



2011

Special Activity Event Application

Forest Preserve District of Cook County

536 N. Harlem Avenue, River Forest, IL 60305

800-870-3666

Arnold Randall, General Superintendent



Is your organization Not for Profit? YES NO

Please provide your drivers license or state ID

The District reserves the right to review this application before the permit is issued & make any appropriate changes deemed necessary.

ORGANIZATION NAME	<input type="text"/>	APPLICANT NAME	<input type="text"/>
ADDRESS	<input type="text"/>	CITY, STATE, ZIP	<input type="text"/>
EVENING PHONE #	<input type="text"/>	DAY PHONE #	<input type="text"/>
<i>One application per location/field</i>			
LOCATION	<input type="text"/>	PICNIC GROVE (S)	<input type="text"/>

All Bike, Walk/Race Events and Cross County races must contact the Districts Trails Coordinator, Mike Hart at 708-467-0413, regarding approval or your routes.

ACTIVITY TYPE (explain)

DAY(S) OF THE WEEK	<input type="text"/>	TIME OF USE	<input type="text"/>
DATE (S)	<input type="text"/>		
	<input type="text"/>		

ATTENDANCE - ADULT	<input type="text"/>	ATTENDANCE - YOUTH	<input type="text"/>
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Write the # of each item that you will have on District property the day of your event. You will be charged a Special Use Permit fee of \$10.00 per item listed on your permit in addition to your Special Activity Fee.

Amplified Equipment ____ Beverage Truck ____ Canopy Tent ____ Inflatables ____ Port o lets ____ Port o sinks ____
 Generators ____ Reason for the generator(s):
 Ticket Booth ____ Other ____ List Other items:
 Vending ____ List items that will be vended:

Do not play/hold your event on the turf/grass, if the weather and/or ground conditions are not conducive to District policies. The District is not responsible for games/events canceled due to inclement weather or results there of. It is the responsibility of the permit holder to obtain a new permit (all fee & insurance requirements due at the time of new request) whether the event was canceled by you or the District

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS:

Does your organization plan on altering or marking the field or trail for your event? _____ *ONLY water soluble paint or chalk is approved for marking District property.*

Are fees collected onsite? _____ Offsite? _____ Please list the fees assessed: _____

Does your organization receive any corporate funding or sponsorship for this event? _____

Does your organization expect to generate a surplus or profit from this event? _____

❖ NOT FOR PROFIT INFORMATION

Requests for a picnic or special use permit made by a school or bona fide nonprofit organization, residing in the County of Cook, may receive a reduction in fees by 50%. A bona fide nonprofit organization is one which is engaged in charitable, educational, civic, youth, and faith-based activities. For purposes of qualifying 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 stating that your organization is a charitable organization (*in addition to tax exempt*), not a private foundation: 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 employees(s) of the school.
5. Notwithstanding any other published deadlines, all applications for Reduced Rate Picnic or Special 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, 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

Please submit a copy of your budget for this event (income and expenses), as well as a financial record of any previous holding of this event, with this application.

All walking, running or bicycling events must provide a course map and description for approval at the time of submitting your application. Failure to provide an accurate representation of your event will result in immediate cancellation of your event, the forfeiture of any fees paid and possible fines. Any brochures, advertisements or other marketing materials used for this event must be supplied at the time of the application. Environmental impact evaluations by the Forest Preserve District of Cook County must be made prior to the approval or denial of events to be held on District property.

Will your event be held on a paved bicycle trail? _____

Will your event be held on a naturally surfaced multi-use trail? _____

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

All security deposits must be given by credit card (VISA OR MASTERCARD). For deposits received, your credit card will be refunded, providing there has not been any damage to Forest Preserve District property, all markings and equipment have been removed and violations have not been given to your organization. Please provide your Visa or Mastercard below:

CARD #:

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 EXPIRES:

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All requirements must be completed and submitted (21) days prior to your event. Nonprofit Organization Reduced Rate - 45 days.

The undersigned accepts full responsibility for the conduct of the above group while on Forest Preserve District property and agrees to indemnify and save harmless the Forest Preserve District of Cook County from any and all liability, which might be occasioned to said District by virtue of granting the permission requested in this application.

Falsification of information or violation of any rules, regulations or ordinance of Forest Preserve District Policies and Procedures will result in the denial and/or revocation of your permit, forfeiture of all fees & security deposits given and or closing of your event.

ALL INFORMATION (FRONT AND BACK) IS REQUIRED TO BE FILLED OUT IN FULL AND SIGNED BEFORE SEEKING APPROVAL OF YOUR PERMIT.

DATE: _____ APPLICANT SIGNATURE: _____