

**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 Special Facilities for final approval. Please describe your special request:

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

**Parking Passes:** Indicate Number Requested

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

**Fees:**

Regular Permit Fee (\$75) .....	_____
Not for Profit Permit Fee (\$50) .....	_____
Refundable Litter Deposit (required) .....	<b>\$150</b>
Additional Parking Passes (up to 5 allowed – Upper South Lot) .....	_____ passes @ \$5/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: \_\_\_\_\_