



PARK PERMIT APPLICATION

APPLICATION INFORMATION

NAME OF APPLICANT/ORGANIZATION

TODAY'S DATE

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE #

EMAIL

PERMIT REQUEST

DATE OF EVENT

EVENT START TIME

EVENT END TIME

ESTIMATED ATTENDANCE

LOCATION

SET-UP TIME

CLEAN-UP TIME

TOTAL HOURS REQUESTED

TYPE OF EVENT

By signing below, I agree to follow ALL Park District Rules & Regulations Governing the Use of Park Facilities and recognized that I am responsible for the actions of myself and my guests. Should I or my guest fail to follow Park District rules and guidelines outlined in the permit agreement, and perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at the full cost of overhead for cleanup and repair. In addition, such failure may result in the denial of future approval for a social room permit and refund revoked. ALL FEES ARE DUE UPON SIGNING THE PERMIT.

PICNIC RULES & REGULATIONS

1. CHICAGO HEIGHTS RESIDENTS/NON-RESIDENTS WILL BE ALLOWED TO RESERVE PARK
2. THE PARKS WILL ONLY BE AVAILABLE DURING PICNIC SEASONS
3. 1 \$10.00 NON-REFUNDABLE ADMINISTRATIVE FEE IS DUE UPON SIGNING THE PERMIT. AN HOURLY FEE IS ALSO DUE UPON SIGNING THE PERMIT AT THE FOLLOWING RATE:
RESIDENTS \$40.00 PER HOUR NON-RESIDENTS \$55.00 PER HOUR
(PLEASE NOTE THAT SETUP TIME AND CLEANUP TIME WILL NEED TO BE CALCULATED WHEN DETERMINING THE TOTAL HOURS REQUESTED)
4. PICNIC PERMIT REQUESTS IN EXCESS OF 125 PERSONS SHALL NOT BE GRANTED
5. ALCOHOLIC BEVERAGE OF ANY KIND ARE NOT ALLOWED IN THE PARK
6. NO WEDDING RECEPTIONS/WEDDING PARTIES, NO RELIGIOUS SERVICES, NO AMPLIFIERS, STEREO EQUIPMENT, LIVE BANDS, ETC.
7. NO ORGANIZED BASKETBALL GAMES OR TOURNAMENTS
8. NO ANIMALS EXCEPT FOR LEASHED DOGS
9. PLEASE MAKE SURE THAT YOU ARE LEGALLY PARKED. NO MOTOR VEHICLES ARE TO BE OPERATED ON PARK PROPERTY. VEHICLES WILL BE TICKETED BY CHICAGO HEIGHTS PARK DISTRICT POLICE.
10. PICNIC HOURS ARE FROM 8:00AM – 8:30PM (NO EXCEPTIONS)
11. NO JUMERS (BOUNCEY HOUSES) ARE ALLOWED IN PARK
12. ANY PERMIT CANCELLED OR UNUSED FOR ANY REASON (INCLUDING WEATHER) WITHIN 10 WORKING DAYS OF REQUESTED EVENT SHALL NOT BE ELIGIBLE FOR REFUND OR CREDIT.

PERMIT HOLDER SIGNATURE: _____

SUPERINTENDENT SIGNATURE: _____

PAYMENT INFORMATION (FOR OFFICE USE)

Admin Fee

\$ 10.00

Credit ☐

Cash ☐

Receipt # _____

Rental Fee

\$ _____

Total Amount Due

\$ _____

Staff Initials _____