



2021 PICNIC PERMIT APPLICATION

FOR GROUPS LESS THAN 100

Groups providing special activities (moon jump, tents larger than 10'x10', etc.) will require a special use permit, not a picnic permit.

An Elmhurst Park District Picnic Permit Application must be completed and filed **no less than 48 hours** prior to the scheduled event. Application and supporting documents may be mailed or delivered to the Elmhurst Park District, Wagner Community Center, 615 N. West Avenue, Elmhurst, IL 60126.

Applicant Information

Name of Applicant: _____ E-mail: _____
Address: _____ City/Zip: _____
Home Phone: _____ Cell _____

Organization: _____ Contact: _____
Telephone: _____ E-mail: _____
Address of Organization: _____ City/Zip: _____

Reason for Permit: _____

Picnic Date: ___/___/___ If unavailable: 2nd choice date: ___/___/___ 3rd choice date: ___/___/___

Park	Picnic Area	Mark 1st, 2nd, and 3rd choice	Capacity	Picnic Tables	Grills	Coal Bins	Weekday Daily Fee	Weekend & Holidays Daily Fee
Berens Park	Area 4 - Red		35	7	1	1	\$0 R / \$120 NR	\$72 R / \$120 NR
Butterfield Park	Shelter 9 - Red		50	15	1	1	\$30 R / \$150 NR	\$94R / \$150 NR
Salt Creek Park	Area 1 - Red		50	15	2	1	\$0 R / \$120 NR	\$72 R / \$120 NR
	Shelter 3 - Green		150*	35	2	1	\$30 R / \$150 NR	\$94 R / \$150 NR
Wilder Park	Area 5 - Yellow		50	10	2	2	\$0 R / \$120 NR	\$72 R / \$120 NR
	Area 6 - Blue		50	10	1	1	\$0 R / \$150 NR	\$72 R / \$120 NR
	Area 7 Green		50	10	1	2	\$0 R / \$120 NR	\$72 R / \$120 NR

Restrooms are available within walking distance from all designated picnic areas.

No. of people*: _____ *Groups 100 attendees or more will be required to obtain a Special Use Permit.

Time arriving: _____ AM / PM Time departing: _____ AM / PM

Additional Items **If yes to any of the additional items, a Special Use Permit is required.**

Are you installing a temporary structure (i.e. tents larger then 10'x10' with tent stakes, stages, bleachers, etc.) during your park usage?

(Circle one) YES NO

Are you having special activities, demonstrations and/or entertainment (moon jumps, etc.) during your park usage?

(Circle one) YES NO

Waivers

- I fully understand that alcohol is prohibited and smoking is restricted in or on any District property. _____ (Initials)
- I have read and fully understand the Hold Harmless Agreement and fulfill the Authorized Signature requirements. *(On the reverse side)*

(Signature of applicant)

(Date)

THE PARK DISTRICT DOES NOT GRANT REFUNDS DUE TO WEATHER CONDITIONS OR CANCELLATIONS

Payment Information

Payments Accepted: Cash, Check, or Credit Card

Credit Card Payment <i>Discover, VISA or MasterCard only</i>	Name of Cardholder: _____	Expiration Date: ___/___/___
	Authorized Signature: _____	Charge Amount: \$_____

Please sign for authorization of payment. We will contact you for credit card information.

Approved by: _____ Date: _____ For office use only Office _____ Permit # _____



Picnic Area Regulations

Picnic Area regulations are applicable in all designated group areas and shall be posted as follows:

All rules and regulations must be observed and the directions of the Park District ambassador or his/her representative must be followed. Permit holders are responsible for planning and supervising the event in accordance with District ordinances. Failure to do so may result in withholding future permits, arrest or fines.

1. Group picnicking is allowed only in designated group picnic areas. **A special use permit is required for picnics with 100 or more attendees.**
2. Designated picnic areas are marked. Picnic tables are not to be removed from their designated area.
3. Permit holders have priority over groups without a permit. If a non-permitted group is using a permitted designated area, the permit holder should present the permit and politely ask that the other group vacate the area. If a problem occurs, contact the Park Ambassador at (630) 675-4491 or the Elmhurst Police at 911.
4. Parking/driving is permitted only on designated roadways and parking areas. **DO NOT DRIVE ONTO PARK GROUNDS.**
5. **Alcoholic beverages, legal and illegal drugs are prohibited in all District parks and facilities.**
6. Fires are permitted only in the picnic grills provided by the District in each group picnic area or in Portable Grills provided by the user. Charcoal grills are only permitted in locations with coal bins. To prevent fires and damage to Property, wood fires and fire pits are prohibited on District Property. Portable Grills cannot be placed onto picnic tables and must be completely extinguished with the coals placed in the coal bins provided by the District before leaving the site. Campfires, barrel grills and grills with 20 pound or larger tanks are prohibited on all District Property.
7. Litter should be collected and placed in litter barrels before leaving. ***The permit holder is responsible for leaving the picnic area in a clean and orderly condition.*** You may not be the last picnic of the day. Please be considerate of the next group.
8. Electronically amplified sound is prohibited in Elmhurst Park District parks.
9. Use of a temporary structure (tents larger than 10' by 10' with tent stakes, stage, bleachers, etc.), providing special activities (moonwalks, dunk tanks, etc.), or having caterers deliver, prepare and/or serve food in the park requires appropriate certificates of insurance naming the Elmhurst Park District as an additional Insured.
10. No Person shall smoke a cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking, including smokeless tobacco, e-cigarettes, and unregulated nicotine products on or within 15 feet of District property
11. Photos and videos are periodically taken of people participating in Park District programs and activities. All persons registering for Park District programs/activities, or using Park District property thereby agrees that any photograph or videotape taken by the Park District may be used by the Park District for promotional purposes including its promotional videotapes, brochures, flyers and other publications without additional, prior notice or permission and without compensation to the participant.
12. **Parks close at dusk.**

Hold Harmless Agreement

The Picnic Permit applicant or designee and/or the sponsoring organization (hereafter called "permittee") agree to reimburse the Elmhurst Park District (hereafter called the "Park District") for all loss incurred by it in repairing or replacing damage to Park District property proximately caused by the permittee, its officers, employees, agents, monitors or any other persons attending or forming the picnic who were or should have been under the permittee's control.

The permittee further agrees to defend without costs, indemnify and hold harmless the Park District, its officers, agents, and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

Authorized Signature

I declare that the information contained in this proposal is true and correct to the best of my knowledge. I hereby attest that I am at least 21 and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I agree to reimburse the Elmhurst Park District for any and all loss incurred by it in repairing or replacing damage to Park District property.

I have read and understand all picnic regulations/requirements/agreements. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a picnic on Elmhurst Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed picnic.



PICNIC AND SPECIAL USE PERMIT COVID-19 GUIDELINES

The Elmhurst Park District is currently following the most current CDC, Illinois Department of Public Health (IDPH) and Restore Illinois Department of Commerce and Economic Opportunity (IDCEO) guidelines in relation to preventing the spread of COVID-19. **All permit holders and their attendees will be required to follow the most current IDCEO guidelines at the time of the event.** It is the responsibility of the Permit holder to communicate all guidelines to all attendees.

1. Permit holders should not exceed the maximum amount of attendees based on the current Restore Illinois Department of Commerce and Economic Opportunity (IDCEO) guidelines.
2. Social distance of at least 6-feet should be maintained between non-household attendees.
3. All attendees should place personal belongings at least 6-ft. away from others' personal belongings that do not live in the same household if possible.
4. Attendees **MUST** wear face coverings over their nose and mouth, except while seated and eating, in indoor or outdoor common areas.
 - a. Mask wearing exceptions will be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering.
5. All third party contractors, vendors and performers must wear proper PPE while on Park District Property, including face coverings over their nose and mouth.
6. Permit holders and their attendees should stay home if they are feeling sick or have any of the following symptoms: fever, coughing, trouble breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea.
7. Hosts are permitted to bring in their own food and beverages (alcohol is not permitted). We encourage you to follow the CDC recommendations for *Hosting Gatherings or Cook Outs* when deciding about food and how to handle and serve. These guidelines can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gatherings>
8. Drinking fountains will not be available.