet of any roadway, parking area or entranceway is prohibited.
- All deposits for picnics/events and special use permits must be given by credit card only (VISA OR MASTERCARD). The credit card will be refunded in a timely period after your picnic/event.
- The Forest Preserve District CANNOT guarantee the availability of TABLES, POTABLE WATER, SHELTERS, PORT-O-LETS OR OTHER AMENITIES NOT NATURALLY FOUND IN THE PRESERVES.
- The Forest Preserve District will make every effort to provide a minimum of one Port-o-let per preserve (NOT GROVE). IT IS RECOMMENDED THAT THE PERMIT HOLDER SECURE/RENT ADDITIONAL PORT-O-LETS AS NEEDED.
- No admission fees or charges may be levied.
- The permit is valid for the picnic/event of the applicant/organization named on the permit. The attendance must not exceed the amount listed on the permit. THE PERMIT IS NOT TRANSFERABLE, ASSIGNABLE, OR REFUNDABLE. Any attempted transference or attendance violation will void the permit and subject the applicant to subsequent fines, penalties and loss of fees.
- The Forest Preserve District of Cook County is NOT RESPONSIBLE for picnics/events canceled due to inclement weather.
- The Forest Preserve District is CLOSED to all visitors after SUNSET. Night picnics are not permitted.
- Before leaving, you must extinguish all fires and dump your charcoal in the used hot charcoal disposal containers provided. **Five (5) bio-degradable recycling bags will be provided to you prior to your picnic, along with recycling and location drop off information.**
- Fires are not allowed within District shelters.
- Any pre-event or day of your picnic/event assistance or general information may be obtained by contacting the Division Superintendent's office designated on your permit.
- Please call **911** to settle disputes and/or discrepancies at the picnic site should they occur.
- It is agreed that your organization will not 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 or national origin during the use of Forest Preserve District facilities.
- NONPROFIT ORGANIZATIONS:** To qualify for the Nonprofit Organization Reduced Rate, an applicant must submit proof of the following:
  1. Exemption under Section 501 (C) (3) of the Internal Revenue Code or
  2. Current registration with the Illinois Attorney General as a charitable organization.
  3. The location of the official headquarters or administrative office of the organization submitting the request for said permits is located in the County of Cook and is the same as that which is on file with the Illinois Attorney General, or was submitted for exemption under Section 501 (C) (3) of the Internal Revenue Code, except in the case of local chapters of national organization, wherein the local chapter maintains a Cook County office and submits proof of affiliation with the national organization.
  4. If the applicant is a school located within Cook County, no additional documentation or proof of nonprofit status shall be required other than a letter signed by an official of the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school.
  5. Notwithstanding any other published deadlines, all applications for Reduced Rate Picnic or Special Use Permits must be received by the Recreation Department no less than 45 days prior to the date of the Event. All applications for Reduced Rate Permits must be submitted in person.
  6. Vending of Food or Merchandise is not allowed under the Reduced Rate Special Use Permit, except for charitable organizations with net assets of \$10,000 or less who apply for the vending fee permit waiver. Qualification for the vending fee permit waiver requires registration with the Illinois Attorney General's office as a charitable organization, and submission of a balance statement for the previous year to verify its assets at the time of application for a permit.
- SPECIAL USE PERMITS:** Please be aware that some activities, when conducted on Forest Preserve District property, do require an additional permit. Special Use Permits include but are not limited to: tents, beer trucks, inflatables, dunk tanks, pony rides/petting zoos, on-site caterers, kiddie rides, generators, port-o-lets/port-o-sinks, amplified equipment, etc. Hours of operation for items listed on the Special Use Permits are 10:00a.m. – 6:00p.m. All Special Use Permit requirements (application, fee, insurance, contracts and copy of Picnic Permit), must be completed at the time of your request, either in person, by fax or mail. No incomplete requests will be accepted. **PLEASE NO EXCEPTIONS!**
- SPECIAL ACTIVITY PERMITS:** Special Activity "Field" Permits include but are not limited to: soccer, baseball, football and rugby games & practices. These fields are not reserved with a picnic permit. Special Activity "Event" Permits include but are not limited to: walk a thons, 5K runs, fishing derbies, etc. STOP! Do not go any further if you are planning this type of event. Please call 1-800-870-3666 for information on obtaining a Special Activity Permit.
- I read and understand the rules of the Forest Preserve for public lands and their usage.**

Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Picnic Permits may be purchased at the General Headquarters, 536 N. Harlem, River Forest, IL 60305, Monday thru Friday, 9:00a.m. to 4:00p.m.. Or via internet, [WWW.FPDCC.COM](http://WWW.FPDCC.COM). Category "W" permits **only**, may be printed from your home printer. Category "X", may be reserved, and paid for, but will be mailed to the chairperson after review. Category "Y" and "Z" must be purchased in person. Internet purchases must be paid with a Visa or MasterCard.

**CATEGORY "W": Groups involving 25 – 99 persons in attendance.** Application and application fee must be filed at least five (5) business days before the picnic/event is to take place, via internet or in person. Permits purchased on the Internet must be printed on the chairperson's printer. In order to increase the availability of groves for all picnics, groups involving 25 – 99 persons in attendance (Category "W"), are required to purchase groves that hold a maximum of 200 or less. All Category "W" permits for groves that accommodate over 200 people must pay an additional surcharge for the grove chosen. Your application may require official review by the Forest Preserve District before your permit is issued. **NOTE: CHANGES TO CATEGORY "W" PERMITS WILL NOT BE ACCEPTED IF THE ORIGINAL PERMIT WAS ISSUED TEN (10) OR LESS BUSINESS DAYS PRIOR TO THE PICNIC/EVENT DATE.**

**CATEGORY "X": Groups involving 100 – 350 persons in attendance.** Application must be filed at least twenty-one (21) business days before the picnic/event is to take place. A surcharge of \$50.00 is required. Your application may require official review by the Forest Preserve District before your permit is issued. Internet purchases will be reserved and paid for, but will be reviewed and mailed to the picnic chairperson when approved.

**CATEGORY "Y": Groups involving 400 - 999 persons in attendance.** Applications must be filed at least thirty (30) business days before the picnic/event is to take place. No internet purchases will be accepted. All Category "Y" applications must be reviewed and approved by the Forest Preserve District before the permit is issued. The respective groves will be reserved during the review process. A \$1,000,000.00, general liability insurance certificate and surcharge of \$300.00 are required before approval. All Category "Y" permits are restricted to the designated Level IV areas. **REQUIRED:** a minimum of one (1) Forest Preserve District police officer, depending on the size and type of event.

**CATEGORY "Z": Groups involving 1000 or more persons in attendance.** Applications must be filed at least sixty (60) business days before the picnic/event is to take place. No internet purchases will be accepted. All Category "Z" applications must be reviewed and approved by the Forest Preserve District before the permit is issued. The respective groves will be reserved during the review process. A \$2,000,000.00 general liability insurance certificate and a surcharge of \$600.00 are required before approval. All Category "Z" permits are restricted to the designated Level IV areas. **REQUIRED:** a minimum of two (2) Forest Preserve District police officers, depending on the size and type of event.

All permit categories may require a security deposit by credit card (Visa or MasterCard), as determined by the Forest Preserve District.

**LEVEL IV (CATEGORY "Y" AND "Z" AREAS**

Northwest Division	Busse Woods, groves 5 – 16	Arlington Hts. Rd. & Higgins, Elk Grove Village
North Branch Division	St. Paul Woods	Lincoln Avenue & Lehigh, Morton Grove
Salt Creek Division	Miller Meadow	Roosevelt Rd. & First Avenue, Maywood
Sag Valley Division	Swallow Cliff Woods, grove 3	Rt. 83, west of Mannheim (Rt. 45), Palos Park
Thorn Creek Division	Green Lake Woods	Torrence Avenue & 159 <sup>th</sup> Street, Calumet City

**PLEASE PRINT CAREFULLY! Attendance figures are final and may not be altered.**

Name of organization/chairperson: \_\_\_\_\_

Chairperson's last name: \_\_\_\_\_ Chairperson's first name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Weekend phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Driver's license/valid I.D. #: \_\_\_\_\_ I.D. address: \_\_\_\_\_

LOCATION DESIRED:	Forest Preserve Name	Grove #	Shelter (check one)
1 <sup>ST</sup> Choice:	_____	_____	Yes ___ No ___
2 <sup>ND</sup> Choice:	_____	_____	Yes ___ No ___

Number of people expected: \_\_\_\_\_ Remarks: \_\_\_\_\_

**PLEASE NOTE: ATTENDANCE CANNOT EXCEED GROVE CAPACITY; SEE GROVE MAPS FOR CAPACITIES**

DATE:	Please Circle								Month / Day / Year
1 <sup>st</sup> Choice:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	_____	
2 <sup>nd</sup> Choice:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	_____	

<b>FEES:</b> Application	\$10.00	One (1) grove <b>without</b> a SHELTER	\$ 35.00	Category "X" Surcharge	\$ 50.00
Permit change	\$ 5.00	One (1) grove <b>with</b> a SHELTER	\$ 50.00	Category "Y" Surcharge	\$300.00
Permit copy	\$ 2.00	<b>LEVEL IV</b> (Category "Y" & "Z")	\$160.00	Category "Z" Surcharge	\$600.00

Nonprofit Organization Reduced Rate: 50% reduction of fee total

Please make checks or money orders payable to: Forest Preserve District of Cook County

**Cash:** \_\_\_\_\_ **Money order:** \_\_\_\_\_ #: \_\_\_\_\_ **Check:** \_\_\_\_\_ #: \_\_\_\_\_

**Visa:** \_\_\_\_\_ **MasterCard:** \_\_\_\_\_ **Card #:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

Today's Date: \_\_\_\_\_ Signature: \_\_\_\_\_