

# FOREST PRESERVE DISTRICT WILL COUNTY



## 2023 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. Applications must be submitted no later than two weeks prior to the event date.

### 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 Co.? 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 Setup 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 an "Additional Insured" on the permit holder's policy.**

**If the event is a run/walk or bike ride, a map of the route must be submitted with this application.**

About the Event

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

(Subject to approval)

- Inflatable bounce house
- 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. Is there an admission fee? Yes No If yes, how much?: \_\_\_\_\_

4. Is anything being sold 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

_____	_____
_____	_____
_____	_____

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 on a first-come, first-served 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:

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

1. The permit holder is subject to all rules and regulations contained in the Forest Preserve District of Will County's General Use Ordinance No. 124, the Illinois Criminal Code, the Illinois Vehicle Code, and the Illinois Game and Fish Codes. Falsification of information and/or violation of any of these rules or District ordinances will result in the denial and/or revocation of the permit, forfeiture of the fees, fines, and/or the cancellation/termination of the permitted event.
2. Permit holder must provide the District with a certificate of insurance naming the Forest Preserve District of Will County as an Additional Insured.
3. Permit holder must provide the District with a map of the event route if District trails are being utilized during the event.
4. Applications for events must be submitted no less than 2 weeks prior to the event. If the event is approved, all required documents and payment must be submitted no later than 1 weeks prior to the event date.
5. Permit holder must be 18 years of age or older and present throughout the duration of the event.
6. The permit is valid only for the date, time, and name listed on the permit.
7. Attendance must not exceed the amount listed on the permit.
8. 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.
9. Refunds will not be given for canceled events. The District is not responsible for events canceled due to inclement weather.
10. The District assumes no liability for any injuries that occur as a result of your function or activity.
11. Driving or parking on the grass, sidewalks, or trails is prohibited. Vehicles are only permitted in designated parking areas and on roadways.
12. Inflatable bounce houses must be supplied by a Forest Preserve District approved vendor. Inflatable water slides are prohibited.
13. Event organizers and participants are prohibited from being off designated trails at any time before, during, or after the event.
14. Cutting trees, limbs or shrubs is prohibited.
15. Fireworks and other pyrotechnics are prohibited.
16. The sale and/or solicitation of any product or service is prohibited.
17. Use of devices capable of discharging a projectile is prohibited.
18. Glitter, rice, silly string, confetti, birdseed, and water balloons are prohibited.
19. Pony rides, dunk tanks, inflatable slides, and water slides are prohibited.
20. Music should not be audible beyond the immediate vicinity nor should it disturb other visitors or permitted groups.

- 21. Using paint to mark a trail is prohibited. If an event requires marking of the trail, chalk must be used.
- 22. Do not mark on or affix anything (tents, signs, banners, balloons, piñatas, etc.) to trees, District signs, shelters, structures or buildings. Strapping, pinning, gluing or stapling to any shelter post, table, or other District structure is prohibited.
- 23. Any signs, decorations, waste, tables, chairs, and any other items brought into the preserve for the event MUST be removed prior to departure.
- 24. Call 911 in an emergency.
- 25. In a non-emergency, call the Laraway Communication Center at 815.727.6191 to reach a Forest Preserve officer.

I agree to the Rules and Regulations as stated above and will abide by the Forest Preserve District of Will County General Regulation Use Ordinance #124.

I agree not to hold the Forest Preserve District of Will County liable for any loss or damage to persons or property arising from my use of the facilities or engaging in the activity for which this permit is granted.

I agree to defend and hold harmless the Forest Preserve District of Will County from any and all claims or actions brought by myself, my heirs, my guests, contractors or invitees, brought as a result of the exercise of the rights granted under this permit.

I have read and understand the rules of the Forest Preserve District for the public lands and their usage. I attest that the information I have provided is factual, accurate and honestly represents the nature and intent of my event. Failure to abide by any of the above rules leaves the permit holder liable and susceptible to receiving a ticket and/or suspension from District property by Forest Preserve District of Will County Police.

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

## Non-District Event Fees

Event Fee: \$200

The following are fees that may be added to the event fee if applicable.  
(fees subject to change)

<b><u>Amenity</u></b>	<b><u>Fee</u></b>
Picnic Shelter	\$70 - \$200
Police Services	\$50/hour
Maintenance Services	\$50/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 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.

The certificate of insurance must specifically name the Forest Preserve District of Will County (17540 W Laraway Rd. Joliet, IL 60433) as an "Additional Insured." Certificates that do not name FPDWC as an "Additional Insured" will not be accepted.

If your business 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 an "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.

The Forest Preserve District of Will County shall not be liable at any time for loss, damages or injury to person or property. Applicant and/or organization agree to hold harmless the Forest Preserve District of Will County, its Commissioners, Officers, Agents, Volunteers, Attorneys and Employees from any and all losses, claims expenses, costs and damages

*You must provide the appropriate certificate prior to the processing of your permit. Certificates that do not list the Forest Preserve District of Will County as an "Additional Insured" will not be accepted.*