

# FOREST PRESERVE DISTRICT WILL COUNTY



## 2025 Event Permit Application

Thank you for considering the Forest Preserve District of Will County to host your event. To submit your request, complete this application and email it to [permits@fpdwc.org](mailto:permits@fpdwc.org). Submitting this application does not guarantee the approval of your event or the date and location. Once your application has been received and reviewed, you will be contacted regarding approval of your event.

Applications must be submitted no later than two weeks prior to the event date.

Application for events requiring trail use must be accompanied by a route map.

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ DOB: \_\_\_\_\_

### ORGANIZATION/BUSINESS INFORMATION

Organization Name: \_\_\_\_\_ Applicant's Position: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Is organization in Will Co.? Yes No  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Type of Event (Ex: 5K Run): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preserve Location: \_\_\_\_\_ Event Date: \_\_\_\_\_ Alt. Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ Set Up/Arrival Time: \_\_\_\_\_

Any Event Setup Details: \_\_\_\_\_

Does your event require use of a picnic shelter? YES NO  
(if parking in the preserve, a shelter reservation is required) If yes, which shelter? \_\_\_\_\_

For a list of preserves, shelters and amenities, please visit [ReconnectWithNature.org](http://ReconnectWithNature.org).

## ABOUT THE EVENT

1. Please select any of the following items that you plan to bring to the event:

(Subject to approval)

- Inflatable bounce house
- Tents: How many? \_\_\_\_\_ What size? \_\_\_\_\_
- Amplified Music: Live Band DJ
- Catering Truck: Food Beverages Type of food/beverages: \_\_\_\_\_
- Any Temporary Structures Explain: \_\_\_\_\_
- Portable Latrines/Sinks How many latrines? \_\_\_\_\_ How many sinks? \_\_\_\_\_
- Any Other Equipment: \_\_\_\_\_

2. Is there an admission fee? Yes No If yes, how much? \_\_\_\_\_

3. Is anything being sold at the event? Yes No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

4. Will alcohol be served at the event? Yes No

5. Please list any vendors that will be present at the event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NON-DISTRICT EVENT FEES

Base Event Fee: \$200

Any events utilizing a picnic shelter or picnic shelter parking lot must also reserve the shelter and pay applicable fees to do so. Picnic shelter fees range from \$70-\$200.

## CERTIFICATE OF INSURANCE INFORMATION

**You must provide the appropriate certificate prior to the processing of your permit. Certificates that do not list the Forest Preserve District of Will County as an "Additional Insured" will not be accepted.**

In order to protect the Forest Preserve District of Will County from liability arising out of the activities associated with your function, the District requires that all individuals, groups and organizations desiring to utilize District lands and/or facilities for any activity or circumstance must first obtain a certificate of insurance, verifying comprehensive general liability insurance in effect as of the date of the event indemnifying the District in limits not less than \$1,000,000.00, combined single limit.

The certificate of insurance must specifically name the Forest Preserve District of Will County (17540 W Laraway Rd. Joliet, IL 60433) as an "Additional Insured." Certificates that do not name FPDWC as an "Additional Insured" will not be accepted.

## RULES AND WAIVERS

**Please read all rules and sign the waiver below. The application with signature must be submitted in its entirety. Applications missing any pages will not be accepted. Photographs of the application will not be accepted.**

1. The permit holder is subject to all rules and regulations contained in the Forest Preserve District of Will County's General Use Ordinance No. 124, the Illinois Criminal Code, the Illinois Vehicle Code, and the Illinois Game and Fish Codes.
2. Falsification of information and/or violation of any of these rules or District ordinances will result in the denial and/or revocation of the permit, forfeiture of the fees, fines, and/or the cancellation/termination of the permitted event.
3. Permit holder must be 18 years of age or older and present throughout the duration of the event.
4. Permit holder must provide the Forest Preserve with a certificate of insurance naming the Forest Preserve District of Will County as an Additional Insured.
5. Permit holder must provide the Forest Preserve with a map of the event route if designated trails are being utilized during the event.
6. The permit is valid only for the date, time, and name listed on the permit.
7. Attendance must not exceed the amount listed on the permit.
8. The Forest Preserve reserves the right to close and/or limit access within preserves during regular open hours when safety and/or weather conditions warrant such actions.
9. All permit sales are final. Refunds will not be given for canceled events. The Forest Preserve is not responsible for events canceled due to inclement weather or other reasons.
10. Driving or parking on the grass, sidewalks, or trails is prohibited. Vehicles are only permitted in designated parking areas and on roadways.
11. Permit holder and all participants must stay on designated trails and walkways.
12. The Forest Preserve prohibits permit holders, guests, and the general public from scaling, entering, sitting or walking on historic sites/structures/ruins and protected habitat.
13. Dogs must be leashed. Leashes more than 10 feet are not allowed. Dogs are not allowed on designated nature trails. Owners must clean up after dogs.
14. All trash must be cleaned up and placed in designated receptacles upon departure.
15. Any signs, decorations, waste, tables, chairs, and any other items brought into the preserve for the event **MUST** be removed prior to departure.
16. Do not mark on or affix anything (tents, signs, banners, balloons, piñatas, etc.) to trees, Forest Preserve signs, shelters, structures, or buildings. Strapping, pinning, gluing, or stapling to any shelter post, table, or other preserve structure is prohibited.
17. Glitter, rice, silly string, confetti, birdseed, and water balloons are prohibited.

18. Using paint to mark a trail is prohibited. If an event requires marking of the trail, washable chalk must be used.
19. Promotional signs prior to the permitted activity are not allowed on Forest Preserve property.
20. Music and noise level should not be audible beyond the immediate vicinity, nor should it disturb other visitors or permitted groups.
21. Fireworks, pyrotechnics and other devices capable of discharging a projectile are prohibited.
22. Drones are prohibited.
23. Cutting trees, limbs, or shrubs is prohibited.
24. Start fires only in designated fire pits or grills. Building fires on the grass is prohibited. Fires must be extinguished before the reservation end time. Dispose of hot coals in fire pits and grills only. Propane heaters and portable firepits are not allowed.
25. The release of balloons is prohibited.
26. Pony rides, dunk tanks, inflatable slides, and water slides are prohibited.
27. Inflatable bounce houses must be supplied by a Forest Preserve District approved vendor.
28. Solicitation and/or of any products or services on District property is prohibited.
29. This permit does not grant exclusive use of the preserve or trail. Blocking any roadway, trail, or walkway for other preserve users is prohibited.
30. Permit holder and all guests must exit the preserve at the end time listed on the permit.
  - I acknowledge The Forest Preserve assumes no liability for any injuries that occur as a result of the permitted activity.
  - I agree to the Rules and Regulations as stated above and will abide by the Forest Preserve District of Will County General Regulation Use Ordinance #124.
  - I agree not to hold the Forest Preserve District of Will County liable for any loss or damage to persons or property arising from my use of the facilities or engaging in the activity for which this permit is granted.
  - I agree to defend and hold harmless the Forest Preserve District of Will County from any and all claims or actions brought by myself, my heirs, my guests, contractors or invitees, brought as a result of the exercise of the rights granted under this permit.
  - I have read and understand the rules of the Forest Preserve for the public lands and their usage. I attest that the information I have provided is factual, accurate and honestly represents the nature and intent of my event. Failure to abide by any of the above rules leaves the permit holder liable and susceptible to receiving a ticket and/or suspension from District property by Forest Preserve District of Will County Police.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Call 911 in an emergency.**

**In a non-emergency, call the Laraway Communication Center at 815.727.6191 to reach a Forest Preserve officer.**