

Please check off the boxes after reading each requirement on obtaining a Special Use Permit on the frontside of this application.

All Special Use Permit information must be in the Picnic Chairperson's name. Multiple applicants will not be accepted!

Organization Name: _____ Date of Picnic: _____

Picnic Chairperson (*must be the same as the Picnic Permit*): _____ Picnic Permit Number: _____

Preserve Name: _____ Grove Number (s): _____

In order to protect the Forest Preserve District of Cook County from liability arising out of the activities permitted as Special Use, the District has found it necessary to require that all individuals, groups and organizations, desiring to utilize District lands and/or facilities for any uses requiring a Special Use Permit, must first obtain a certificate of insurance, verifying comprehensive general liability insurance, in effect as of the date of the event indemnifying the District in limits not less than \$1,000,000.00, combined single limit. Such insurance must specifically name the Forest Preserve District of Cook County as "Additional Insured". Please refer to the front of this application for suggestions to assist you in obtaining the necessary certificate of insurance.

Please indicate in the BOX, the NUMBER of each item you will be having at your picnic/event. You will be charged a fee per item listed on the permit. EXAMPLE: If you are erecting eight (8) Canopy Tents, write the number "8" in the box prior the item description "Canopy Tent". Fee is 8 items X \$10.00 = \$80.00 + \$20.00 application fee = \$100.00

Hours of operation for all items listed below, are 10am - 6pm only.

Amplified Equipment Beer/Beverage Truck Canopy Tent Caterer Dunk Tank Game Booths

Generator *Generator(s) will be used for:* _____

Inflatables *List each inflatable:* _____

Kiddie Rides *List each Kiddie Ride:* _____

Ice Cream Truck Petting Zoo Pony Rides Port o let Port o sink Ticket Booth

Vending (Please specify): _____

Snack Machines *Cotton Candy, Popcorn, Sno-cone, etc.* Other _____

Name of companies providing the above: _____

AFTER A SPECIAL USE PERMIT IS ISSUED, ADDITIONAL ITEMS CANNOT BE ADDED. YOU ARE REQUIRED TO OBTAIN AN ADDITIONAL SPECIAL USE PERMIT FOR THOSE ITEMS YOU WISH TO ADD. PLEASE SUBMIT A COMPLETED APPLICATION WITH THE ADDITIONAL ITEMS TO BE ADDED, COPY OF YOUR INSURANCE CERTIFICATE AND FEE (\$20.00 APPLICATION FEE AND \$10.00 PER NEW ITEM(S) WITHIN THE TIME FRAME LISTED ABOVE).

Total Items Here	X \$10.00 =	Subtotal Here	(+)	\$20.00 Application Fee =	Total Amount Due
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All Special Use Permit requirements (Application, fee, insurance, contracts and copy of permit), must be completed at the time of your request, either in person, by fax or mail. No incomplete requests will be accepted. NO EXCEPTIONS! See back of form for new insurance policy. (Please initial here _____)
 FAX NUMBER (708) 771-1071

Please provide credit card # here: _____ Expires: _____

The undersigned accepts full responsibility for the conduct of the above organization while on Forest Preserve District of Cook County property and agrees to indemnify and hold 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 the application.

Date: _____ Signature: _____

Thank You



FOREST PRESERVE DISTRICT

of Cook County, Illinois

536 N. Harlem Avenue, River Forest, Illinois 60305
800-870-3666, Fax 708-771-1071

Arnold Randall
General Superintendent

Front

2011 SPECIAL USE PERMIT APPLICATION

Please check each box after reading requirements on obtaining a Special Use Permit, then complete the backside of this application.

Attention! Applications will not be accepted unless all information is complete and correct.

- The applicant's/picnic chairperson's name on the back of this application is the picnic chairperson on the Picnic Permit issued.
- I have a copy of my picnic permit (not original).
- This Special Use Permit Application is fully completed.
- I am providing a certificate of general liability insurance in the amount of \$1,000,000.00 naming the Forest Preserve District of Cook County as "ADDITIONAL INSURED".
- I understand that certificate of general liability insurance requirements must be met exactly as stated above.
- I understand that if I am providing the District with insurance from the rental company or companies, I must include a copy of the contract and/or receipt of purchase for each special use item rented and requesting a permit for. If a rental company or companies, are providing the insurance for you, please inform each company that your organization must be identified on the certificate of insurance (organization name, date of picnic must be typed in the DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS box).
- I understand that I must indicate a number of each item I am requesting permission to bring upon District property. I will be charged \$10.00 per item listed on the permit.
- If I decide to add additional items to my event after the issuance of this Special Use Permit, I must fulfill all Special Use Permit Requirements (application, copy of picnic permit, all fees, insurance and any rental contracts) to obtain a second or additional Special Use Permit.
- A Nonprofit fee reduction may not be applied to this Special Use Permit if it was not applied to the Picnic Permit issued.
- I am providing the District with the Special Use Permit fee: \$20.00 application fee and \$10.00 per item listed on the permit, payable by cash, check (made out to the Forest Preserve District of Cook County), Visa or MasterCard. *Note: If your organization is Vending merchandise, a \$1000.00 minimum vending fee will be applied for the first or second vendor and \$500.00 per additional vendor.*
- It is recommended that the permit holder secure/rent additional port-o-lets as needed.
- The Forest Preserve District of Cook County is NOT RESPONSIBLE for picnics/events canceled due to inclement weather or results there of.

The following suggestions are provided to assist you in obtaining the necessary insurance certificate:

If the company that is supplying your Special Use item, is providing the requested insurance certificate: **You must ensure that your organization and date of your picnic/event is typed on the certificate (in the DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS box).**

If your organization has commercial or comprehensive general liability insurance, your agent should be able to provide you with the required certificate of insurance (don't forget to name the Forest Preserve District of Cook County as "ADDITIONAL INSURED").

If your group is a family or an organization without insurance coverage, you (the picnic chairperson), could provide these instructions to your homeowner's insurance agent. Many times, your homeowner's insurance carrier will provide the required coverage as an endorsement (special event endorsement) to your existing policy and issue the certificate. Be persistent. If your agent does not know how to handle this, ask to speak to an underwriter at the insurance company's office.

If you cannot obtain the certificate from your homeowner's insurance carrier or you don't own a home, you may have to purchase a "Special Events" insurance policy through your agent or an insurance broker. The cost will depend upon the nature of your group, the activities planned and the company's evaluation of the risk.

- I have read the above suggestions regarding obtaining the necessary insurance certificate.
- All Special Use Permit requirements must be completed at the time of your request, either in person, by fax or mail. No Incomplete requests will be accepted. NO EXCEPTIONS!**

All requirements must be completed and submitted within:

Category "W" - 5 business days prior to your picnic permitted date

Category "X" - 5 business days prior to your picnic permitted date

Category "Y" - To be determined at the time of picnic application

Category "Z" - To be determined at the time of picnic application

Thank You