



## Special Park Permit Application

9300 Weber Park Place

Skokie, IL 60077

847-674-1500

[www.SkokieParks.org](http://www.SkokieParks.org)

A Special Park Permit is required for gatherings of over 15 people at any of the Skokie Park District's parks that A.) do not have shelters or B.) have shelters but will exceed the normal capacity of the shelter. There is a separate permit used for shelter and athletic field rentals that can be found on the Skokie Park District's website. **Special Park Permit applications must be made a minimum of 21 days in advance.** The District shall have at least 14 days after receiving the permit application to review it and reserves the right to take additional time for the review process. If the District determines that it will exercise this right, it shall notify the applicant withing 24 hours. Additionally, the Skokie Park District reserves the right to require a Certificate of Insurance from the applicant.

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Event Contact Name: \_\_\_\_\_ Date of Event Contact Phone Number: \_\_\_\_\_  
(If different from above) (If different from above)  
Date Requested: \_\_\_\_\_ Hours of event: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
(Parks are available to rent from 8AM-8PM in a maximum of 8-hour blocks)

**Rates are based on expected crowd size (which is confirmed by SPD Park Monitor day-of)**

	<u>Class A</u>	<u>Class B</u>	<u>Class C</u>	<u>Class D</u>
	15-60	60-250	250-500	500+
Resident	\$125	\$200	\$350	\$500
Non-Resident	\$200	\$250	\$450	\$625

Expected Attendance: \_\_\_\_\_

### Location Requested

Park location must be selected based on the amount of expected attendance under the classes above. Park classifications are based on space and/or parking maximums at each site.

### Select requested park based on expected attendance:

Class A 15-60 people

Class B 60-250 people

Class C 250-500 people

Class D 500+ people

(Refundable security deposit of \$150 is due for groups of 60+ rentals)

<u>Additional Items</u>	Cost	Quantity	
Port-a-potty	\$125/ea	Y	N
Picnic tables	\$20/ea	Y	N
Additional Garbage cans	\$5/ea	Y	N
Mobile Stage (available at limited sites)	\$150	Y	N

### Event Details

- Are you planning on having sound amplification?  
Y    N
- Are you planning on serving/selling food? (If food is being sold a copy of a permit from the Village of Skokie is required prior to your use.)  
Y    N
- Will you be bringing a grill?  
Y    N
- If yes, what type of fuel is being used? Select One
- Will you be using a tent or any other items that require stakes? If a staked tent is being used at a site with irrigation there will be a \$75 surcharge as irrigation lines/heads will be marked and must be avoided.  
Y    N
- Will there be a bounce house(s)? Y    N    If yes, a \$25 surcharge per bounce house will be included and a Certificate of Insurance must be provided that names the Skokie Park District and it's employees as additionally insured. See additional rules in the Special Park Permit Usage Guidelines on the following page.

### Brief Description of Planned Activity

## **Special Park Permit Usage Guidelines**

- **Stakes, signposts and similar devices may not be used due to the presence of underground utilities without permission. Any damage incurred due to unauthorized staking to District property will be grounds for withholding the security deposit. Additionally, vehicles are allowed only in designated parking areas. Applicant shall ensure that all parties involved in the reservation shall not drive or park vehicles on the grass, athletic fields or service roads.**
- **It is unlawful for any person/organization to sell, give away, possess or carry upon any Park District property alcoholic beverages in any form.**
- To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the Skokie Park District and its officers, officials, employees, volunteers and agents from and against any and all liability, claims, damages, losses and expenses, including, but not limited to liabilities, claims, damages, losses and expenses arising out of personal injury, property damage, invasion of privacy or other civil rights, defamation, copyright infringement, libel or slander, in connection with the exercise of the permission or rights herein granted; including, but not limited to reasonable legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from applicant's work or rights granted by this Agreement. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.
- Animal rides and petting zoos are not permitted in district parks. Setup of tents and volleyball nets, not requiring ground pegs, is permitted in appropriate areas.
- The Skokie Park District is not able to provide amenities such as sound systems, chairs, athletic equipment, water sources, or other support materials and services. Additionally, The Skokie Park District is not able to provide electricity at any of the shelters.
- Applicant understands that failure to pay all costs for clean-up/repair; misrepresentations regarding the nature or scope of this reservation or violations of the terms of the permit may be grounds for denial of future permit applications and withholding the deposit.
- Security deposits (if required) will be refunded no later than 10 business working days after the event date if all permit restrictions are followed and the park is left clean and without damage.
- A copy of the Special Park Use Permit must remain on-site during the event for review upon request.
- Permits are non-transferable. Prepayments are refundable, if notified within 5 working days prior to your permitted time. If for some reason you do not intend to use the park/field, please notify the Park District so that a permit may be granted to another group. In case of inclement weather, whenever possible, a make-up date may be assigned for field permits. However, this is not guaranteed.
- In the event of scheduling problems, the Park District reserves the right to cancel 7 days prior to the event. If this should occur, a full refund will be issued.
- Applicant understands that the parks are public spaces and as such can be used by other patrons during the rental period.
- Motorized vehicles are allowed only in designated parking areas. Applicant shall ensure that all parties involved in the reservation shall not drive or park vehicles on the grass, athletic fields or service roads.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub in the Skokie Park District is strictly prohibited and automatically results in the forfeiture of the security deposit.
- Selling or dispensing refreshments or other concessions may be done only by special permission of the Park District and with the appropriate permit from the Village of Skokie.
- All paper, debris, bottles and garbage must be collected and deposited in trash containers.
- Smoking is prohibited at parks, playgrounds, or other non-enclosed District facilities at all times.
- Applicant shall comply fully and shall cause its officers, employees, agents, contractors, volunteers and invitees to comply fully with all applicable federal, state, county and local laws, rules and regulations.
- The Skokie Park District is not responsible for any theft, vandalism, or damage to applicant's property or any non-park district property used in connection with this agreement.
- Amplified sound may not be emitted from beyond the site in a manner that will interfere with the use and enjoyment of other patrons.

## **Bounce House Guidelines**

-Location of bounce house(s) must be approved by a Skokie Park District representative prior to setup.

-A Certificate of Insurance must be provided that names the Skokie Park District and it's employees as additionally insured.

-The Certificate of Insurance should indicate \$1million in General Liability coverage per occurrence and \$2 million in aggregate coverage.

-Bounce house(s) should not be set up if wind speeds exceed the manufacturer specifications or if wind speeds exceed 25 mph.

-Bounce house must be anchored above ground using manufacturer recommended weight/ballast-sand bags, water barrels, etc. No stakes or any implements that go below of the surface will be permitted.