



Special Use Application

Today's Date _____

Return application with proposed site plan no less than sixty (60) days prior to the scheduled use.
Mail to the Village Green Center, 1810 Walters Avenue, Northbrook, IL 60062 or fax to 847-291-9858, or email to rentals@nbparks.org. Late or incomplete applications may be denied.

Name of Organization _____

Name of Applicant (Permittee) _____

Address _____ City _____ Zip Code _____

Email _____ Website (if applicable) _____

Mobile _____ Home/Work _____

Day of Event Contact _____ Mobile _____

Type of Use

(Check all that apply and attach description, flyer or link to event website.)

- | | | | |
|---|---|---|-------------------------------------|
| <input type="checkbox"/> Picnic over 100 people | <input type="checkbox"/> Bicycle race | <input type="checkbox"/> Run/Walk | <input type="checkbox"/> Craft fair |
| <input type="checkbox"/> Use with tent/structure | <input type="checkbox"/> Political activity | <input type="checkbox"/> Parade | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Affiliate/service group fundraiser | <input type="checkbox"/> Parking lot use | <input type="checkbox"/> Camps/Programs | <input type="checkbox"/> Tournament |
| <input type="checkbox"/> Other _____ | | | |

Is this part of a fundraiser? Yes No If yes, a letter from the benefiting organization and an event budget must be submitted.

Event Details

Location/Park _____

Specific Area _____

Date of Use _____ Day of Week _____

Time of Use _____

Set Up Time _____ Breakdown Time _____

Projected Attendance _____ # of Volunteers/Personnel for Use _____

Rain Plan Cancel Reschedule Date _____

NORTHBROOK PARK DISTRICT

Parking Plan

Are you planning on operating a vehicle outside of the designated parking lot or driveways? Yes No
(Park District permission is required to drive in the park for setup/cleanup)

Provide a description of your parking plan i.e. where Use attendees will park _____

Describe your plans to notify residents/village/police/churches/schools impacted by this Use _____

*Use at Wood Oaks Park requires permission from School District 27 for parking at Wood Oaks School.

Tents, Structures or Entertainment Devices

Are you planning to install any structures (tents/canopies, rides, bounce house, etc.)? Yes No

If yes, describe _____

Are you planning to install any stages, bleachers, grandstands, etc.? Yes No

If yes, describe _____

Are you planning to have any sound amplification? Yes No

If yes, describe _____

*A list of service providers and a copy of their certificate of insurance is required two weeks prior to your Use.

Food/Cooking Equipment

Are you planning on preparing, serving or selling food? Yes No

Will you bring in your own grills? Yes No If yes, what is the size of the grill? _____

Describe the food plan _____

Type of fuel (please check all types to be used)

Propane Electric Charcoal Other _____

*If food is being sold, a copy of a permit from the Village of Northbrook will be required prior to your Use.

NORTHBROOK PARK DISTRICT

Vendors

Are you planning on selling items, food or services at your Use? Yes No

*A list of vendors and a copy of their certificate of insurance is required two weeks prior to your Use.

Registration/Money Handling

Are you planning on having registration for your event? Yes No

*All registrations, financial transactions and money handling must take place off-site.

Portable Toilets/Trash Receptacles

Portable restrooms are required for all events with 200 or more attendees. The Park District will order and invoice to you one unit per every 50 people over 200. The Park District will provide garbage cans and recycling bins for every 20 attendees. Two weeks' notice is required for any changes to the amount of restrooms or trash receptacles.

of Toilets _____ # of Trash Receptacles _____

Corporate Sponsorship

A list of any sponsors providing monetary or in-kind contributions must be supplied to and approved by the Park District at least two weeks prior to the Use.

Race/Walk

Are you planning a race or walk as part of your Use? Yes No

What distance is your race or walk? _____

Do you need access to power for a timing company? Yes No

*All races or walks are required to receive Park District approval for their route prior to course certification

Special Event Permit

A copy of an approved special event permit from the Village of Northbrook may be required prior to your Use.