



# Forest Preserve District OF WILL COUNTY

## 2018 Non-District Event Application

Thank you for choosing the Forest Preserve District of Will County to host your next event. To submit your request, complete this application to the best of your ability. When finished, submit your application by email to [permits@fpdwc.org](mailto:permits@fpdwc.org). Submitting this application does not guarantee the approval of your event or the date and location. Once your application has been received and reviewed, you will be contacted regarding the approval of your event. Please print legibly.

### Applicant Information

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ DOB: \_\_\_\_\_

### Organization Information

Organization Name: \_\_\_\_\_ Applicant's Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Is organization in Will Cty.? Yes No

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_ Type of Event (Ex: 5K Run): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preserve Location: \_\_\_\_\_ Event Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Set Up/Arrival Time: \_\_\_\_\_

Any Event Set Up Details: \_\_\_\_\_

Does your event require use of a picnic shelter? Yes No If yes, which shelter? \_\_\_\_\_

For a list of preserves, shelters and amenities, please visit [ReconnectWithNature.org](http://ReconnectWithNature.org).

**All events held at a Will County Forest Preserve require the submission of a certificate of insurance listing the Forest Preserve District of Will County as "additional insured" on the permit holder's policy.**

**Also, if your event is a run/walk, you must submit a map of the route with this application.**

About Your Event

1. Please select any of the following items that you plan to bring to the event.

(Subject to approval. Additional fees may apply.)

- Generator How many?: \_\_\_\_\_
- Inflatable (moon bounce) How many?: \_\_\_\_\_
- Tents How many?: \_\_\_\_\_ What size?: \_\_\_\_\_
- Amplified Music: Live Band DJ
- Catering Truck: Food Beverages Type of food/beverages: \_\_\_\_\_
- Any Temporary Structures Explain: \_\_\_\_\_
- Portable Latrines/Sinks How many latrines?: \_\_\_\_\_ How many sinks?: \_\_\_\_\_
- Any Other Equipment: \_\_\_\_\_

2. Will the participants need to park in the Forest Preserve's parking lot? Yes No

3. Are you charging an admission fee? Yes No If yes, how much?: \_\_\_\_\_

4. Will you be selling anything at the event? Yes No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

5. Will alcohol be served at the event? Yes No

6. Please list any vendors that will be present at the event (List name and city along with vendors' names.)

_____	_____
_____	_____
_____	_____

Please review the rules and regulations and sign. Applications for next year may be submitted starting October 1. We will contact you regarding the status of approval once your application has been reviewed. Approved events will be processed after January 1 on a first-come first-serve basis. Payment will be due upon processing. You can view event fees on the following page.

Office use only

- Staged Event
- Run-through

Date Received: \_\_\_\_\_  
Initials: \_\_\_\_\_

COI Received: \_\_\_\_\_  
Permit #: \_\_\_\_\_

Notes:



# Forest Preserve District

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## OF WILL COUNTY

**Please read these Non-District Event Rules and Regulations and agree by signing at the bottom.**

1. Permit holder must provide the district with a certificate of insurance naming the Forest Preserve District of Will County as additionally insured.
2. Permit holder must be 18 years or older
3. Permit holder must be present at the event for the full duration of the permit.
4. Permits are not transferable or assignable. No change of dates or location may be made after the permit is secured. This permit may not be assigned to anyone other than the original permit holder. Any attempted transference or attendance violation will void the permit and subject the permittee to fines, penalties, and loss of fees.
5. Attendance must not exceed the amount listed on the permit.
6. The District reserves the right to close the preserves and/or limit access within preserves during regular open hours when safety and/or weather conditions warrant such actions.
7. Refunds will not be given if the permittee cancels the event.
8. The District is not responsible for events canceled due to inclement weather.
9. The District assumes no liability for any injuries that occur as a result of your function or activity.
10. No driving or parking on grass at any time. Vehicles may not use trails or sidewalks to pull up to pavilions and unload supplies.
11. Music must not be audible beyond your immediate vicinity nor should it disturb other visitors or permitted groups.
12. The sale of alcoholic beverages is prohibited
13. Fireworks are strictly prohibited.
14. Using paint to mark a trail is prohibited. If an event requires marking of the trail, chalk must be used.
15. Any signs, decorations, waste, tables, chairs, and any other items brought into the preserve for the event **MUST** be removed prior to departure.
16. Do not affix or secure anything to trees or landscaping including tents, canopies, shade structures, signs, banners, piñatas, balloons, etc.
17. Do not nail, pin, glue, staple or affix anything to the pavilion, table, or any other District structure that would leave a mark or hole.

18. Do not use glitter, rice, confetti, streamers, birdseed, or “silly-string” during your function.
19. Decorative or repellent candles must be in heat-proof containers with stable bases.
20. Pony rides, dunk tanks, inflatable slides, and water slides are prohibited.
21. Build fires and cook only in designated fire rings or grills. Do not build fires in the grass or on shelter floors.
22. When using your own grill, you may place your remaining hot coals in District grills for staff to remove and dispose of. Do not dump coals in the preserve or in the trash receptacles.
23. Extinguish all fires before departing.
24. Gathering firewood within the preserves is prohibited.
25. Cutting trees, limbs, or shrubs is prohibited.
26. Driving on the trails is strictly prohibited

Failure to abide by any and all of these ruled and regulations will result in a suspension from hosting events on Forest Preserve District of Will County’s property.

***The Forest Preserve District of Will County reserves the right to be present on District property for any permitted event. This includes, but is not limited to, having a booth set up on the premises distributing information and/or giveaways to participants.***

*By signing below, you are agreeing to abide by the rules and regulations as listed above.*

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

Date: \_\_\_\_\_



# Forest Preserve District OF WILL COUNTY

## Non-District Event Fees

Event Fee: \$200

The following are fees that may be added to the event fee if applicable.  
*Fees grant permission to have amenities/equipment on site. The District does not have equipment for rent.*

<u>Amenity</u>	<u>Fee</u>
Picnic Shelter	\$60 R /\$120 NR
Generator on Site	\$15
Generator with Inflatable	\$25
Recreation Equipment	\$15/piece of equipment
Beverage Truck	\$15
Catering Trucks/ Smokers/Commercial Grills	\$15
Amplified Music/DJ	\$25
Tents > 20x20ft	\$20
Maintenance Services	\$40/hour
Police Services	\$40/hour

## **Certificate of Insurance Information**

In order to protect the Forest Preserve District of Will County from liability arising out of the activities associated with your function, the District requires that all individuals, groups and organizations, desiring to utilize District lands and/or facilities for any activity or circumstance listed below 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 Will County as "Additional Insured."

### Getting a Certificate of Insurance

If your organization has commercial or comprehensive general liability coverage, your agent should be able to provide you with the required certificate of insurance with the Forest Preserve District of Will County listed as "Additional Insured."

If your group is an organization without insurance coverage, you 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 to your existing policy and issue the certificate. 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 do not own a home, you may have to purchase a "Special Events" insurance policy through your agent or an insurance broker. The cost will depend on the nature of the group, the activities planned and the company's evaluation of risk.

You must provide the appropriate certificate prior to the processing of your event permit.