



# 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, 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"/> Alcohol Use (Bluegill Shelter only) | <input type="checkbox"/> Other _____        |   |                                     |

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

## Event Details

Location/Park \_\_\_\_\_

Specific Area \_\_\_\_\_

Planned Activities \_\_\_\_\_

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

If yes, describe \_\_\_\_\_

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

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 number 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.

\*\*Attach a detailed site plan with application\*\*

# NORTHBROOK PARK DISTRICT

## Alcohol Use Rules and Regulations

*The permittee and attendees shall be required to adhere to all Park District, Village and State laws and ordinances regarding the service of alcohol. Park District reserves the right to inform Northbrook Police of approved alcohol use. In addition, the following rules and regulations will be strictly enforced:*

1. Permittee must complete the Special Use Application.
2. Once the event has been approved, a \$150 permit fee is required in addition to a \$150 refundable security deposit plus all applicable rental charges.
3. Permittee must provide Host Liquor Liability Insurance and the Northbrook Park District must be listed as "Additionally Insured". Permittee can use [theeventhelper.com](http://theeventhelper.com) to purchase coverage.
4. Any person consuming or in possession of alcohol during an approved event, must have a valid government or state-issued picture identification card with them at all times. ID's will be checked at the discretion of the Northbrook Police.
5. Alcoholic beverages must only be available for invited guests (no public distribution or sales are allowed).
6. The service of alcoholic beverages will only be allowed on the approved date and can only be served to invited guests in cans, paper cups or plastic glasses.
7. Only canned beer and wine are permitted to be served. Kegs and bottled beer are not permitted.
8. Alcoholic beverages must remain in the approved shelter site and not in any other adjacent park areas.
9. The service of alcoholic beverages must end one hour prior to the conclusion of the rental.

I have read, understand and agree to the above rules and regulations. Failure to comply will result in termination of agreement and loss of security deposit.

Signature of Permittee: \_\_\_\_\_ Date: \_\_\_\_\_