

DOWNTOWN PARK FOREST EVENT APPLICATION

Please submit at least 60 days in advance of event

Downtown Event Applications are for rain or shine. Event cancellations must be made two weeks prior to event date to be considered for a refund.

Name of Event _____

Sponsoring Group or Individual _____

Contact Person _____

Phone (H) _____ Phone (W) _____ Phone (Cell) _____

Address _____ City/State/Zip _____

Email Address _____

Event Date(s) _____ Time(s) _____ Set up Time _____

Brief Description of Event _____

Number of People Expected _____ Will food be served _____ Will alcohol be served* _____

Will admission be charged, concessions sold or donations solicited? Yes or No

Will live music, amusement equipment, jumpers, etc. be used? Yes or No

If yes to previous two questions, please describe _____

Event Checklist

(Additional information may be requested if applicable to your event)

Needed		Date Completed
X	Initial meeting with Recreation, Parks & Community Health staff member.	_____
_____	Site Plan	_____
_____	Set-up Plan and Take-Down Plan	_____
_____	Plan for handling trash and placement of portable restrooms and hand sinks	_____
_____	Plan for food vendors	_____
_____	Sound Technician and Audio Equipment (if applicable)	_____
_____	Food Vendor License (if applicable)	_____
_____	Temporary Liquor Permit (if applicable)	_____
_____	Plan for security and safety (if applicable)	_____
_____	Facility Rental Application (if applicable)	_____
_____	Plan for external equipment to be used onsite (if applicable)	_____
_____	A walk-through of event site with a member of Recreation, Parks & Community Health	_____

FEE SCHEDULE:	<u>For Office Use Only</u>	Amount Paid	Date Paid
Basic Reservation Fee (6 Hour Rental)**	\$150.00	_____	_____
Additional Service Charges (<i>additional completed forms may be required</i>):			
Food Vendor License	\$ 55.00	_____	_____
Temporary Liquor Permit (QC 002)	\$ 5.00	_____	_____
Security (rate may change)	\$ 50.00/hr	_____	_____
Village Hall Room Rental (\$35 or \$50/hr) (<i>Additional Form Required</i>)	\$ _____	_____	_____
TOTAL CHARGES***	\$ _____	_____	_____

**** Basic Reservation Fee must be paid at time of reservation.**

***** Any additional balance is due no later than _____/_____/_____ (2 weeks prior to event) otherwise party will be canceled with no refund given.**

PLEASE NOTE: MATERIAL MISSTATEMENTS TO OR FALSIFICATION OF THE INFORMATION REQUESTED IN THIS APPLICATION ARE GROUNDS FOR DENYING AN APPLICATION. NON-COMPLIANCE WITH THE PERMIT IS GROUNDS FOR REVOCATION AND/OR FINES TO THE FULLEST EXTENT OF THE MUNICIPAL CODE. FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

Affidavit (Please read carefully before signing): I (we) the undersigned, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information. Further, I (we) say that I (each of us) will conduct this event consistent with all applicable requirements.

(Initial here) _____

Print Name: _____ Signature: _____ Date: _____

PARK RULES

By signing below, I acknowledge I have received a copy of the Park Rules and that I have read the Park Rules and will conform to the regulations set forth.

Signature: _____

Return completed form to:

Village of Park Forest
 Department of Recreation, Parks & Community Health
 350 Victory Drive, Park Forest, IL 60466
Phone: (708) 748-2005
Fax: (708) 503-8561