



# Picnic and Special Event Permit Application

<p><b>INTERNAL USE ONLY</b></p> <p>Permit Administrator:</p> <p>Permit #:</p>
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Permits are required for gatherings of 25 people or more on Forest Preserves of Cook County, herein after referred to as "FPCC" property. There are approximately 275 groves, which includes 174 shelters, available for rental to the public. All applicants must be 21 years of age and must have a valid U.S. Driver's License or State Identification to apply.

All permits (except Picnics w/groups of 25-399 and without Special Use items (refer to page 8 for Special Use definition)) require a Certificate of General Liability Insurance, naming the Forest Preserves of Cook County as an additional insured in the amount of \$1,000,000/per occurrence.

**PLEASE NOTE ALL PERMIT FEES ARE NON-REFUNDABLE.**  
**PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

## Section 1 – Applicant Information (See page 7 for definition of "Applicant")

First Name:	Last Name:	
Driver's License or State I.D.#	Date of Birth:	
Email Address:		
Would you like to be added to our email list to receive information about picnic permits and our monthly newsletters? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Street Address:	Apartment/Unit #:	
City:	State:	Zip Code:
Primary Phone:	Secondary Phone:	
Are you a Cook County Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this permit being requested for an organization? <input type="checkbox"/> Yes (continue below) <input type="checkbox"/> No (proceed to Section 2)		
Is your organization a Non for Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of organization :		
Applicant's relationship with organization:		
Is the applicant requesting a non for profit discount on permit fees? <input type="checkbox"/> Yes (Please attach required documents; refer to page 7) <input type="checkbox"/> No		

## Section 2 – Event Information (See page 3 for application fees, requirements and deadlines)

Name of Event (Example – Jane's 1 <sup>st</sup> birthday):			
Event Day On-Site Contact (If different from applicant):		Cell Phone:	
Total estimated attendance (please include staff, spectators and participants):			
<b>Please select one of the following event types below:</b>			
<input type="checkbox"/> Picnic	<input type="checkbox"/> Bike Event	<input type="checkbox"/> Boating/Canoe	<input type="checkbox"/> Dog Event
<input type="checkbox"/> Picnic + Special Use	<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Fishing Derby	<input type="checkbox"/> Equestrian Event
<input type="checkbox"/> Picnic (400+ group)	<input type="checkbox"/> Day Camp	<input type="checkbox"/> Model Boat	<input type="checkbox"/> Model Airplane
	<input type="checkbox"/> Winter Sports – Klondike/Yukon Derby	<input type="checkbox"/> Other: _____	

## Section 2 – Event Information: continued

Will your event feature any promotional vehicles, inflatables, banners, or other promotional elements?  Yes  No

**Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.**

1<sup>st</sup> Location Choice: Grove #  Shelter  No Shelter

2<sup>nd</sup> Location Choice: Grove #  Shelter  No Shelter

Date of Event – 1<sup>st</sup> Choice: Time of Use From: to

Date of Event – 2<sup>nd</sup> Choice: Time of Use From: to

Are additional dates needed for set-up/tear down?  Yes (see below)  No

Set-Up Date: Time of Use: From to

Tear-Down Date: Time of Use: From to

Does your event include a walk, bike, run or other type of route?  Yes (*See below/Attach FPCC Map*)  No

Step-off time:

Will your event be held off-road, off-trail and/or in undeveloped/natural areas in the District?  Yes  No

Does your route cross any streets?  Yes  No If yes, provide intersection(s):

Will your event be publicly advertised?  Yes (Provide web address below and/or attach samples of advertising material)  No

Web address:

Will fees be collected on-site for this event?  Yes (if yes detail below)  No

Please describe:

Have you made provisions for on-site security services? (Please note security plan must be approved by FPCC Police Department).  Yes  No

## Section 3 – Vendor Information

**Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. Sales, merchandise, sampling or giveaways of food or non-alcoholic beverages require District approval and will be charged applicable vendor permit fees.**

Will your event feature vendors?  Yes (A vendor list is required prior to approval)  No

## Fee and Requirement Table

(For details on requirements refer to page 6)

**PLEASE NOTE:**  
 † **Special Use items include but are not limited to:** Amplified Sound; Canopy Tent (Larger than 10x10); Commercial Grade Grill (5ft & wider); Dunk Tank; Game Booths; Generators; Ice Cream Cart/Truck; Inflatables; Kiddie Rides; On-Site Catering; Petting Zoo; Pony Ride; Port-o-let/Port-o-sink; Snack Machine; Stage/Platform, etc. (fees under "Extras" section below).  
 ♦ **Events with 400+ attendees must go to designated large capacity areas.** (See page 15 for large capacity locations)

**Application deadlines:** Picnics of 25-399 (Online 21 days prior to event; In Person 14 days prior to event) Recreational w/25-399 (Online & In Person - 30 days prior to event) Any event type of 400+ (Online & In Person 45 days prior to event) Any event type of 1,000+ (Online & In Person 60 days prior to event)

**FPCC Security is required for events with street crossings. All events are subject to additional security requirements and fees depending on request.**

Event Types	Application Fee					Daily Event & Application Fees			Security Deposit Fees			Requirements					
	Fee: Groups of 25-99	Fee: Groups of 100-399	Fee: Groups of 400-999	Fee: Groups of 1,000+	Deposit Groups (25-399)	Deposit Groups (400-999)	Deposit Groups (1,000+)	FPCC Security @ \$40/hour	Event Layout	Stage Plan	Portable Restroom	Dumpster	Transportation Plan	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
Picnic Small Area - Shelter	\$10	\$53	\$105					No	No	No	No	No	No	No	No	No	No
Picnic Small Area - No Shelter	\$10	\$37	\$90					No	No	No	No	No	No	No	No	No	No
Picnic Large Area - Shelter	\$10	\$105	\$105					No	No	No	No	No	No	No	No	No	No
Picnic Large Area - No Shelter	\$10	\$90	\$90					No	No	No	No	No	No	No	No	No	No
♦ Picnic (400+ groups)	\$10	\$550	\$960	\$550	\$1,000	\$2,000	Yes	No	Yes	No	Yes	Yes	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Bike Event/Walk/Run Events	\$10	\$175+ \$53/shelter or \$37/no shelter	\$550	\$550	\$250	\$1,000	\$2,000	Yes	Yes	No	Yes	Yes	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Boating/Canoe Event/Fishing Derby Events	\$10	\$175+ \$53/shelter or \$37/no shelter	\$550	\$550	\$250	\$1,000	\$2,000	No	Yes	No	No	No	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Dog/Equestrian Events	\$10	\$175+ \$53/shelter or \$37/no shelter	\$550	\$550	\$250	\$1,000	\$2,000	Yes	Yes	No	Yes	Yes	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Model Boat Event	\$50	20/hr	\$550	\$550	\$250	\$1,000	\$2,000	No	Yes	No	No	No	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Model Plane Event	\$50	20/hr	\$550	\$550	\$250	\$1,000	\$2,000	No	Yes	No	No	No	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Winter Events	\$10	\$175+ \$53/shelter or \$37/no shelter	\$550	\$550	\$250	\$1,000	\$2,000	Yes (if using trails)	Yes	Yes (if using trails)	Yes	Yes	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)	Yes (200+ groups)
♦ Day Camp	\$10	\$30/day+ \$53/shelter or \$37/no shelter	\$550	\$550	\$250	\$1,000	\$2,000	Yes	No	No	No	No	No	No	No	No	No
<b>Extras</b>																	
Food Vendor	\$25	\$50	\$100	\$175 (1,000-1,999) \$250 (2,000+)				Yes (400+ groups)	Yes	Yes							No
Merchandise Vendor	\$20	\$40	\$75	\$130 (1,000-1,999) \$200 (2,000+)				Yes (400+ groups)	Yes	Yes							No
Information Vendor	\$15	\$25	\$50	\$90 (1,000-1,999) \$125 (2,000+)				Yes (400+ groups)	Yes	Yes							No
† Special Use Items Setup/Teardown																	
	Special Use Fees - \$10 per item and \$25 Special Use fee (Sat & Sun) Fee - Full event fee is due; per day/location																
	(M-F) Fee - 1/2 of event fee; per day/location																

## Section 4 – Special Use Items ( \$25 Special Use and \$10 per item fees apply - See page 3 for more details)

*PLEASE NOTE: The items below may be operated between the hours of 10 a.m. and 6 p.m. only.*

Will your event include any Special Use Items?    Yes (specify below)                       No (proceed to Section 5)

Special Use Item	Qty.	Details
Amplified Equipment		<input type="checkbox"/> DJ <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Live Band <input type="checkbox"/> Other (specify):
Canopy Tent (larger than 10x10)		Size?
Commercial Grade Grill (5ft & wider)		Size?
Dunk Tank		
Game Booth(s)		List:
Generator(s)		Used for:
Ice Cream Cart/Truck		
Inflatable(s)		List:
Kiddie Ride(s)		List:
On-Site Catering		List:
Other:		List:
Petting Zoo		List:
Pony Ride		
Port-o-let		
Port-o-sink		
Snack Machine		List
Stage/Platform		Size?
<b>Total Items</b>		<b>x \$10 = \$ _____ + \$25 = Special Use Fee Due:</b>

## Section 5 – Security Deposit Refund (Please complete – Failure to provide information will result in delay of refund processing. See page 3 for Deposit Fees & Requirements)

Name of Payee or Organization:	Attention:	
Street Address:	Apt/Unit/Suite:	
City:	State:	Zip Code:

### Payment and Signature

By signing this Picnic and Special Event Permit Application, I acknowledge that I have read and agree to abide by all FPCC permit rules, regulations and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the FPCC, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any negligence or intentional misconduct by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this Permit. My obligation to indemnify the FPCC shall survive the expiration of any permit issued.

I do solemnly swear that all answers given and statements made on this Application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.

I also authorize FPCC to charge the agreed amount listed below to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

**Credit Card # (MasterCard/Visa Only):**

<b>Total amount to be charged: \$</b>	<b>Expiration:</b>	<b>CCV#:</b>
<b>Signature of Applicant:</b>	<b>Date:</b>	

# Important Policies & Requirements Packet

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# I. Submitting your application

All required documentation is due at least three weeks prior to the event date. Requirements that are not fulfilled before the three week deadline will result in cancellation. NO EXCEPTIONS. If you are unsure of what documents need to be submitted for your event, please refer to “Fee & Requirement” sheet on page 3 of this Application. Paper applications may be submitted via fax, email or in-person (see below).

**Forest Preserves of Cook County**  
**536 N. Harlem**  
**River Forest, IL 60305**  
**(Phone) 800-870-3666 Option 2**  
**(Fax) 708-771-1071**  
**(Email) [fpdcc.rvp@cookcountyil.gov](mailto:fpdcc.rvp@cookcountyil.gov)**

1. **Additional Permit Requirements** – Events such as walk-a-thons, runs, fishing derbies, bike events, and/or events with attendees in excess of 400 may require additional documentation (refer to page 3 “Fee & Requirement” table).
  - a. **Maintenance Plan** – The mission of the FPCC is to provide for the “pleasure and recreation of the public now and in the future”. Please incorporate our mission when submitting your Maintenance Plan.
    - I. Dumpsters – FPCC recommends (1) portable dumpster per 100 persons.
    - II. Portable Restrooms – FPCC recommends (1) port-o-let per 100 persons.
    - III. Refuse – Please provide detailed plan for post-event clean up. This document should include number of staff/volunteers scheduled to assist with clean-up of area and estimated start/end times for clean-up.
  - b. **Safety Plan** – To ensure the safety of our patrons and the participants of your event, a Safety Plan must be submitted with the following documents in order to process your Application.
    - I. Event Layout – Must detail the placement of portable restrooms, vendors, dumpsters, equipment vehicles and registration area. Permission must be obtained from the Division Superintendent one week prior to your event date to request the use of equipment/vehicles on grass/turf.
    - II. On-Site Security – All events are subject to possible FPCC security fees depending on the request. Your on-site security plan should detail number of personnel, contact phone numbers, requests for overnight security, and other pertinent information. The use of private security officers must be approved by FPCC Police department. Private security must be licensed, insured and bonded with the State of Illinois.
    - III. Route – If your event is a run/walk, or any other activity in which participants will be following a course, you must submit your planned route on official FPCC trail maps. NO EXCEPTIONS. Maps are available for download at <http://FPCC.com/preserves-and-trails/maps/>. Please make sure to indicate start/finish lines, locations of course marshals, aid stations, street crossings and a compass on your map.
    - IV. Signage – If your event is a run/walk, or any other activity in which participants will be following a course, signage along the course must be placed at least one week prior to the event, notifying regular users of the upcoming event. A sample sign must be submitted for approval. All signage must be removed post event to avoid impact of security deposit refund.
    - V. Onsite Meeting: In order to reduce any day of event issues, FPCC may require an onsite meeting involving field staff and event organizers. Please provide the best days/times of the week to meet with your group.

VI. Transportation/Parking Plan – In cases where there is limited parking at the proposed event location, please submit alternate parking locations with a plan for how participants/spectators will get to and from event location.

**2. Application Definitions –**

- a. **Applicant (Permit holder)** – The applicant is the sole point of contact and will be held responsible for submitting ALL required documentation, making payment of fees and will be required to abide by FPCC rules and policies pre-event, during event and post event. Any changes to permits or inquiries must be made by the applicant. NO EXCEPTIONS.
- b. **Special Use** – Special accommodations for items/activities on District property include but are not limited to: generators, inflatables, rides, amplified equipment, pony rides, petting zoos, port-o-let/sinks, etc. require FPCC approval. Requests for such items/activities should be submitted at the time of application.

**3. Application Deadlines:**

Type of Permit	Online Submission	In-Person Submission
Picnic	21 days prior to event	14 days prior to event
Picnic + Special Use	21 days prior to event	14 days prior to event
Special Event w/25-399 attendees	30 days prior to event	30 days prior to event
Any permit type with 400-999 attendees	45 days prior to event	45 days prior to event
Any permit type with 1,000+ attendees	60 days prior to event	60 days prior to event
Changes/Updates	N/A	14 days prior to event

- 4. **Certificate of Liability Insurance Document** – All permits (except Picnics w/groups of 25-399 **and without** Special Use items) issued by the FPCC require a Certificate of General Liability insurance in the amount of \$1,000,000 per occurrence. The Certificate must also name the Forest Preserves of Cook County, 536 N. Harlem Avenue, River Forest, IL 60305 as an additional insured; the wording for “additional insured” must be exact. The Certificate should also reference the name of the applicant, date of event and location of event.
- 5. **Not for Profit Discount** - A bona fide not for profit organization is one which is engaged in charitable, educational, civic, youth and faith-based activities. For purposes of qualifying for the Not for Profit Organization Reduced Rate, an applicant must submit proof of the following:
  - a. Exemption under Section 501(c)(3) of the Internal Revenue Code;
  - b. Current registration with the Illinois Attorney General as a charitable organization;
  - c. The location of the official headquarters or administrative office of the organization submitting the request for said permit is located in County 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 organizations, wherein the local chapter maintains a Cook County office and submits proof of affiliation with the national organization. The following are acceptable proof of address:
    - I. Letter on company letter head signed by management
    - II. Business card with name of applicant
  - d. If the applicant is a school located within Cook County, no additional documentation or proof of not for profit status shall be required, other than a letter on school letterhead signed by an official of the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school.
- 6. **Security Deposit** – If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same. All deposits are returned providing that there are no violations of FPCC rules/regulations and provided that grounds are left in good satisfactory condition (i.e. leave no trace). Security deposit refunds paid via credit card are reimbursed 2-3 weeks after event. Deposits paid via check or cash are reimbursed 4-6 weeks after the event.

## II. FPCC Rules and Regulations

1. **Advertising** – Advertising to the public at large is prohibited without FPCC written approval. If any advertising that was not disclosed to FPCC is found via web, media, social media, flyers, or any other sources of advertising, FPCC has the right to revoke the permit and deny any and all future requests.
2. **Amenities** - FPCC cannot guarantee the availability of tables, potable water, shelters, port-o-lets, or other amenities not naturally found in the preserve. FPCC will make every effort to provide a minimum of one port-o-let per preserve, NOT per grove.
3. **Cancellation Policy** – All cancellation requests must be submitted by the applicant via Permit Change/Cancellation Request Form which is available for download on our website: <http://FPCC.com/wp-content/uploads/2014/06/Permit-Change-Form-Rev-6-6-14.pdf> . Fees are non-refundable and non-transferrable.
4. **Day of Event:**
  - a. **Charcoal** - DO NOT dump charcoals on trees or grass areas. Hot coals can damage or kill Forest Preserve trees. You must extinguish all grill fires and dump your charcoal in the used hot charcoal disposal containers provided near your grove.
  - b. **Cleaning Area** - All event signs, balloons, paper debris, trash, must be removed from FPCC property at the close of your event. Please dispose of all trash in appropriate containers/bags. Any incident reports and/or citations written by FPCC staff for your event may affect the issuance of future permits and/or you may incur post-event clean up fees.
  - c. **Contact** – Please call FPCC police at (708) 771-1000 for day of event concerns/issues at the event site should they occur. For emergencies, please call 911. For maintenance issues please contact the division maintenance office listed in the notes section of your permit Monday – Sunday from 6:30a.m. to 2:30p.m.
  - d. **Equipment Vehicles** - The Division Superintendent shall have the full authority to assign and limit the area where equipment vehicles may park and to prohibit them from driving on the grass/turf, if in their opinion, such use may cause damage to the native landscape due to weather and/or ground conditions.
  - e. **FPCC Concessionaire Vendors** - Have the legal right to sell their goods on all FPCC paved roadways.
  - f. **FPCC Port-o-lets** - Are not exclusively for the use of permit holders, but for the use of all FPCC patrons. It is highly recommended that the permit holder/organization rent from outside establishment or entity additional port-o-lets/sinks and obtain a Special Use Permit to have them on-site the day of the event.
  - g. **Permit Copy** – FPCC requires that a representative of your group be present at the grove with the permit between 9 a.m. and 11 a.m. even if the event starts after 11 a.m. Also, please make sure to have a paper copy of your permit on-site at all times on the day of your event. Permit must be presented upon request to FPCC staff including maintenance and police staff.
  - h. **Picnic Tables** – FPCC will provide on average 10-15 tables per grove. It is required that someone be on-site early in the morning to prevent other patrons from moving/using tables. It is also recommended that the permit holder secure their own tables as a backup plan.
  - i. **Special Use Items** - The Division Superintendent shall have the authority to assign and limit the area where any items of Special Use are to be erected and placed/operated including, but not limited to generators, inflatables, kiddie rides, stages, pony rides, petting zoos, etc., where permission has been granted by means of a Special Use permit. FPCC also has the full authority to cancel any permit and totally prohibit the Special Use items from entering Forest Preserves of Cook County lands if, in FPCC opinion, such use may cause damage to or disrupt the native landscape, wildlife and/or turf/grounds.
    - I. **Amplified Sound** - must not reach beyond your designated event area. All sound must be directed inward toward forest area and away from residential areas.



II. *Port-o-lets/Sinks/Dumpsters* - must be removed from District property by 12 p.m. on the next business day after your event. Violation of this policy may result in fines and/or tickets.


5. **Discrimination** – A FPCC permit does not grant you or your group/organization exclusive use privileges. 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, religion, sexual orientation, national origin or for reasons of any disability during the use of the FPCC lands.
6. **Inclement Weather** – The FPCC reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to Forest Preserve property. Rain dates or refunds will not be issued.
7. **Prohibited Activities**
  - a. Admission/Parking Fees - May not be levied for any picnic or event, unless permission has been granted for on-site registration via a Special Use permit.
  - b. Close Time – FPCC closes at sunset. Cars and/or individuals in Forest Preserves after sunset hours will be subject to arrest, tickets and/or towed.
  - c. Open Fires - Are prohibited on FPCC property.
  - d. Gambling Devices - The sale or use of gambling devices on FPCC property are strictly prohibited.
  - e. Glass Beverage containers - Are not permitted on FPCC property. Please note that the consumption of alcohol upon or within 50 feet of any roadway, parking area or entrance way is prohibited.
  - f. Native Landscape - Including trees, shrubs, plant matter, etc. shall not be cut, trimmed, removed or destroyed.
  - g. Parking/Driving vehicles in non-designated parking spots - On turf, fields, pedestrian paths, plants, shrubs, plant matter, and/or service roads is strictly prohibited. Cars parked after sunset will not be tolerated and offenders will be ticketed and/or towed.
  - h. Vandalism - Of buildings, structures, signs, picnic tables, or other property belonging to FPCC is strictly prohibited.
  - i. Vending - Of any products/services on FPCC property is strictly prohibited, unless applicable FPCC permits have been obtained.
  - j. Weapons (firearms, knives and etc.)/Fireworks - No unauthorized person shall at any time bring into any preserve, nor have in his possession, nor discharge or set off anywhere within the Forest Preserve District, any toy firearm, air rifle, air gun, water gun, toy cannon, or any water cannon, slingshot or bow and arrow or any gun that discharges projectiles either by air, spirit, explosive substance or any other force
8. **Updating A Permit** – Requests for permit changes must be submitted via Permit Change/Cancellation Request Form which is available for download on our website: <http://FPCC.com/wp-content/uploads/2014/06/Permit-Change-Form-Rev-6-6-14.pdf> . The form must be submitted by the permit applicant. A \$5.00 update fee will be assessed for changes to date, location, or attendance of event permit. If there is a difference in grove fees, those fees will be required to be paid in full. Additional fees may apply depending on request. Updates and requests must be received by FPCC 2 weeks prior to event. **NO EXCEPTIONS.** Form can be emailed or brought in person by the applicant.

# Addendum A

## Certificate of Liability Insurance Sample

Please see sample certificate below. Certificates are due no less than two weeks prior to event date and must have the following noted:

1. Type of insurance must be "General Liability"
2. Amount of coverage per occurrence must be \$1,000,000
3. Forest Preserves of Cook County must be listed specifically as "Additional Insured"
4. Address to be used on insurance should reflect our general headquarters office in River Forest.



### CERTIFICATE OF LIABILITY INSURANCE

OP ID: JL  
DATE (MM/DD/YYYY)  
**07/22/11**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance Agency 456 Smith St. Riverforest, IL 60305	<b>CONTACT</b> NAME: _____ FAX: _____ PHONE (A/C, H, Ext): _____ LIAISON: _____ E-MAIL: _____ ADDRESS: _____ PRODUCER: _____ CUSTOMER ID #: JIMB002
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INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
<b>John Smith</b> 123 Main. St. Chicago, IL 60606	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:																																																																																																																					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																																																																																																																							
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Use back ACORD 101, Additional Remarks Schedule, if more space is required):

1 → **The Forest Preserves of Cook County is named additional insured** ← 2

CERTIFICATE HOLDER	CANCELLATION
<b>Forest Preserves of Cook County</b> 536 N. Harlem Ave River Forest, IL 60305	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Jim Schubert

3 → 4

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# Addendum B

## Maintenance Plan Template

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**Please note:**

*Contracts from vendors for dumpsters, port-o-lets/sinks must be submitted with this form.*

**Permit #:** \_\_\_\_\_ **Total Estimated Attendance:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**1. Dumpsters:**

Quantity: \_\_\_\_\_

Size(s) cubic yards: \_\_\_\_\_

Scheduled drop off date/time: \_\_\_\_\_

Scheduled pick up date/time: \_\_\_\_\_

**2. Port-o-lets:**

Quantity: \_\_\_\_\_

Scheduled drop off date/time: \_\_\_\_\_

Scheduled pick up date/time: \_\_\_\_\_

**3. Garbage collection:**

Start time for clean-up: \_\_\_\_\_

# of staff assigned to pick up garbage: \_\_\_\_\_

# of staff assigned to dump refuse from garbage cans into dumpster: \_\_\_\_\_

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**Applicant Signature**

**Date Submitted**

# Addendum C

## Event Layout and Safety Plan Template (page 1)

Permit #: \_\_\_\_\_ Total estimated attendance: \_\_\_\_\_

Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_

**1. Event Layout Sample:** You may submit an event layout using Google maps, however please make sure to indicate: grove numbers, name of the Forest Preserve, port-o-lets, aid stations, vendor listing, and any special use items on your layout. See sample below.



**Busse Woods—ABC Event Layout—July 1, 2014**

- = (4) Port-o-lets
  - = (1) Dumpsters
  - = (1) Stage
  - = (4) Vendors
  - = (1) First Aid
- 1 = Harold's Hot Dogs; 2 = Irene's Ice Cream; 3 = Bob's Brats; 4 = Forest Preserve Info. Booth

# Event Layout and Safety Plan Template (page 2)

**2. Police Security:**

Does your event require FPCC police presence?  Yes (additional fees apply)  No (continue below)

# Security staff in uniform: \_\_\_\_\_ # Security staff not uniformed: \_\_\_\_\_

Name and phone number of security agency: \_\_\_\_\_

Security will be on-site: **From:** \_\_\_\_\_ a.m. **To:** \_\_\_\_\_ p.m.

Will there be overnight security?  Yes  No If yes, **From:** \_\_\_\_\_ a.m. **To:** \_\_\_\_\_ p.m.

Name of security contact on day of event: \_\_\_\_\_

Phone # of security contact on day of event: \_\_\_\_\_

**3. Route:** All routes must be submitted on official FPCC maps. Maps are downloadable on our website: <http://FPCC.com/preserves-and-trails/maps/>. Please make sure to include the name of the trail system, a compass, start/end point and a short paragraph detailing your route. See sample below:



# Event Layout and Safety Plan Template (page 3)

4. **Signage:** Signage should be placed at each trail head and should include starting/ending times and estimated participants at least 1 week prior to event. See sample below:



5. **Transportation Plan:**

In cases where there is limited parking at the proposed event location, please submit alternate parking locations with a plan for how participants/spectators will get to and from event location.

Location for off-site parking: \_\_\_\_\_

# Shuttle buses: \_\_\_\_\_

Time frame for shuttle services: \_\_\_\_\_

6. **Onsite Meeting:**

In order to reduce any day of event issues, permit staff may require an onsite meeting involving field staff and event organizers. Please list days and times of the week that will work best for your organization. Meetings should be scheduled no less than two weeks prior to event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Applicant Signature**

**Date Submitted**

## Addendum D

### Large Capacity Areas (400+ attendees)

**Please note: Addresses listed below are approximate and not exact.**

City	Preserve	Grove #'s	Address	Parking Capacity	Maximum Grove(s) Capacity
Brookfield	Miller Meadow	1 thru 9	1 <sup>st</sup> Ave & Roosevelt Rd	742	1,400
Calumet City	Green Lake Woods	1 thru 5	15803 Torrence Ave	811	2,500
Chicago	Labagh Woods	2 thru 4	5275 Cicero Ave	355	600
Chicago Heights	North Creek Meadow	1 thru 3	2234 Glenwood & Lansing Rd	229	700
Chicago Heights	Plum Creek Play Meadow	1 & 2	22225 Burnham Ave	127	500
Elk Grove Village	Busse Woods (South)	5 thru 16	Arlington Heights Rd & Higgins Rd	657	2,400
Markham	Midlothian Meadow	1 thru 4	15498 Crawford Ave	677	850
Morton Grove	St. Paul Woods	1 thru 4	6500 Lincoln Ave	550	4,000
Palatine	Deer Grove East Woods	1 thru 3	1599 Pepper Tree Dr	374	900
Palos Heights	Elizabeth Conkey Woods (North)	1 thru 3	13250 Central Ave	177	700
Palos Heights	Elizabeth Conkey Woods (South)	6 thru 8	13250 Central Ave	144	750
Willow Springs	Pioneer Woods	1 & 2	10218 107 <sup>th</sup> St	236	1,200

# Addendum E

## Optional Walk/Run Routes

**Please note: Addresses listed below are approximate and not exact.**

City	Preserve	Address	Description
Chicago	Bunker Hill	6800 Caldwell Ave.	<b>Bunker 5K (G04 Red Trail 2-5 mi)</b> Includes the usage of Bunker's red trail from mile marker 2 to mile marker 5. It also includes the use of groves 04 with 1 shelter, with a capacity of 300. Parking accommodates 132 cars.
Country Club Hills	Vollmer Woods	4162 Vollmer Rd.	<b>Vollmer 5K (G01 - Black Trail 3.6 mi)</b> Includes the usage of Vollmer's black trail 3.6 mi loop. It also includes the use of grove 01 with 1 shelter, with a capacity of 150. Parking accommodates 104 cars.
Elk Grove Village	Busse Woods (North)	Arlington and Higgins Rd.	<b>Busse N. 3K (G28-30 - Black Trail 2 mi)</b> Includes the usage of Busse's black 2 mi trail. It also includes the use of groves 28 through 30 with 3 shelters, a combined capacity of 650. Parking accommodates 332 cars.
Elk Grove Village	Busse Woods (North)	Arlington and Higgins Rd.	<b>Busse N. 5K (G05-06 Red Trail 3-6 mi)</b> Includes the usage of the Busse North/Ned Brown red trail from mile marker 3 to mile marker 6. It also includes the use of groves 5 and 6 with 2 shelters, a combined capacity of 400.
Elk Grove Village	Busse Woods (South)	Arlington and Higgins Rd.	<b>Busse S. 5K (G24-25 - Red Trail 7-2 mi)</b> Includes the usage of the Busse South red trail from mile marker 7 to mile marker 2. It also includes the use of groves 24 and 25 with 1 shelter, a combined capacity of 400. Parking accommodates 240 cars.
Elk Grove Village	Busse Woods (South)	Arlington and Higgins Rd.	<b>Busse S. 10K (G05-16 - Red Trail 7.7 mi)</b> Includes the usage of Busse's red trail 7.7 loop. It also includes the use of groves 05 through 16 with 3 shelters and a maximum capacity of 2,400. Parking accommodates 675 cars.
La Grange Park	Brezina Woods	2553 La Grange Rd.	<b>Brezina 5K (G01-03 Red Trail 2-5 mi)</b> Includes the usage of Brezina's red trail from mile marker 2 to mile marker 5. It also includes the use of groves 02 and 03 with 2 shelters with a capacity of 550. Parking accommodates 252 cars.



City	Preserve	Address	Description
Midlothian	Rubio Woods	5858 Midlothian Turnpike	<b>Rubio 5K (G01-02 Red Trail 6-8 mi)</b> Includes the usage of Rubio's red trail from mile marker 6 to mile marker 8. It also includes the use of grove 01 and 02 with 1 shelter, a combined capacity of 350. Parking accommodates 136 cars.
Morton Grove	Harms Woods	Golf and Harms Rd.	<b>Harms 5K (G01-02 - Red Trail 7-10 mi)</b> Includes the usage of Harm's Woods red trail from mile marker 7 to mile marker 10. It also includes the use of grove 01 and grove 02 with 1 shelter, a combined capacity of 400. Parking accommodates 108 cars.
Palatine	Deer Grove East Woods	1599 Pepper Tree Dr.	<b>Deer East 5K (G1 Red Trail 2.8 mi loop)</b> Includes the usage of Deer Grove East's 2.8 mile red trail loop. It also includes the use of grove 01 with 1 shelter, with a capacity of 300. Parking accommodates 88 cars.
Palos Heights	Arrowhead Lake	6948 135 <sup>th</sup> St.	<b>Arrowhead Lake 5K (G01 Red Trail 1-4 mi)</b> Includes the usage of Arrowhead Lake's red trail from mile marker 1 to mile marker 4. It also includes the use of grove 01 with a shelter that has a capacity of 350. Parking accommodates 88 cars.
Tinley Park	Yankee Woods	16444 Central Ave.	<b>Yankee 5K (G01-02 Purple Trail 3.1 mi)</b> Includes the usage of Yankee's purple trail 3.1 mi loop. It also includes the use of grove 01 and 02 with 1 shelter, a combined capacity of 200. Parking accommodates 136 cars.
Willow Springs	Willow Springs Woods	8708 104 <sup>th</sup> Ave.	<b>Willow Springs 8K (G01 Yellow Trail 5.2 mi)</b> Includes the usage of Willow's unpaved yellow 5.2 mi. trail. It also includes the use of grove 01 with 1 shelter, with a capacity of 200. Parking accommodates 48 cars.
Willow Springs	Wolf Road Woods	9798 Wolf Rd.	<b>Wolf Road 9K (G02 Orange Trail 5.6 mi)</b> Includes the usage of Wolf's unpaved orange 5.6 mi. trail. It also includes the use of grove 02 with 1 shelter, with a capacity of 200. Parking accommodates 53 cars.