



PARK PERMIT REGISTRATION FORM



PARK PERMITS ARE RAIN OR SHINE
 Please have your Park Permit with you on the day of your event. Park Permit cancellations must be made two weeks prior to park permit date to be considered for a refund. A \$10 refund processing fee will be charged. No refund will be issued for NO CALL/NO SHOW. Consuming alcoholic beverages on the premises is prohibited without a temporary liquor permit. Permit must be with you on the day of your event.

Permit Holder's Name: _____ Permit Holder's Day of Birth: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Event Type: _____ Event Date: ____/____/____ # of Attendees: _____

Event Time: From: _____ AM/PM To: _____ AM/PM

YES NO Will admission be charged, concessions sold or donations solicited? If yes, describe: _____

YES NO Will live music, amusement equipment, jumpers, etc. be used? if yes, describe: _____

YES NO Will alcoholic beverages be consumed on the premises? If yes, complete Form 1- Liquor Permit Application on back
 • \$5 additional fee
 • Alcohol may not be consumed on the premises unless the "Permit Holder" has been issued a temporary liquor permit for the date and location listed on the Park Permit. No liquor permitted on the ballfields.

YES NO Are you purchasing additional equipment? If yes, please check one or both:
 ___ Equipment Kit (\$15)
 ___ Super Cooker (\$60)

Park Location Requested (check one):

___ Central Park East w/Kitchen (\$20 per hour) ___ Central Park West (\$15 per hour) ___ Central Park East & West (\$35 per hour) (\$50 for 200+)
 ___ Ballfield: Location (circle one): A (or) B (with lights \$15 per hour) C (or) D (no lights \$10 per hour)
 ___ Somonauk Nature Adventure Park (\$20 per hour) ___ Logan Park (\$10 per hour) ___ Other: _____

Please read carefully and print, sign & date:

THE MUNICIPAL CODE: FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

AFFIDAVIT (Please read carefully before signing): I (we) the undersigned, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information. Further, I (we) say that I (each of us) will conduct this event consistent with all applicable requirements.

Print Name: _____ Signature: _____ Date: _____

Office Use Only:

Completed By: _____ Date: _____
 Permit #: _____

Charges: Pavilion	\$ _____	Key # _____	
Add. Hours	\$ _____		
Temp. Liquor Permit	\$ _____	___ Approved ___ Denied ___ Emailed Approved Letter ___ Received Liability ___ Permit Issued	
Ballfield	\$ _____		
Equipment Kit	\$ _____	1 2 3 4 ___ 1 Softball ___ 1 Bat ___ Set of 4 Bases ___ 1 Volleyball Net ___ 1 Volleyball ___ 8 Beanbags	
Super Cooker	\$ _____	1 or 2	
Total:	\$ _____	Additional Fees: \$ _____	Reason: _____

Please contact (708) 516-9604 for pavilion maintenance issues during your rental.

Village of Park Forest

APPLICATION AND FEE FOR TEMPORARY LIQUOR PERMIT

Please allow a minimum of 10 business days prior to event for processing.

PLEASE ANSWER ALL QUESTIONS, PRINT OUT THIS FORM AND SIGN AFFIDAVIT

This application will be filed with: **Village of Park Forest, 350 Victory Drive, Park Forest, IL 60466**

Fee for Consumption of Alcohol on Premises Only and NOT FOR SALE *\$5.00 Per Event Date (Non-Refundable)
** This fee/application is in addition to any other charges set by Southland Caterers for food or use of the Dining on the Green Banquet Hall.*

Required *If required - A Liability Policy must be obtained after Application for Temporary Liquor Permit has been approved.*
A copy of host liability insurance naming the Village of Park Forest, its officers, employees, agents and volunteers as additional insureds and must set forth the location of the premises where alcoholic liquors are being served in the amount of \$1,000,000 is required with all Temporary Liquor Permits. (This insurance can be purchased via the applicant's homeowner insurance or special event insurance through an outside party.)

Check Location of Event: Village Hall Public Parks: _____
 Village Green Other Location: _____

The undersigned applicant hereby submits an application for Temporary Liquor Permit for the DATE(S) (this calendar year) of and submits the following information:

1. 2. 3. 4. 5. 6.

1 Full Name of Applicant: Do you hold a Caterer's Liquor License with the State of IL? If yes, please include a copy with this application. Y N

Home Address or if a Caterer, Business Address: City:

State: Zip: Applicant's Date of Birth: Location of Event if Noted Above as Other:

Driver's License #: State: Home Phone: Cell Phone:

Email: If Caterer, name of Liquor Supervisor for Event. (Include copy of their BASSET Certificate.)

2 Check type of event: Birthday Party Graduation Party Wedding/Reception
 Anniversary Party Convention Reunion Business Meeting Reception Number of guests expected:

Other: Please Give Description.

*Time of Guest Arrival: A.M. or P.M. *End of Event: A.M. or P.M.

**Please note Time of Guest Arrival is when liquor will start being served and not necessarily when rental at Dining on the Green begins. If required, a Village-owned facility will have a Park Forest Police Officer on site during event until it is closed for the night. For Park Permits -Consumption of alcoholic beverages shall end one half hour before park permits expire. No alcoholic beverages may be consumed beyond that time.*

3 Has applicant or applicants named in this application ever been convicted of a felony or otherwise disqualified to receive a liquor license in Illinois by reason of any matter or thing contained in the Illinois Liquor Control Act? Y N

If so, name court of conviction:

Print Name: _____ Authorized Signature: _____

A background check will be conducted on all applicants for a Temporary Liquor Permit.
No application will be approved unless all the above questions are fully answered.

MATERIAL MISSTATEMENTS TO OR FALSIFICATION OF THE INFORMATION REQUESTED IN THIS APPLICATION ARE GROUNDS FOR DENYING AN APPLICATION. NON-COMPLIANCE WITH THE PERMIT IS GROUNDS FOR REVOCATION AND/OR FINES TO THE FULLEST EXTENT OF THE MUNICIPAL CODE. FUTURE PERMIT APPLICATIONS COULD ALSO BE DENIED.

AFFIDAVIT (Please read carefully before signing)

I (We) the undersigned, say that I (each of us) have read the above and foregoing application and that the matters stated therein are true and correct and are made upon personal knowledge and information. Further, I (we) say that I (each of us) will conduct this event consistent

with all applicable requirements. *(Initial here)* _____

Print Name: _____ Authorized Signature: _____ Date: