

# LAKE FOREST PARKS AND RECREATION DEPARTMENT

## 2020 PARK PAVILION RESERVATION FORM

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

### *Application for Lake Forest Residents ONLY*

#### **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 Park (capacity): Check One**

\_\_\_\_\_ Elawa Farm Park (50)                      \_\_\_\_\_ Everett Park (100)                      \_\_\_\_\_ Northcroft Park (150)

\_\_\_\_\_ South Park (100)                      \_\_\_\_\_ West Park (100)                      \_\_\_\_\_ Townline Park (200)

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

\_\_\_\_\_ General Gathering                      \_\_\_\_\_ Ball Diamond 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, Bouncy Houses, etc.

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

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

**Alcohol** - If you will be having alcohol at your event, you will need to get a liquor license at City Hall once this application is approved.

**Please contact Margaret Boyer at (847) 810-3674 or boyerm@cityoflakeforest.com.**

#### **Fees:**

Permit Fee (Townline, Northcroft \$150; All Others \$100) . . . . . \_\_\_\_\_

Not for Profit Fee (Townline, Northcroft \$125; All Others \$75) . . . . . \_\_\_\_\_

Refundable Litter Deposit (required) . . . . . **\$150**

Additional Hours (\$25 for each additional hour after 6 hours) . . . . . \_\_\_\_\_

**Total:** \_\_\_\_\_

#### **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 \_\_\_\_\_

Program Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Anthony Anaszewicz email: anaszewa@cityoflakeforest.com

#### **Payment Method: Check One (Circle CC Type if Using CC)**

\_\_\_\_\_ Cash                      \_\_\_\_\_ Check                      \_\_\_\_\_ Visa / MC / Discover / AMEX                      Security Code \_\_\_\_\_

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