



DEPARTMENT OF RECREATION, PARKS & COMMUNITY HEALTH

## HOW TO OBTAIN A 2021 PARK/EQUIPMENT PERMIT NEW PROCEDURE PRE-REGISTRATION APPOINTMENT REQUIRED

Due to the ongoing Covid-19 pandemic, the annual Park Permit Lottery will not be held this year. A new procedure for obtaining Park/Equipment Permits for 2021 is listed below. If you have any questions, please contact the Department of Recreation, Parks & Community Health at 708-748-2005.

Booking capacity for 2021 permits will be restricted to a maximum of 50 attendees. Should state COVID-19 public health restrictions change at any point in 2021, capacities can be adjusted by contacting Recreation, Parks & Community Health Department and paying the difference in price (if any.)

### HOW TO OBTAIN A PARK/EQUIPMENT PERMIT

#### Park Forest Residents

Park Forest residents can call the Department of Recreation, Parks & Community Health at 708-748-2005 beginning Monday, February 1, 2021 to schedule an appointment to reserve a pavilion. Appointments for Park Forest residents will be scheduled between February 8 to February 19, 2021, during the hours of Monday 9:30 am - 7 pm, and Tuesday thru Friday 9:30 am - 4:30 pm. The permit holder must be a "Park Forest" resident. *If you missed the Park Forest resident dates listed above, please schedule a pre-registration appointment with the General Public beginning February 22, 2021.*

#### General Public

Beginning Monday, February 22, 2021, the general public (Residents and Non-Residents) can call the Department of Recreation, Parks & Community Health at 708-748-2005 to schedule a pre-registration appointment during the hours of Monday 9:30 am - 7 pm, and Tuesday thru Friday 9:30 am - 4:30 pm.

### WHAT TO BRING TO YOUR APPOINTMENT TO SECURE A PARK/EQUIPMENT PERMIT

Please note that individuals are restricted to one picnic date per person.

- Please arrive on time for your appointment. If you miss your appointment, you will have to call and reschedule.
- Wear a Face Mask
- Bring Your State Drivers License or State ID
- Full payment is due at time of reserving a permit. Forms of payment accepted are cash, check, charge cards (MasterCard, Visa, American Express and Discover).
- If you are having liquor at your event, you must secure a liquor permit. See details on back of page.

**Department of Recreation, Parks & Community Health**

350 Victory Dr., Park Forest, IL 60466

708-748-2005

[www.villageofparkforest.com](http://www.villageofparkforest.com)

# 2021 RATE SHEET

## PAYMENT IS DUE IN FULL AT TIME OF RESERVING PAVILIONS AND EQUIPMENT

Pavilions can be rented between the hours of 8:00 a.m. to 9:00 p.m. Quiet hours after 8:00 p.m.

**\*BOOKING CAPACITY FOR 2021 PERMITS WILL BE RESTRICTED TO A MAXIMUM OF 50 ATTENDEES. SHOULD THE STATE COVID-19 PUBLIC HEALTH RESTRICTIONS CHANGE AT ANY POINT IN 2021, CAPACITIES CAN BE ADJUSTED BY CONTACTING RECREATION, PARKS & COMMUNITY HEALTH DEPARTMENT AND PAYING THE DIFFERENCE IN PRICE (IF ANY.)**

### CENTRAL PARK PAVILION (Maximum Capacity 50 people)

There are two pavilions at Central Park (East and West) with eight tables in each pavilion, and electrical outlets. The East Pavilion has a kitchen room attached with a sink, stove and refrigerator. Restrooms are located between the two pavilions. Two small grills are located by the West Pavilion.



**\*A MAXIMUM OF 50 ATTENDEES IS ALLOWED AT THIS TIME DUE TO COVID-19 RESTRICTIONS.**

\*Groups of 50 or less - East Pavilion with Kitchen - **\$20 per hour**

\*Groups of 50 or less - West Pavilion - **\$15 per hour**

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### LOGAN PARK PAVILION (Maximum Capacity 40 people)

Groups of 40 or less - **\$10 per hour**

Logan Park is for groups of 40 or less. The pavilion includes four picnic tables, electrical outlets and one small grill. A public washroom building is located just a few feet from the pavilion. For an outing at Logan Park, be sure to bring your bikes, roller blades, or walking shoes. The renowned Old Plank Road Trail passes through the center of Logan Park.



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### SOMONAUK PARK PAVILION WITH KITCHEN

Somonauk Pavilion will not be available to rent until completed. Proposed Somonauk Pavilion with kitchen.

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### TEMPORARY LIQUOR PERMIT

(Please allow a minimum of 10 business days prior to event for processing.)

A Temporary Liquor Permit is required for all park permits requesting to serve and/or consume alcohol in the parks.

A Temporary Liquor Permit application must be completed by the Park Permit holder and returned with a \$5 non-refundable fee. Once the Temporary Liquor permit application has been approved by the Village of Park Forest, the permit holder will be required to obtain a \$1,000,000 liability policy through their insurance company. Please contact Recreation, Parks & Community Health for more information.

### SUPER COOKER

Rent our super cooker when cooking for a crowd at our pavilions. **Fee is \$60** (includes delivery). No deliveries before 8:00 a.m.



### BALLFIELD RENTALS

Central Park ballfields A & B can be rented for \$15 an hour with lights or \$10 an hour with no lights. All other ballfield (no lights) Central Park Fields C & D, Illinois, and Indiana are \$10 an hour. Fields can be reserved no earlier than two weeks before the desired date. Contact Kevin Adams at 708-748-2005 for rental inquiries for Withers Field for soccer or football.

