



# Picnic Area Permit

## Instructions

Apply for a permit at least three business days in advance one of five ways. Have questions? Call Visitor Services at 630-933-7248.

- Visit dupageforest.org 24/7 and click "Registration & Permits" and "Reserve Facility."
- Call Visitor Services at 630-933-7248 Monday – Friday 8 a.m. – 4 p.m.
- Bring this completed form to Visitor Services at 3S580 Naperville Road in Wheaton Monday – Friday 8 a.m. – 4 p.m.
- Fax this completed form to 630-933-7217. (Add five to seven business days for processing.)
- Mail this completed form to Forest Preserve District of DuPage County, P.O. Box 5000, Wheaton, IL 60189. (Add five to seven business days for processing.)

### Office Use Only

Permit # \_\_\_\_\_

Fee \$ \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

**Your Information** *As the person applying for this permit, you must be 18 or older and remain on-site for the duration of your event.*

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ DuPage Resident?  Yes  No

Primary Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Requested Area

Forest Preserve \_\_\_\_\_

Area \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Number of People \_\_\_\_\_

Additional Requests  District canopy 20' x 30'  Private canopy over 200 square feet  District grill 2' x 5'

Other Features Check any of the following you will have at your picnic. **You may not have** horseshoes, piñatas, egg-toss games, water balloons, animal rides, dunk tanks, inflatables, musical bands, DJs, stages, tents, trampolines or balloon releases. (See rules and regulations on Page 3.)

Canopy  Caterer  Clown or magician  Generator  Microphone  Portable radio

Volleyball net  Signs or banners  Vehicle access for unloading or ADA parking *where allowed*

## Fees

See Page 2.

**Payment Information** *Do not mail cash. If you include credit card information, do not email this form.*

Visa  Mastercard  Discover  American Express  Check to Forest Preserve District of DuPage County  Cash

Credit Card Number \_\_\_\_\_ CVV/CVC \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Amount to Charge \$ \_\_\_\_\_

Signature \_\_\_\_\_



## Picnic Area Permit

**Fees** Fees are nonrefundable (even for cancellations due to weather), and permits are nontransferable. You can change your permit one time up to one week in advance for a \$5 fee.

	DuPage Resident	Non-resident	Shelter Capacity	Area Capacity
<b>Blackwell</b>				
Picnic area	\$70	\$90	—	300
North shelter	\$60	\$75	50	100
South shelter	\$55	\$70	50	100
East shelter	\$55	\$70	50	100
West shelter	\$45	\$60	50	100
Sand Pond shelter	\$60	\$75	50	100
<b>Burlington Park</b>	\$55	\$70	25	25
<b>Churchill Woods</b>				
Shelter	\$100	\$120	100	100
Central picnic area	\$35	\$45	—	50
West picnic area	\$35	\$45	—	50
<b>Cricket Creek</b>				
Shelter	\$45	\$60	25	25
<b>Greene Valley</b>				
East shelter	\$45	\$60	50	100
West shelter	\$45	\$60	50	100
<b>Herrick Lake</b>				
East shelter	\$105	\$130	100	100
West shelter	\$55	\$70	50	100
South shelter	\$45	\$60	50	50
West picnic area	\$35	\$45	—	150
<b>Hidden Lake</b>				
Shelter	\$60	\$75	50	100

	DuPage Resident	Non-resident	Shelter Capacity	Area Capacity
<b>Mallard Lake</b>				
Shelter	\$45	\$60	50	100
<b>McDowell Grove</b>				
North shelter	\$45	\$60	25	25
Central picnic area	\$35	\$45	—	150
<b>Pratt's Wayne Woods</b>				
Shelter	\$100	\$120	100	100
<b>Songbird Slough</b>				
Shelter	\$45	\$60	50	100
<b>Spring Creek Res.</b>				
Shelter	\$45	\$60	50	50
<b>Springbrook Prairie</b>				
Shelter	\$50	\$65	50	100
<b>St. James Farm</b>				
Pavilion	\$250	\$350	150	150
<b>Wood Dale Grove</b>				
South shelter	\$55	\$70	50	100
North shelter	\$45	\$60	50	100
<b>York Woods</b>				
Shelter	\$100	\$120	100	100

	DuPage Resident	Non-resident	Details
<b>At Select Preserves</b>			
District canopy	\$325	\$375	20' x 30', 75 people, includes setup and takedown
Private canopy	\$10	\$12	over 200 square feet
District grill	\$75	\$90	2' x 5', includes setup and cleanup, does not include charcoal and lighter fluid



# Picnic Area Permit

## Rules and Regulations and Waiver

Please read this information carefully. It includes releases of liability and waiver of legal rights and deprives you of the ability to sue certain parties. By checking the boxes and providing your name and the date, you acknowledge you've read and understood all of the text.

### Rules and Regulations

For everyone's safety and enjoyment, you must follow these rules and regulations, which the Forest Preserve District may change at any time.

- As the permit holder you must be 18 or older and remain on-site for the duration of your event with a copy of your permit.
- Alcoholic beverages are prohibited.
- Park vehicles only in designated areas.
- Keep your area clean and put trash in the appropriate garbage or recycling containers. After you pack up, make sure the area looks as it did when you arrived.
- Do not exceed the stated maximum area capacity.
- If you bring dogs, stay with them at all times. Always keep them leashed and quiet, and pick up any pet waste. Do not tie them to any trees, plants, buildings or equipment. With the exception of service animals, other animals are not allowed.
- If you're using a charcoal grill, place hot coals in the marked disposal bins at the preserve.
- Do not start any ground fires.
- Do not bring or use horseshoes, piñatas, egg-toss games, water balloons, animal rides, musical performers, disc jockeys, stages, trampolines, or attractions such as dunk tanks and inflatables. Balloon releases are also prohibited.
- You can set up a private canopy in most areas as long as it's 200 square feet or smaller. If you want to set up a larger canopy, you must have advanced approval from Visitor Services, which may require an extra fee.
- If you use generators, radios, microphones or similar equipment, only use them at volumes that do not disturb other visitors. Place generators on platforms so they don't damage the grass.
- If you use signs or decorations, they must be free-standing. Do not staple, pin, tack, nail, tape, tie or attach them to trees, shelters or other structures. Make sure to take them down before you leave.
- If you have contracted entertainment, they cannot use animals and they must clean up before they leave.
- You can use caterers but cannot bring in food trucks. Caterers must park in designated spots, serve from within your reservable area, and clean up before they leave.
- Per the General Use Regulation Ordinance, several activities require special-use permits in addition to a picnic permit. These activities include fundraisers for charitable, humanitarian, or benevolent causes; contests; training programs or exercises; shows; exhibits of dramatic performances; plays; acts; motion pictures; acrobatic feats; bazaars; sporting events; musical events; ceremonies; children's day camps; or any public meetings, assemblies, demonstrations, or parades, including but not limited to drills or maneuvers, rallies, picketing events, public speeches or addresses, group marches, or political meetings. To request a special-use permit, contact Visitor Services at 630-933-7248 Monday – Friday 8 a.m. – 4 p.m. at least two full calendar weeks in advance.

By checking the box below I agree to abide by these rules and regulations as well as all Forest Preserve District ordinances and administrative orders and state statutes. I understand that the Forest Preserve District may fine me or revoke my permit without refunding my permit fee if I supply false information on this application or fail to comply with any rules, regulations, ordinances, orders or statutes.

**I have read and agree to the picnic area rules and regulations.**

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### Waiver

I hereby fully waive and release the "Releasee" Forest Preserve District of DuPage County, from any and all claims for personal injury, monetary loss, property damage, or death that may result from my participation. I hereby voluntarily, at my own risk, agree to the Waiver and Assumption of Risk in sole consideration of being permitted to use the Forest Preserve District of DuPage County facilities/property or services offered. Agreement to this Waiver and Assumption of Risk, I fully assume the dangers and risks, and agree to use my best judgment while engaging in those activities. I further agree to indemnify and hold harmless the Releasee, its employees, agents, officers, from and against any and all liability incurred as a result of or in any manner related to my participation in the activities or services offered.

**I have read and agree to the waiver.**

Printed Name \_\_\_\_\_

Date \_\_\_\_\_