



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 Northbrook Sports Center, 1730 Pfingsten Road, Northbrook, IL 60062 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.
See last page for rules and regulations regarding Alcohol Use.)

- | | | | |
|---|--|---|-------------------------------------|
| <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) | <input type="checkbox"/> Alcohol Use (Indoor Rental) | <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 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, Federal, 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 – 545 Academy Drive, Northbrook, IL 60062" must be listed as Additionally Insured. Permittee can use 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. Allowed alcoholic beverages include: canned individual beverages (beer, seltzer, wine, pre-mixed drinks), boxed or bottled wine (must be poured into individual plastic cups), store-bought pre-mixed cocktails (must be poured into individual plastic cups). Items not allowed include kegs, individual beverages served in bottles, and straight hard liquor. Additional restrictions may apply; consult your event coordinator regarding items not listed here.
8. Alcohol use is only permitted outdoors at Bluegill Shelter and indoors at Leisure Center Crestwood and Williamsburg Rooms, Northbrook Sports Center Community Room, Village Green Community Room or Techny Prairie Activity Center Prairie Room.
9. Alcoholic beverages must remain in the approved rented space and not in any other adjacent park or indoor areas.
10. The service of alcoholic beverages must end 30 minutes prior to the conclusion of the rental.

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

Signature of Permittee for Alcohol Permit Request: _____ Date: _____