



Park District Of Oak Park

PARK DISTRICT
of OAK PARK

PICNIC SHELTER/PATIO PERMIT APPLICATION

Submit Application To:

415 Lake St
Oak Park, IL 60302
(708) 725-2301 (fax)
reservations@pdop.org

INSTRUCTIONS: Applications must be approved by the PDOP and will be processed on a first come first serve basis starting March 15th for rental months April 15 - October 31 of the current year. Applicants should complete and submit this form and non-refundable permit fee well in advance of your event however it can be done a minimum of two days in advance pending availability. Reservations can also be made online at pdop.org. All permits are **non-refundable and non-transferable**. A copy of the approved permit will be sent via e-mail or printed if done in person.

APPLICANT INFORMATION

MAIN CONTACT		ORGANIZATION /GROUP NAME (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

PERMIT REQUEST (Times must be between 9am-8pm, min of 3 hours. Residents receive 20% of listed price)

Location (Check box)	Field Park Gazebo	Taylor Park Patio	Taylor Park Shelter	Lindberg Park Shelter	Maple Park Shelter	EVENT DATE	TIMESLOT (Minimum 3 hrs between 10am-8pm)
	25 People Max No Grilling \$16/Hour	50 People Max Grilling Allowed \$20/Hour	35 People Max No Grilling \$20/Hour	35 People Max No Grilling \$20/Hour	35 People Max No Grilling \$20/Hour		

EVENT INFORMATION

TYPE OF ACTIVITY (Including any items that will be brought into the park)	NUMBER ATTENDING
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FACILITY INFORMATION, RULES, AND WAIVER

Picnic patio & shelter reservations allow permitted groups exclusive access to the designated cement pads, and adjoining grills (where available). Users should note that other groups may be permitted for other areas of the park, such as athletic fields, and that the playgrounds, restrooms, and other features in the park must be shared with the public. Any groups whose number of guests exceed the maximum for the picnic site or who infringe on other's permitted use of the athletic fields or on the public's use of other park amenities may be asked to leave and no refund will be issued. We appreciate your cooperation with this so that everyone has the chance to enjoy our parks. Users are required to clean up after their use and should be considerate of those who may be using the park after your group and do not stay longer than your permit allows. Please note that grilling is only allowed at designated locations and with the use of Park District supplied grills. **No personal grills** may be brought into Park District of Oak Park parks at any locations. **No alcoholic beverages, no sound amplifiers** are allowed in any Park District of Oak Park open spaces, parking lots, parks, or courts at any time. Additionally, no motorized flying objects, no profanity, dogs must stay on a leash, no hammocks/straps affixed to trees, no bounce houses, and nothing is to be staked into the ground. This receipt acts as your permit and must be available for inspection on the date of your event by authorized personnel. In the event another group is occupying your permitted space and will not leave, please contact the Park District at 708.725.2000 or non-emergency police 708.386.3800. **Picnic permits are non-refundable and non-transferable.**

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of myself and my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature

Date

PAYMENT INFORMATION

Payment Method: Credit Card (Visa, Master Card, Discover, or AmEx) Check (#: _____) Total Payment: \$ _____

Account #: _____ - _____ - _____ Expiration Date: _____ / _____

Card Holder Name: _____ Card Holder Signature: _____

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Household #: _____ Reservation #: _____ Confirmation Sent: _____
(Initials) (Date) (Time)

Residency Verified by: _____ on: _____ Notes: _____