

LAKE FOREST PARKS AND RECREATION DEPARTMENT

2017 – 2018 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

Deerpath Park(200) Elawa Farm Park(50) Everett Park(100) Northcroft Park(150)
South Park(100) Waveland Park(50) West Park(100) Townline Park(200)
(Additional Approval Required)

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 (Deerpath, Townline, Northcroft \$125; All Others \$75)
Not for Profit Fee (Deerpath, Townline, Northcroft \$100; All Others \$50)
Refundable Litter Deposit (required) \$150
Additional Hours (\$25 for each additional hour after 6 hours)
Additional Fees (Extra tables: \$30/each)
Total:

Signature of Applicant

Date Submitted

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.

PLEASE RETURN TO RECREATION CENTER FRONT DESK

Conditions of Approval
Program Manager Approval: _____ Date: _____ Anthony Anaszewicz email: anaszewa@cityoflakeforest.com

Payment Method:

Cash Check Visa / Mastercard /Discover Security Code

Card #: _____ Exp. Date: _____ Signature: _____