

PARK PERMIT GUIDE AND AGREEMENT

JANUARY 2023



ACCEPTING APPLICATIONS
MARCH 1 AT 9AM

OBTAIN A PERMIT IN 3 EASY STEPS

STEP 1

Submit a completed application and payment at least 2 weeks prior to your desired date online, in-person or by mail.

STEP 2

Submit all required Special Use Supporting Documents for review.

STEP 3

Once all the requirements have been fulfilled and approved, the District will issue a Park Permit via email or mail.




Our Services

Our mission is to provide facilities, parks and open spaces that are attractive and safe for the people of our community. The Park Use Agreement allows us to avoid overcrowding and accommodate groups for a pleasant, enjoyable park experience. Many of our parks have individual picnic tables available for use on a first-come, first served basis. To guarantee your picnic date and location, it is recommended that you make a reservation in advance.

Permits are required if:

- Any group of 26 or more gathering in the park.
- Any equipment is brought into a park.
- The event is publicly advertised.
- Your gathering will impact normal public use of the park.
- Any group renting a designated Green Space, Pavilion, Gazebo, or Bandshell.
- Any group wishing to reserve picnic tables.
- Any group of 25 or less who would like to reserve Green Space D or E for free. (see page 2 for more details).

Reservations are granted on an application-review basis. Make your reservation one of three ways:

-  **Online** – at [Waukegan, IL - WebTrac Facility Search \(myvscloud.com\)](https://myvscloud.com).
-  **By Mail** – Payments and applications may be mailed to Jack Benny Center, 39 Jack Benny Dr, Waukegan, IL 60087. Paper applications can be found on our website [Outdoor Facility Rentals – Waukegan Park District \(waukeganparks.org\)](https://waukeganparks.org). Make sure checks are payable to the Waukegan Park District.
-  **In person** – Jack Benny Center, 39 Jack Benny Dr, Waukegan, IL 60087 during business hours.

Looking for an indoor facility, athletic field or athletic court rental? Please refer to the information below.

Indoor Facilities – Visit [Indoor Room Rentals – Waukegan Park District \(waukeganparks.org\)](https://waukeganparks.org)

Outdoor Field – Visit [Athletic Fields – Waukegan Park District \(waukeganparks.org\)](https://waukeganparks.org)

Athletic Field – Contact the Recreation Specialist – Adult Athletics at 847-782-3622

For more information, you may contact us:

Jack Benny Center – 847-360-4740 OR Lali Salinas – 847-360-4725, or by email at lsalinas@waukeganparks.org.

SPECIAL PERMISSIONS/OTHER PERMITS & DETAILS

It is an applicant's responsibility to secure all necessary permits required for an event including the Park Use Permit. Additional permits may need to be obtained from other organizations. Proof of other permits must be submitted at least one (1) week in advance of your event. Payment of the application does not guarantee that the permit request will be approved. Please see the list below of possible conditions that would require additional permits:

- All **Park Use Permits are from 9:00am to Sunset**, unless special permission has been obtained from the District.
- **Picnic tables** may be rented for an additional fee of \$10 per table. Each picnic table can seat 4-6 people.
- The **Picnic Set** rental – set includes one cooler, one football, one basketball, one volleyball, one kickball, one soccer ball, one gaga ball, one disc golf frisbee, one ring toss set, and four orange cones. Deposit \$50, Rental Fee \$10/day.
- A **group of 25 or less** must submit a rental application to use the free Green Space D or Green Space E at a park. Pavilions or Green Spaces with a fee do not qualify for free use. Green Space D and E are non-designated areas within the park. The renter and District may work together to select the most appropriate location for the renters gathering. In addition, Green Space D & E are not supplied with picnic tables or electricity. Lastly, note that applications for this type of use must be made in person.
- A Third-Party Contractor Agreement must be completed by a **contractor/vendor who is hired by a renter to provide a service while on District property**. Visit our website [Outdoor Facility Rentals – Waukegan Park District \(waukeganparks.org\)](#) for a blank copy under Supporting Documents.
- Site maps are located on our website at [Interactive Map – Waukegan Park District \(waukeganparks.org\)](#). Maps may be required to note special use items and special/athletic event areas being used on site.
- A City of Waukegan Special Event approval may be needed if your event is **open to the public (vs a private party) and services include liquor, food, merchandise being sold, a stage being set up or is setting up a tent larger than 24x24**. This requires a City of Waukegan Special Event application. Applications from the City must be approved no less than 30 days prior to the event/job. Email the City for more information events@waukeganil.gov or visit their website <https://www.waukeganil.gov/290/Special-Events>. Note that your Park District Application will not be reviewed until the District receives a copy of your City approval.
- A blank copy of the Participant Waiver is required when an event includes a **run, walk, bike, athletic, sporting activity and/or other similar feature**. Waiver must include waiver and release of liability to the owners and lessors of a private premises on which the "activity" takes place (Waukegan Park District), and agree to use the waiver. In addition the District may request renter to provide a signed waiver for identified participants, if needed.
- A Julie Utility Locate may be required when using **large tents, or structures or any other equipment being staked into or disturbing the ground**. The process is to be initiated by the District, 48 hours prior to event. Request for these type of activities must be made no later than one week prior to the date of the event.
- A Permit from the Lake County Health Department is needed if you are planning on having **food prepared/served on site to the public**. Contact the Lake County Health Department at 847-377-8000. Apply a minimum of 7 days prior to avoid late fees.
- The following documents are needed to receive a Not-for-Profit Discount: A not for profit organization must submit **(a) copy of 501(c)(3) letter; (b) copy of a currently valid IRS tax exemption certificate; (c) copy of a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals**.
- If the applicant is applying for a free permit for a Waukegan Public School sanctioned event, no additional documentation or proof of Not-for-Profit status is required. However, applicant is required to **submit a letter on school letterhead signed by an official from the school stating that the activity/event is officially sanctioned under and supervised by employee(s) of the school**.
- Certificate of Insurance must be submitted by a **contractor/vendor who is hired by a renter to provide a service while on District property or may be requested from renter dependent on activities**. To ease your request of insurance, please send this section to your insurance broker, agent, insurer or vendor. Insurance requirements are listed below or you may visit our website for a guide under Supporting Documents.
 - The minimum coverage must consist of General Liability and may be combined with Excess/Umbrella Liability to obtain limits to equal \$1,000,000 each occurrence and \$2,000,000 general aggregate. Notice will be given if higher limits are needed.
 - Automobile Liability is needed if a vehicle other than a passenger car or truck or cargo van is brought on District property. Examples: RVs, CDL vehicles, or trailers.
 - Worker's Compensation is needed if employees are used to setup and/or breakdown equipment or provide a service such as catering.
 - The Waukegan Park District must be added as an additional insured to the General Liability policy.
 - Certificate Holder should be stated as: Waukegan Park District, 1324 Golf Rd, Waukegan, IL 60087.
- If you are in need of **special event insurance**, you may visit Event Helper at <https://www.theeventhelper.com>.

CANCELLATION & REFUND POLICY

To process your refund, all cancellations must also be submitted in writing. Send cancellation requests to Waukegan Park District, 2211 Ernie Krueger Circle, Waukegan, IL 60087, or via email at lsalinas@waukeganparks.org. Cancellations made up to one (1) week prior to reservation: Full refund of facility fees. Cancellations made less than one (1) week prior to reservation date: Facility fee is not refundable. Refund will not be made if the cancellation is due to inclement weather. All cancellations will be subjected to a \$5.00 processing fee.

Refunds paid by Credit Card will be refunded back to your account. Refunds made by cash or check will usually be mailed to renters within two (2) weeks. Refunds are mailed to the address provided on the application. Incorrect residency information can result in the delay or loss of refund.

GENERAL PARK RULES & INFORMATION

All functions conducted in District parks or facilities must be held in accordance with District ordinances, policies, and rules. Failure to do so may result in loss of privileges.

- A copy of the permit must be present on the premises throughout the scheduled event.
- Individual identified as Applicant must be present for entire rental and is responsible to see that all activities are properly controlled and supervised.
- Observe closing hours for park site (sunset, unless approved).
- Alcoholic beverages are not allowed on District property.

Any exceptions must be requested in writing and be approved by the District.

- The possession or use of any cigar, cigarette, e-cigarette, cannabis, smokeless tobacco or tobacco in any of its forms is prohibited on District property.
- Vehicles are restricted to designated parking areas and are not allowed on grass areas or any other non-designated parking area. Tickets may be issued for illegal parking.
- Loud music, obscene language or boisterous behavior disturbing the public peace is not permitted. In addition, note that the City of Waukegan limits the distance that sound can be heard to 50 ft. from the equipment.
- Quiet parks do not allow any sound-producing equipment. Clearview Park is considered a quiet park location.
- Area must be cleaned after use, trash and recyclables placed in proper containers, and coals must be disposed of in designated hot coal containers. It is recommend that renter brings extra garbage bags. Renter may be charged additional fees if not properly cleaned.
- Small fires for cooking are allowed in a grill only unless otherwise approved.
- District is not responsible for lost or stolen property.
- As there is limited electricity, this activity may require a generator.
- The Park Patrol officer and staff will monitor park usage.

Additional rules may be posted on signs in the park/facility. Ordinances and policies can be found on website www.waukeganparks.org/.

THE DISTRICT MAY DENY OR TERMINATE A PERMIT IF:

1. The proposed activity or use of the park unreasonably interferes with, disturbs or detracts from others who are permitted to use the park.
2. The proposed activity and use of the park unreasonably interferes with or detracts from the promotion of public health.
3. The proposed activity is anticipated to interfere with the normal access and function of business and/or residents adjacent to the park.
4. The proposed activity or use is anticipated to reasonably incite violence, crime or disorderly conduct which may entail unusual, extraordinary or burdensome expense for the District or require police intervention.
5. The park desired has been reserved for other use at the day and hour required in the application. If the proposed event is of such nature and duration that it cannot be accommodated in the requested park site. (District will attempt to accommodate by suggesting an alternate site)
6. A permittee or their guests violate District rules, regulations or ordinances.
7. Applicant refuses to indemnify and hold harmless the Waukegan Park District's officers and employees for liability arising out of such permitted activities before issuance of a permit.
8. Applicant fails to provide a required Certificate of Insurance.
9. An applicant refuses to pay for additional park patrol coverage when needed to ensure the safety of the event. The District has discretion and determining need of park patrol coverage.
10. An applicant refuses to obtain a Permit from the Lake County Health Department, when selling or distributing food to the public.
11. An applicant fails to fully complete and sign the Permit Application and submit other required documents within the prescribed time requirements.
12. An applicant misrepresents, falsifies, or withholds information.
13. The event may exceed parking capacity or park capacity. (District will attempt to accommodate by suggesting an alternate site)
14. The District reserves the right to approve or deny any request submitted for a Park Use Permit and to revoke any request previously granted, at any time, for any reason, and no justification needs to be provided by the District. This is an unappealable decision.
15. If the City of Waukegan denies a requested Special Event application, when it is required for your event.

LOCATION		PAVILION	GAZEBO/BANDSHELL	GREEN SPACE A	GREEN SPACE B	GREEN SPACE C	GREEN SPACE D & E
Adelphi Park 3151 Wall Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Arbor Park 1151 Pleasant Hill Gt	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Armory Park 1335 Lorraine Pl	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Bedrosian Park 401 S M.L.K. Dr	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Ben Diamond Park 2413 Sunset Ave	Max/# Tables			30/2			* 25/No Tables
	Fee			\$25/\$50			FREE
Bevier Park 2255 Yorkhouse Rd	DUE TO CONSTRUCTION BEVIER PARK WILL NOT BE AVAILABLE FOR RESERVATIONS DURING THE 2023 SEASON.						
Bowen Park 1800 N Sheridan Rd	Max/# Tables	185/14	100/No Tables	50/2	50/2	30/2	* 25/No Tables
	Fee	\$100/\$135	\$80/\$115 per hour	\$50/\$100	\$50/\$100	\$25/\$50	FREE
Clearview Park 1523 N McAree Rd	Max/# Tables	50/9		30/2			* 25/No Tables
	Fee	\$100/\$135		\$25/\$50			FREE
Country Lane Park 3353 N Country Ln	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Diversity Park 4499 W Hill Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Dugdale Park 1525 Dugdale Rd	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Fireman's Memorial 2115 Dover Rd	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Graham Park 3935 Bertrand Ln	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Henry Pfau Callahan 2785 Yorkhouse Rd	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Hinkston Park 810 N Baldwin Ave	Max/# Tables	185/14		30/2	50/2		* 25/No Tables
	Fee	\$100/\$135		\$25/\$50	\$50/\$100		FREE
Joe Sisolak Park 505 Blanchard Rd	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
King Park 301 South Ave	Max/# Tables	35/4		N/A			* 25/No Tables
	Fee	\$50/\$85		N/A			FREE
Kirk Park 321 Lincoln St	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Larsen Nat. Preserve 1720 Western Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Park in the Glen Park 2675 W Lucia Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Plonien Park 1216 Glen Rock Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Powell Park 533 Grand Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Ray Bradbury Ave 41 N Park Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Roosevelt Park 520 S McAlister Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Rose Park 412 S Lewis Ave	Max/# Tables	(A) 50/9	(B) 50/9	50/ No Tables			* 25/No Tables
	Fee	\$100/\$135	\$100/\$135	\$50/\$100			FREE
Rudd Farm Park 1645 S Falcon Dr	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Serenity Park 1561 Candlestick Wy	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Upton Park 732 N Genesee St	Max/# Tables			30/ No Tables			* 25/No Tables
	Fee			\$25/\$50			FREE
Victory Park 1325 North Ave	Max/# Tables			30/ 2			* 25/No Tables
	Fee			\$25/\$50			FREE
Washington Park 15 S Park Ave	Max/# Tables		100/No Tables	50/ No Tables			* 25/No Tables
	Fee		\$75/\$110 per hour	\$50/\$100			FREE
Western Tot Lot 2500 Western Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Woodard Park 905 May St	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE
Yeoman Park 1535 Grand Ave	Max/# Tables			50/ No Tables			* 25/No Tables
	Fee			\$50/\$100			FREE

*Refer to Special Permissions/Other Permits & Details section on page 2.



PARK PERMIT AGREEMENT

Jack Benny Center, 39 Jack Benny Dr, Waukegan, IL 60087 (847) 360-4740

Applications are evaluated and classified as listed below:

Park Use Permits: Basic gatherings of more than 26 people (including children over the age of 2, staff, spectators & participants). This Park Use Permit allows you to bring the following items for your event: Personal chairs or tables, and 1-2 personal pop-up tents no larger than 10'x10'. A residential-style barbecue grill to cook for your guests only. Small speakers/amplified sound (stereo/ipod/MP3) heard only within immediate picnic area. *Please note: No amplified sound/music is allowed at Clearview Park.*

Applicant Information:

Name:	Date of Birth:
Applicant Address:	City, State, Zip Code:
Email:	Phone:
Organization Name:	Role at Organization:
Organization Address:	City, State, Zip Code:
Are you requesting a Not-for-Profit discount on permit rental fees? <input type="checkbox"/> No <input type="checkbox"/> Yes (Supporting documents required, see page 2)	
Are you applying for a free permit for a Waukegan Public School sanctioned event? <input type="checkbox"/> No <input type="checkbox"/> Yes (Supporting documents required, see page 2)	

EVENT INFORMATION:

Type of Activity or Event: Ex: Family Picnic, School Field Day, Birthday Party.	
Event Date:	Estimated Attendance:
Park Requested:	Pavilion, Formal Garden, Bandshell, or Green Space/Letter:
Scheduled Arrival Time: (park available as early as 9am)	Scheduled Departure Time: (park closes at sunset)

SPECIAL USE ITEMS:

If a section is answered yes, additional action or supporting documents will be submitted. See page 2 for more information. A permit will not be issued until all requirements are fulfilled and approved. Please fill in all sections completely. If a section does not apply to you please select no.

<p>1) AMPLIFIED SOUND</p> <p>All amplified sound must be directed away from residences and sound is not to be heard more than 50 ft. away from the source. Note that not all park sites include electricity and that no amplified sound is allowed at Clearview Park.</p>	<p>Will your event include amplified sound?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (amplified sound is NOT allowed at Clearview Park) If you selected yes, provide a description: (ex.DJ, live music, announcements)</p>
<p>2) INFLATABLES</p> <p>Inflatables may be allowed on District property if the following conditions are satisfied: (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submit a site map noting location where inflatable will be, & (4) District completing a Julie Locate. Note that if the area selected is deemed unsafe or inappropriate, for any reason, the District may, in its sole discretion, select a more appropriate location on your behalf. Not all areas have access to electricity, and it is the renters responsibility to verify electricity availability.</p>	<p>Will your event include the use of inflatables?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If you selected yes, indicate the quantity and provide a description of your items: Total quantity: ____ Description: _____</p>
<p>3) TABLES/CHAIRS</p> <p><u>Vendor delivery, set-up and pick-up</u> may be allowed on District property if the following conditions are satisfied: (1) Vendor submits a Certificate of Insurance, & (2) submits signed Third-Party Contractor Agreement</p>	<p>Will your event include the use of tables/chairs?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If you selected yes, please select all that apply. <input type="checkbox"/> Bringing my own <input type="checkbox"/> Vendor will deliver, set-up, and pick up <input type="checkbox"/> Using what is available in my rental space (review pg. 4 for picnic tables available for your rented space)</p>

<p>4) TENTS</p> <ul style="list-style-type: none"> • 10x10 or smaller tent – Note on application. • 24x24 or bigger than a 10x10 tent – must provide: (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submit a site map noting location where tent will be, & (4) District will initiate a Julie Locate. • Bigger than a 24x24 tent - must provide: (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submit a site map noting location where tent will be, (4) submit a City of Waukegan Special Event Permit approval, & (5) District will initiate a Julie Locate. <p>Note that if the area selected is deemed unsafe or inappropriate, for any reason, the District may, in its sole discretion, select a more appropriate location on your behalf.</p>	<p>Will your event include a tent set-up by a vendor?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If you selected yes, indicate the quantity of each:</p> <p><input type="checkbox"/> 10x10 or smaller tent <input type="checkbox"/> 24x24 or bigger than a 10x10 tent <input type="checkbox"/> Bigger than a 24x24 tent</p>
<p>5) ON-SITE FOOD/BEVERAGES PREPARATION OR ON-SITE DELIVERY</p> <p><u>Non pre-packaged food to the general public</u> may be allowed on District property if the following conditions are satisfied:</p> <p>(1) provide a Lake County Health Department Permit</p> <p><u>Selling food/beverages</u> may be allowed on District property if the following conditions are satisfied:</p> <p>(1) submit a City of Waukegan Special Event Permit approval</p> <p><u>Food vendor</u> may be allowed on District property if the following conditions are satisfied:</p> <p>(1) Certificate of Insurance, & (2) signed Third-Party Contractor Agreement.</p>	<p>Will there be onsite food/beverages preparation sold, served, given away or sampled at your event?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If you selected yes, which of the following are you requesting permission to do? Please select all that apply.</p> <p><input type="checkbox"/> To Serve <input type="checkbox"/> To Sample and/or Giveaway <input type="checkbox"/> To Sell</p> <p>If you selected yes, which of the following are you requesting to sell, serve, giveaway and/or sample to:</p> <p><input type="checkbox"/> To event participants/invitee ONLY <input type="checkbox"/> To the general public</p> <p>If you selected yes, please select all that apply.</p> <p><input type="checkbox"/> Pre-Packaged Food <input type="checkbox"/> Grilling/Food Preparation with open flame <input type="checkbox"/> Food Truck <input type="checkbox"/> Vendor/Caterer <input type="checkbox"/> Other:</p>
<p>6) PORTABLE RESTROOMS/SINKS</p> <p>A portable restroom/sink may be allowed on District property if the following conditions are satisfied:</p> <p>(1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, & (3) submit a site map noting location where portable restrooms/sinks will be.</p> <p>Note that if the area selected is deemed unsafe or inappropriate, for any reason, the District may, in its sole discretion, select a more appropriate location on your behalf.</p>	<p>Will your event include the use of a portable restroom/portable sink?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>7) ANIMALS, EXHIBITIONS, & PETTING ZOOS</p> <p>Animals may be allowed on District property if the following conditions are satisfied:</p> <p>(1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, & (3) submit a site map noting location where animals will be.</p> <p>Note that if the area selected is deemed unsafe or inappropriate, for any reason, the District may, in its sole discretion, select a more appropriate location on your behalf.</p>	<p>Will your event include animals, exhibitions and/or petting zoos?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>8) DUNK TANKS</p> <p>A dunk tank may be allowed on District property if the following conditions are satisfied:</p> <p>(1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, & (3) submit a site map noting location where dunk tank will be.</p>	<p>Will your event include the use of dunk tanks?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>

<p>9) STAGES AND PLATFORMS Stages and platforms may be allowed on District property if the following conditions are satisfied: (1) Certificate of Insurance from vendor, (2) signed Third-Party Contractor Agreement, (3) submit a site map noting location where stages/platforms will be, & (4) submit a City of Waukegan Special Event Permit approval.</p>	<p>Will your event include the use of a stage/platform? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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SPECIAL/ATHLETIC EVENT PERMIT:

<p>10) PUBLIC EVENT A public event may be allowed on District property if the following conditions are satisfied: (1) Promotional documents are provided to the District, (2) submittal of a City of Waukegan Special Event Permit approval, & (3) advertisement to the event is done after receiving final approval.</p>	<p>Will your event be open to the public? <input type="checkbox"/> No <input type="checkbox"/> Yes If you selected yes, please provide a description:</p>
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<p>11) PARTICIPATION FEE Note that after the completion of your event the District at its sole discretion may require the submission of reports and settlement statements by the applicant and sponsoring organizations to substantiate the revenues received and the costs associated with this event.</p>	<p>Are you charging an admission, participant entry, or suggested donation fee for entry into your event? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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<p>12) RUN, WALK, BIKE, PROCESSION A run, walk, bike, procession event may be allowed on District property if the following conditions are satisfied: (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submittal of a site map of route, & (4) submittal of Participation Waiver and will allow the District to make changes to waiver prior to distribution.</p>	<p>Does your event include a run, walk, bike, and/or other similar feature that includes a route or procession? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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<p>13) STREET CLOSURES OR USE OF PUBLIC WAY - PERMISSION FROM CITY A street closure or use of other public way may be allowed for your event if the following conditions are satisfied: (1) submittal of a City of Waukegan Special Event Permit approval</p>	<p>Will you be requesting permission to close a street or other public way from the City of Waukegan for your event? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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<p>14) WATER HYDRANT – PERMISSION FROM CITY Water hydrant access may be allowed for your event if the following conditions are satisfied: (1) submittal of a City of Waukegan Special Event Permit approval, & (2) submittal of site map noting hydrant being used</p>	<p>Will you be requesting permission to access water hydrant from the City of Waukegan for your event? <input type="checkbox"/> No <input type="checkbox"/> Yes If you selected yes, please provide a description of your activities:</p>
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<p>15) SELLING FOOD, NON-ALCOHOL BEVERAGES AND/OR MERCHANDISE Selling of food, non-alcohol beverages or merchandise may be allowed for your event if the following conditions are satisfied: (1) submittal of a City of Waukegan Special Event Permit approval</p>	<p>Are you requesting permission to sell food, non-alcohol beverages and/or merchandise at your event? <input type="checkbox"/> No <input type="checkbox"/> Yes If you selected yes, please provide a description of the items you would like to sell:</p>
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<p>16) MORE THAN 500 IN ATTENDANCE A group of more than 500 in attendance may be allowed for your event if the following conditions are satisfied: (1) Application submittal is a reservation for either Bowen Park or Corrine J. Rose Park, (2) agreement to pay for all additional park patrol coverage deemed necessary by the District, & (3) submit a City of Waukegan Special Event Permit approval.</p>	<p>Will your event have more than 500 people in attendance? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>
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ITEMS FOR RENT THROUGH THE WAUKEGAN PARK DISTRICT

<p>17) ADDITIONAL PICNIC TABLES Picnic tables may be rented for an additional fee of \$10 per table. Each picnic table can seat 4-6 people. <input type="checkbox"/> Yes, I need additional picnic tables for my event. Quantity: ___ x \$10 = \$___</p>	<p>18) PICNIC SET The picnic set rental – set includes one cooler, one football, one basketball, one volleyball, one kickball, one soccer ball, one gaga ball, one disc golf frisbee, one ring toss set, and four orange cones. Deposit \$50, Rental Fee \$10/event. Deposit is refunded after items are returned. <input type="checkbox"/> Yes, I would like to rent out the picnic set for my event. Due today: \$___</p>
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PARK PERMIT AGREEMENT, WAIVER AND SIGNATURE:

1. I have been honest about all aspects of my park use on this application.
2. I have read, understand, and will abide by the ordinances, policies and procedures established by the Waukegan Park District.
3. I have read the Park Permit Guide and agree to comply with all requirements.
4. I understand that any lack of or deficiencies in insurance coverage shall not be construed as a waiver of my obligations or financial responsibility for any claims, damages, losses, and expenses, including but not limited to legal fees, arising out of or resulting from my activities. The District will not in any way defend, indemnify, nor hold harmless the Park Permit User or their guests in any matter.
5. User shall be responsible for and will pay for any damage to District property arising out of the use of District property pursuant to this agreement.
6. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during use of the premises and Park Permit User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that they may sustain as a result of this Agreement. Park Permit User further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that they might sustain as a result of any and all activities connected with or associated with this agreement.
7. I agree to cooperate with Park District staff, their agents or anyone else in authority such as the police while using District property.
8. I take responsibility for the conduct of myself, guests, and attendees, regardless of whether you approved entry..
9. I agree to be solely responsible for providing any and all supervision at all times during my use of any park or facility, including but not limited to the rented area and all common areas. Further, I shall be responsible for ensuring that my guests and invitees comply with all applicable rules and regulations pertaining to use of District parks and facilities.
10. I will notify the Parks Department if my event is cancelled and agree to pay any late cancelation fees.
11. I shall fully defend, indemnify and hold harmless the Waukegan Park District, its officers, employees, volunteers and agents against any claims, demands, costs and expenses, including reasonable attorney fees for the defense thereof, arising indirectly or directly in connection with my use of District property.
12. The Park District reserves the right to cancel, revoke, or modify your permit at any time at the discretion of the District due to misrepresentation of Park Permit User, the misconduct of individuals in the group or for misuse of property. Future permits may not be issued to Park Permit User. The District reserves the right to cancel, modify, or revoke your permit at any time for any reason, at its sole discretion, and no justification need be provided to User.
13. I understand that refunds will not be issued in the event I am asked to leave District property.
14. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who in not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
15. This agreement may not be assigned by Park Permit User without the District's prior written consent.
16. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
17. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

Print Name: _____

DATE: _____

Sign Name: _____

INITIAL to authorize my digital or typed signature as legal: _____

If submitting application by email - you will be contacted to review application & for payment information. Reminder- applications are due 2 weeks in advance.

If an organization:

Name of organization: _____ **Position of Applicant signing this document:** _____

FRONT DESK USE ONLY

Front Desk Process	Give the renter a copy of their application.
	Attach a copy of the receipt to the application.
	Inter-office the application and receipt to Lali Salinas at the Park Maintenance Facility.

PARKS DEPARTMENT USE ONLY

AUTHORIZATION O = need √ = received	Received Payment	City of Waukegan Special Event Approval	<i>yes or no</i>	
	Certificate of Insurance	Signed Third-Party Contractor Agreement		
	Payment for additional Park Patrol coverage for 500+	Lake County Health Department Permit		
	Marked Map	Completed a Julie Locate		
	Approved	NOTES:		
	Denied			
	Cancelled by renter			
Date:	Completed By:	Emailed OR Mailed		
Refund Request	Amount Refund:	Refund Request Form Submission Date:		
	Reason for Refund:			