

**LAKE FOREST PARKS AND RECREATION DEPARTMENT  
BEACH PAVILION RESERVATION FORM**

400 Hastings Road / Lake Forest, IL / 60045 / (847) 234-6700 / (847) 615-4251 fax

*Application for Lake Forest Residents ONLY*  
**NO ALCOHOL Allowed**

**Pertinent Information:**

Date of Requested Use: \_\_\_\_\_ Time: From \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)  
Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organization/Sponsor: \_\_\_\_\_ Estimated Number in Group: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Requested Pavilion: Check One (Pavilion Reservations are limited to 4 hours)**

\_\_\_\_\_ Boat Pavilion (50)                      \_\_\_\_\_ South Pavilion (100)                      \_\_\_\_\_ Fire Circle (25)

**Planned Use: Check All Items That Apply**

\_\_\_\_\_ General Gathering      \_\_\_\_\_ Grill Usage      \_\_\_\_\_ \*Special Event      \_\_\_\_\_ Other (type): \_\_\_\_\_

\* Events which take City resources away from their daily operations, as well as events that have a direct impact upon public property, traffic flow in the City or public health & safety are classified as a Special Event, and are required to be processed according to the City's Special Event Policy. For additional information, contact City Hall at 847/810-3675.

\_\_\_\_\_ **Special Requests** – Such as: Live/Amplified Music, DJ, etc.

Special Requests must be submitted to the Superintendent of Recreation for final approval. Please describe your special request:

Superintendent of Recreation Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Parking Passes: Indicate Number Requested**

\_\_\_\_\_ Passes (MAX 10 free for Boat Pav/Fire Cir/South Pav)                      \_\_\_\_\_ Additional Passes (MAX 5 @ \$10/ pass)

**Fees:**

Regular Permit Fee (\$100) .....	_____
Not for Profit Permit Fee (\$75) .....	_____
Refundable Litter Deposit (required) .....	<b>\$150</b>
Additional Parking Passes (up to 5 allowed – Upper South Lot) .....	_____ passes @ \$10/each .....
Additional Picnic Tables .....	_____ tables @ \$25/each .....
	<b>Total:</b> _____

**Signature of Applicant**

Signature of applicant acknowledges and represents Applicant's agreement to adhere to City's Park Permitting Policy and other applicable City rules and regulations as well as the American with Disabilities Act.

**Date Submitted**

**PLEASE RETURN TO RECREATION CENTER FRONT DESK**

Conditions of Approval \_\_\_\_\_  
Lake Front Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Aaron Dalzot email: dalzota@cityoflakeforest.com

**Payment Method:**

\_\_\_\_\_ Cash                      \_\_\_\_\_ Check                      \_\_\_\_\_ Visa / Mastercard /Discover                      Security Code \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## BONFIRE & CEREMONIAL BURN RULES AND REGULATIONS

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Effective May 1, 2017, the Lake Forest City Council agreed that all **Bonfire permits** approved by the Fire Chief be charged a fee of \$100.00 unless otherwise in compliance with ordinance 94.15 - 94.22. Upon issuance of the permit, please remit a check in the amount of \$100.00 payable to The City of Lake Forest.

1. Bonfires and Ceremonial Burns, hereafter called bonfires, where a permit is required, all permitted bonfires must be conducted in accordance with the rules established herein. Any violation may result in issuance of a citation. An application for a permit must be filed with the Fire Chief on the form attached hereto a **minimum of two weeks prior to the requested burn date**.
2. Prior to issuance of any permit, the person requesting the permit must submit the following:
  - A. Location of the bonfire.
  - B. Person(s) in charge of bonfire.
  - C. Date and duration of burn.
  - D. Suppression equipment on site.
3. The Fire Department may inspect the site of the bonfire prior to approving the application to ensure the area is safe and accessible to emergency equipment.
4. Excessive winds or other weather conditions may result in the Fire Department canceling or stopping a bonfire in progress.
5. Permits are only valid for the day of the bonfire. The Fire Department retains the right to reject or modify any application which, while meeting these requirements, in its best judgment, would present an unreasonable hazard to the safety, health or property of others. If an application is rejected, the applicant may appeal such rejection to the Lake Forest City Council.

A handwritten signature in black ink, reading "Pete Siebert", is written over a horizontal line.

Pete Siebert, Fire Chief



**LAKE FOREST FIRE DEPARTMENT**  
 255 W. DEERPATH, LAKE FOREST, IL 60045  
[WWW.CITYOFLAKEFOREST.COM](http://WWW.CITYOFLAKEFOREST.COM)



**BONFIRE/CEREMONIAL BURN APPLICATION**

Please check one:

BONFIRE

CEREMONIAL BURN

*Applicant Information*

NAME:	
APPLICANT ADDRESS:	
PHONE:	Fax:
APPLICANT EMAIL ADDRESS:	

*Burn Information:*

REASON FOR BONFIRE/CEREMONIAL BURN:
A. LOCATION OF BONFIRE/CEREMONIAL BURN (PLEASE PROVIDE MAP):
B. PERSON(S) IN CHARGE OF BURN:
C. DATE AND DURATION OF BURN: DATE(S): _____ TIME: _____ DURATION: _____ AN ALTERNATE DATE MAY BE USED IF INCLEMENT WEATHER PREVENTED BURNING ON PROPOSED DATE: ALTERNATE DATE(S): _____/_____/_____/_____
D. SUPPRESSION EQUIPMENT TO BE ON LOCATION AT TIME OF BURN:

*Signature*

I HAVE READ AND UNDERSTAN THE CITY OF LAKE FOREST'S OPEN BURNING RULES AND REGULATIONS FOR CEREMONIAL/BONFIRES.	
APPLICANT SIGNATURE:	DATE:

**Office Use Only:**

TOTAL COST:	PAYMENT METHOD:
INSPECTION DATE:	APPROVED BY:
DENIED BY:	DENIAL REASON:

*Burn locations subject to inspection by the Fire Department at the discretion of the Fire Chief*

*Please email completed applications to [nixonj@cityoflakeforest.com](mailto:nixonj@cityoflakeforest.com)*