PARK PERMIT GUIDE AND AGREEMENT March 2024



ACCEPTING APPLICATIONS MARCH 1 9AM-5PM

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 no later than 1 week prior to your event date.

STEP 3

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

OB STE Stress Stress Stress Stress Stress Stress Stress Stress 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 prevent overcrowding and accommodate groups for a pleasant and 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. Stress Permits are required fi: •Any group of 26 or more gathering in the park. Stress •Any equipment is brought into a park. •Any equipment is brought into a park. On har park. •Any group renting a designated Green Space, Pavilion, Gazebo, or Bandshell. Stress

- 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 <u>Waukegan, IL - WebTrac Facility Search (myvscloud.com)</u>.

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 <u>Outdoor Facility Rentals – Waukegan Park District</u> (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)

Outdoor Field – Visit Athletic Fields – Waukegan Park District (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 Jonathan Taube – 847-360-4756, or by email at <u>itaube@waukeganparks.org</u>.

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 <u>Third-Party Contractor Agreement</u> must be completed by a contractor/vendor who is hired by a renter to provide a service while on District property. Visit our website <u>Outdoor</u> <u>Facility Rentals – Waukegan Park District</u>

(waukeganparks.org) for a blank copy under Supporting Documents.

- <u>Site maps</u> are located on our website at <u>Interactive Map –</u> <u>Waukegan Park District (waukeganparks.org)</u>. Maps may be required to note special use items and special/athletic event areas being used on site.
- A <u>City of Waukegan Special Event approval</u> 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 <u>events@waukeganll.gov</u> or visit their website <u>https://www.waukeganil.gov/290/Special-Events</u>. Note that your Park District Application will not be reviewed until the District receives a copy of your City approval.
- A <u>blank copy of the Participant Waiver</u> 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 <u>Permit from the Lake County Health Department</u> 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 <u>Not-for-Profit Discount</u>: 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 <u>free permit for a Waukegan</u> <u>Public School sanctioned event</u>, 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**.
- <u>Certificate of Insurance</u> 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 <u>https://www.theeventhelper.com</u>.

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 jtaube@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	THE DISTRICT MAY DENY OR TERMINATE A PERMIT IF:
All functions conducted in District parks or facilities must be	1. The proposed activity or use of the park unreasonably
held in accordance with District ordinances, policies, and	interferes with, disturbs or detracts from others who are
rules. Failure to do so may result in loss of privileges.	permitted to use the park.
• A copy of the permit must be present on the premises	2. The proposed activity and use of the park unreasonably
throughout the scheduled event.	interferes with or detracts from the promotion of public health.
• Individual identified as Applicant must be present for entire	3. The proposed activity is anticipated to interfere with the
rental and is responsible to see that all activities are properly	normal access and function of business and/or residents
controlled and supervised.	adjacent to the park.
• Observe closing hours for park site (sunset, unless approved).	4. The proposed activity or use is anticipated to reasonably
• Alcoholic beverages are not allowed on District property.	incite violence, crime or disorderly conduct which may entail
Any exceptions must be requested in writing and be	unusual, extraordinary or burdensome expense for the District or
approved by the District.	require police intervention.
• The possession or use of any cigar, cigarette, e-cigarette,	5. The park desired has been reserved for other use at the day
cannabis, smokeless tobacco or tobacco in any of its forms is	and hour required in the application. If the proposed event is of such nature and duration that it cannot be accommodated in
prohibited on District property.	the requested park site. (District will attempt to accommodate
• Vehicles are restricted to designated parking areas and are	by suggesting an alternate site)
not allowed on grass areas or any other non-designated	6. A permittee or their guests violate District rules, regulations or
parking area. Tickets may be issued for illegal parking. In	ordinances.
addition, the renter may lose future privileges and renter's	7. Applicant refuses to indemnify and hold harmless the
district account will be noted.	Waukegan Park District's officers and employees for liability
 Loud music, obscene language or boisterous behavior 	arising out of such permitted activities before issuance of a
disturbing the public peace is not permitted. In addition, note	permit.
that the City of Waukegan limits the distance that sound can	8. Applicant fails to provide a required Certificate of Insurance.
be heard to 50 ft. from the equipment.	9. An applicant refuses to pay for additional park patrol
• Quiet parks do not allow any sound-producing equipment.	coverage when needed to ensure the safety of the event. The
Clearview Park is considered a quiet park location.	District has discretion and determining need of park patrol
• Area must be cleaned after use, and trash and recyclables	coverage.
should be placed in proper containers. Coals must be	10. An applicant refuses to obtain a Permit from the Lake
disposed of in designated hot coal containers. It is	County Health Department, when selling or distributing food to
recommended that the renter brings extra garbage bags. Any	the public.
event involving the use of animals must include cleaning up all	11. An applicant fails to fully complete and sign the Permit
animal waste. The renter may be charged additional fees if	Application and submit other required documents within the
the area is not properly cleaned.	prescribed time requirements.
 Small fires for cooking are allowed in a grill only unless 	12. An applicant misrepresents, falsifies, or withholds information.
otherwise approved.	13. The event may exceed parking capacity or park capacity.
• District is not responsible for lost or stolen property.	(District will attempt to accommodate by suggesting an alternate site)
• As there is limited electricity, this activity may require a	14. The District reserves the right to approve or deny any request
generator.	submitted for a Park Use Permit and to revoke any request
• The Park Patrol officer and staff will monitor park usage.	previously granted, at any time, for any reason, and no
Additional rules may be posted on signs in the park/facility.	justification needs to be provided by the District. This is an
Ordinances and policies can be found on website	unappealable decision.
www.waukeganparks.org/.	15. If the City of Waukegan denies a requested Special Event
	application, when it is required for your event.

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*Refer to Special Permissions/Other Permits & Details section on page 2.		<u> </u>		,,,00	on on page 2.	& Details section		



PARK PERMIT AGREEMENT

H/H #: _

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

Please ensure that you submit your application and payment at least 2 weeks before your desired date.						
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?	No	Yes (Supporting documents required, see page 2)				
Are you applying for a free permit for a Waukegan Public School sand	ctioned eve	ent? No Yes (Supporting documents required, see page 2)				
EVEN	T INFOF	RMATION:				
Type of Activity or Event: Ex: Family Picnic, School Field Day, Birthday Part	у.					
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)				
ITEMS & ACTIVI	TES INCI	UDED IN MY EVENT:				
If a section is answered yes, additional action or supporting docum						
issued until all requirements are fulfilled and approved. Please fill in						
1) AMPLIFIED SOUND All amplified sound must be directed away from residences and	1) Will y	our event include amplified sound?				
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 .	No	Yes, my event includes amplified sound and I understand that if my application is for Clearview Park, my permit will be denied. Amplified sound is NOT allowed at Clearview Park. Provide description (ex. DJ, live music, announcements):				
2) INFLATABLES	2) Will your event include the use of inflatables?					
 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. 	No	Yes, my event includes the use of inflatables. I will have a total of # inflatables. Provide description/size/location:				
3) TABLES/CHAIRS	3) Will y	3) Will your event include the use of tables/chairs?				
<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		 Yes, my event will include the use of tables/chairs. The tables/chairs will be delivered, set-up and picked-up by: Myself, friends, or family. Vendor. Using what is available in my rental space (review pg. 4 for picnic tables available for your rented space). 				
4) DUNK TANKS	4) Will y	our event include the use of dunk tanks?				
 A dunk tank 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 dunk tank will be. 	No	Yes, my event will include the use of a dunk tank/s. The dunk tank will be delivered, set-up and picked-up by: Vendor. Description/Size/Location:				

5) TENTS	5) Will your event include the use of a tent?			
 10x10 or smaller tent – Note on application. 24x24 or Larger than a 10x10 tent – (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submission of a site map indicating the tent's location, & (4) District will initiate a Julie Locate. Larger than a 24x24 tent - (1) Certificate of Insurance, (2) signed Third-Party Contractor Agreement, (3) submission of a site map indicating the tent's location, (4) submission of City of Waukegan Special Event Permit approval, & (5) District will initiate a Julie Locate. 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. 	 NoYes, my event will include the use of a tent. The tent will be delivered, set-up and picked-up by: Myself, friends, or family. Vendor. I will be having the following tents: (indicate the quantity of each) 10x10 or smaller tent Larger than 10x10 up to 24x24 tent Bigger than a 24x24 tent Description/Location: 			
6) ON-SITE FOOD/BEVERAGES PREPARATION OR ON-SITE DELIVERY	6) Will there be onsite food/beverages at your event?			
Non pre-packaged food to the general public may be allowed on District property if the following conditions are satisfied: (1) provide a Lake County Health Department Permit	No Yes, my event will include onsite food/beverages sold, served, given away or sampled. The items will be: Serve Samples and/or Giveaways			
<u>Selling food/beverages</u> may be allowed on District property if the following conditions are satisfied: (1) submit a City of Waukegan Special Event Permit approval	Sold Items will be provided: To event participants/invitee ONLY. To the general public.			
<u>Food vendor</u> may be allowed on District property if the following conditions are satisfied: (1) Certificate of Insurance, & (2) signed Third-Party Contractor Agreement.	The items will be: Pre-Packaged Food Grilling/Food Preparation with open flame Food Truck Vendor/Caterer Other:			
7) PORTABLE RESTROOMS/SINKS	7) Will your event include the use of a portable restroom/portable sink?			
 A portable restroom/sink 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 portable restrooms/sinks will be. 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. 	No Yes, my event will include the use of portable restroom/sink. Items will be delivered, set-up and picked-up by: Myself, friends, or family Vendor. Description/Size/Location:			
8) ANIMALS, EXHIBITIONS, & PETTING ZOOS	8) Will your event include animals, exhibitions and/or petting zoos?			
Animals 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 animals will be. 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. 9) STAGES AND PLATFORMS Stages and platforms may be allowed on District property if the	No Yes, my event will include the use of animals, exhibitions and/or petting zoos. Activities will be delivered, set-up, provided and picked-up by: Myself, friends, or family. Vendor. Description/Size/Location:			
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.	delivered, set-up and picked-up by: Myself, friends, or family. Vendor. Description/Size/Location:			

10) PUBLIC EVENT 10) Will your event be open to the public?						
A public event may be allowed on District property if the following	NoYes, my event will be open to the public.					
conditions are satisfied:		Description:				
(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.						
11) PARTICIPATION FEE	11) Are vo	ou charging a participation fee for en	try into your event?			
Note that after the completion of your event the District at its sole	-					
discretion may require the submission of reports and settlement	No	Yes, my event will include:	Proceeds used for:			
statements by the applicant and sponsoring organizations to		Charging admission	Fundraising			
substantiate the revenues received and the costs associated with		Participant entry	Make a personal profit			
this event.		Suggested donation				
12) RUN, WALK, BIKE, PROCESSION	12) Does	your event include a run, walk, bike,	and/or other similar feature that			
A run, walk, bike, procession event may be allowed on District	-	a route or procession?				
property if the following conditions are satisfied:	No	Yes, my event will include a route	e or procession for a:			
(1) Certificate of Insurance, (2) signed Third-Party Contractor		Run/Walk				
Agreement, (3) submittal of a site map of route, & (4) submittal of		Bike				
Participation Waiver and will allow the District to make changes to		Other:				
waiver prior to distribution.		Description/Size/Location:				
13) STREET CLOSURES OR USE OF PUBLIC WAY - PERMISSION	13) Will y	ou be requesting permission to close	a street or other public way from			
FROM CITY		f Waukegan for your event?				
A street closure or use of other public way may be allowed for your event if the following conditions are satisfied:	No		ser of a street or other public way			
(1) submittal of a City of Waukegan Special Event Permit approval		from the City of Waukegan.				
14) WATER HYDRANT – PERMISSION FROM CITY	14) Will you be requesting permission to access water hydrant from the City of					
Water hydrant access may be allowed for your event if the	Waukegan for your event?					
following conditions are satisfied:	No	NoYes, I will be requesting the City of Waukegan access to a water				
(1) submittal of a City of Waukegan Special Event Permit approval,(2) submittal of site map noting hydrant being used (3) & submittal		hydrant.				
of City of Waukegan letter of permission to use hydrant.		Provide a description of your activiti	es:			
15) SELLING FOOD, NON-ALCOHOL BEVERAGES AND/OR MERCHANDISE		ou requesting permission to sell food dise at your event?	, non-alconol beverages and/or			
Selling of food, non-alcohol beverages or merchandise may be	No	•	food, non-alcohol beverages and/or			
allowed for your event if the following conditions are satisfied:		merchandise at my event.				
(1) submittal of a City of Waukegan Special Event Permit approval		Provide a description of the items:				
16) MORE THAN 500 IN ATTENDANCE	16) Will v	our event have more than 500 peopl	e in attendance?			
A group of more than 500 in attendance may be allowed for your						
event if the following conditions are satisfied:	No	Yes, my event will include more t	han 500 people in attendance.			
(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.						
17) USE THIS SPACE TO LIST OTHER ACTIVITIES NOT IDENTIFIED ABOY	/E:					
ITEMS FOR RENT THROUGH THE WAUKEGAN PARK DISTRICT						
18) ADDITIONAL PICNIC TABLES						
Picnic tables may be rented for an additional fee of \$10 per table. Ea	ch picnic ta	ble can seat 4-6 people.				
Yes, I need additional picnic tables for my event.						
Quantity: x \$10.00 =						

19) PICNIC SET RENTAL

The set includes 1 cooler, 1 football, 1 basketball, 1 volleyball, 1 kickball, 1 soccer ball, 1 gaga ball, 1 disc golf frisbee, 1 ring toss set, and 4 cones. Deposit \$50, Rental Fee \$10/event. Deposit is refunded after items are returned.

____Yes, I would like to rent out the picnic set for my event. I will complete and submit the agreement to the front desk. Once availability is confirmed, I will receive instructions for payment.

PARK PERMIT AGREEMENT, WAIVER AND SIGNATURE:

- I have been honest about all aspects of my park use on this application. Permit may be canceled if additional aspects are made known. 1.
- I have read, understand, and will abide by the ordinances, policies and procedures established by the Waukegan Park District. These guidelines 2. can be accessed at https://www.waukeganparks.org/regulating-ordinances-union-contract/.
- 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. I agree to name the Waukegan Park District as an additional insured on the general liability policy for this event.
- User shall be responsible for and will pay for any damage or extra cleanup to District property arising out of the use of District property 5. pursuant to this agreement.
- District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the 6. 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, attendees, and contractors 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 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 is nontransferable and may not be assigned by Park Permit User in whole or in part to any third party.
- 16. This agreement represents the entire understanding between the parties. This agreement may not be modified or altered in any way without 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: ___

Sign Name:

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

If an organization:

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

DATE: _____

FRONT DESK USE ONLY						F	EB 2024		
ss SS		Offer the renter a copy of their application.							
<u>Front</u> <u>Desk</u> Process		Provide a copy of the receipt to the application.							
	Inter-office the application and receipt to the Park Maintenance Facility after adding to shared permit folder.								
PARKS DEPARTMENT USE ONLY									
	Payment				City of Waukegan Special Event Approval yes or no				
AUTHORIZATION <u>0 = need</u> <u> </u>		Certificate of Insurance			Signed Third-Party Contractor Agreement				
	Payment for additional Park Patrol coverage for 500+			Lake County Health Department Permit					
		Marked Map			Julie Locate				
HOR D = r		Approved			NC	ITES:			
		Denied	Denied						
4		Cancelled by renter	ter						
	Date: Completed By:						Emailed	OR	Mailed
es es	Amount Refund:			Refund Request Form Submission Date:					
<u>Refund</u> <u>Reques</u> <u>t</u>	Reason for Refund:								