



Lakefront Picnic Permit Application⁽¹⁻¹⁴⁻¹⁹⁾

Submit this application with proof of residency to the Dempster Street Beach Office, 1251 Lakeshore Blvd., Evanston, IL 60201.

Questions? Contact 847-448-8237 or 847-866-4167 beginning April 15.

Lakefront Picnic Permit Fees

Fee includes a \$25 non-refundable deposit
Evanston Resident resides in zip codes 60201 or 60202

Two Hours: \$50 resident/\$65 non-resident
Four Hours: \$70 resident/\$85 non-resident
****Special Event Fee:** \$125/\$250 at lakefront

All permits begin on the odd hours 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))

Contact Information

Date Requested _____ Number of Expected Participants _____

Time Requested _____ to _____ (2 or 4 hrs. starting at 9am) Organization _____

Main Contact _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Park Request (check one)

- Garden Park, at Keeney St.
- Elliott Park, at Dempster St.
- Dawes Park, from Greenwood Ave. to Church St.
- Centennial Park, from Church St. to Clark St.
- Arrington Lagoon Picnic Shelter (two indoor picnic tables and an outdoor grill, 32 people max., 4 hr. blocks min.)

Site Letter (check one)

- A
- B
- C
- D

Please Read and Sign The Following

I have requested permission to use _____ Park above in the City of Evanston. For consideration of such permission, _____ 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.

_____ 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 _____

General Information

Picnic permits are required for groups of 30 people or more or in order to reserve a picnic/park. For smaller groups, a picnic permit is highly recommended from Memorial Day weekend through Labor Day weekend. Before and after these dates, tables may be used on a first-come, first-served basis.

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 the concrete pipe located adjacent to the grill.
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. Cars, trucks and motorized equipment 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**

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.