



Park Permit Application (1-14-19)

Submit this application to the City of Evanston, Parks, Recreation and Community Services Department, 2100 Ridge Ave., Suite 1100, Evanston, IL 60201. Questions? Contact 847-448-8237 or 847-866-4167 beginning April 15.

Park Permit Fees

Fee includes a \$25 non-refundable deposit

* Insurance is required for groups of 100 or more.

Evanston Resident resides in zip codes 60201 or 60202

All permits begin from 9:00 a.m. through 9:00 p.m.

Parks officially close at 11:00 p.m. and must be vacated at that time. (7-10-2 (B))

Four Hours: \$65 resident/\$85 non-resident

All Day: \$125 resident/\$150 non-resident

****Special Event Fee:** \$125/\$250 at lakefront

Contact Information

Date Requested _____

Number of Expected Participants * _____

Time Requested ____ to ____ (4 hrs. block or all day)

Organization _____

Main Contact _____

Phone _____

Address _____

Email _____

City _____

State _____ Zip _____

Park Request (check one)

- | | Bathroom | Shelter |
|--|----------|---------|
| <input type="checkbox"/> Ackerman Park | X | |
| <input type="checkbox"/> Baker Park | X | |
| <input type="checkbox"/> Bent Park | X | |
| <input type="checkbox"/> James Park | X | |
| <input type="checkbox"/> Larimer Park | | X |
| <input type="checkbox"/> Leahy Park | X | |
| <input type="checkbox"/> Lovelace Park | X | X |
| <input type="checkbox"/> Mason Park | X | |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> Lighthouse Beach Shelter ** | X | X |

Purpose of Permit (check one)

- Family Picnic
- Birthday Party
- School Picnic
- Organization Event (Please explain below)
- _____
- Other _____

** Lighthouse Beach Shelter requires insurance regardless of group size. See back page for more information.

Please Read and Sign The Following

I have requested permission to use _____ Park above in the City of Evanston. For consideration of such permission, _____ (Park Name) fully releases and discharges the City of Evanston and/or Lighthouse Park District of Evanston, its officers, agents and employees from any and all claims from injuries, including death damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the use of this park.

_____ (Contact Name) further agree to indemnify and hold harmless and defend the City of Evanston and/or Lighthouse Park District of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the use of _____ Park within the City of Evanston or on Lighthouse Park District property.

I also certify that all information contained within this application is accurate and correct. I also agree to all applicable laws and regulations governing the use of recreation parks facilities and the regulations printed on the procedures sheet attached to this form.

Signature _____

Date _____

Insurance Requirements*

For groups of 100 or more, a certificate of liability insurance in the amount of \$1,000,000 naming the City of Evanston as an additional insured is required. Proof of liability insurance is due three weeks prior to the rental date.

Insurance is always required at the Lighthouse Beach Shelter, regardless of the number of people. A certificate of insurance in the amount of \$1,000,000 naming City of Evanston and Lighthouse Park District of Evanston for Lighthouse "Beach" Picnic Shelter as additional insured is necessary.

Rules and Regulations

Groups using the park facility will comply with laws of the State of Illinois, the City of Evanston, and any and all rules set forth by the Parks, Recreation and Community Services Department.

1. No gambling or alcoholic beverages are permitted on the premises.
2. No admission fees may be charged or concessions sold in any City of Evanston facility or park. Such action will result in immediate ejection from the premises and the rental will be immediately terminated.
3. Bonfires are not permitted. Home grills may be used where public grills are installed. Extinguished coals must be placed in garbage receptacles.
4. All paper, debris and garbage must be collected and deposited in trash containers.
5. Tents larger than 10x10, amplified music, dance floors, DJ's and inflatable play apparatuses are not allowed (unless stated in a contract approved by the Director of Parks, Recreation and Community Services Department).
6. Glitter, rice and birdseed are not allowed.
7. Private individuals may not place portable toilets on City lands, parkways or streets.
8. Motorized vehicles may not be driven into parks, onto beaches or picnic areas.
9. Dogs are not allowed in any park, at any time, without a leash.

Cancellations/Refunds

Refunds (excluding the \$25 non-refundable deposit) are given on rentals if cancelled 72 hours prior to scheduled date or rained out. The Parks, Recreation and Community Services Department reserves the right to cancel or shift to other facilities in the event of uncontrollable circumstances. Fees may be adjusted accordingly.

Park Permit Fees for Special Events**

Non-lakefront park events of 250 participants or more and Lakefront park events of 100 participants or more are considered special events and require a Special Event Permit in addition to the Park Permit. Special Event Permit Applications can be obtained through the Parks, Recreation and Community Services Department or online at www.cityofevanston.org/specialevents. A special event permit is \$150.

Park permit fee for special events at non-lakefront parks is \$125.

Park permit fee for special events at lakefront parks is \$250.