

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 Recreation for final approval. Please describe your special request:

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

**Parking Passes:** Indicate Number Requested

\_\_\_\_\_ Passes (MAX 6 free for Boat Pav/Fire Cir/South Pav)

\_\_\_\_\_ Additional Passes (MAX 4 @ \$15 pass)

**Fees:**

Regular Permit Fee (\$100) ..... \_\_\_\_\_

Not for Profit Permit Fee (\$75) ..... \_\_\_\_\_

Refundable Litter Deposit (required) ..... \$150

Additional Parking Passes (up to 5 allowed – Upper South Lot) ..... \_\_\_\_\_ passes @ \$15/each

**Total:** \_\_\_\_\_

**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: \_\_\_\_\_ Jason Olson email: [olsonj@cityoflakeforest.com](mailto:olsonj@cityoflakeforest.com)

**Payment Method:**

\_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Visa / Mastercard / Discover Security Code \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**GENERAL REGULATIONS**

1. The Beach Pavilion reservation season is February 1<sup>st</sup> to November 1<sup>st</sup>. Reservation requests are accepted beginning February 1<sup>st</sup> for the applicable calendar year. Permits will not be issued for usage on holiday weekends or after November 1<sup>st</sup>.
2. Due to Forest Park Beach renovations in 2014, parking passes associated with pavilion rentals have been adjusted as Upper South Lot parking has changed. Rental of the Boat Pavilion/Fire Circle/South Pavilion will include up to 6 free parking passes. Applicants may apply for up to 4 more passes at \$15 per pass as part of their rental. Changes are reflected on the application. **Parking is not guaranteed if parking lots are full.**
3. Park pavilion reservation requests must be submitted to The Lake Forest Recreation Center during normal operating hours. Please call (847) 234-6700.
4. Reservations are available to Lake Forest residents, community organizations and schools. For-profit day care centers are not eligible for reservations. Commercial profit-generating events are not allowed. **Non-residents may not reserve pavilions.** The person making a reservation for a community organization or school must be a Lake Forest resident. If this is not possible, a person who is not a Lake Forest resident, but who is employed by the organization or school, may make the reservation.
5. Reservations are accepted for the Boat Launch Pavilion, the South Pavilion and the Fire Circle; the North Pavilion must remain open to all and may not be reserved. The maximum number of guests allowed in the Boat Pavilion will be limited to 50. The South Pavilion has a maximum occupancy of 100 and the Fire Circle, 25.
6. Written reservation requests must be submitted **at least ten (10) days prior to the date requested. Phone reservations are not accepted.**
7. Reservations for beach pavilions are prohibited when in conflict with public and Recreation Department activities.
8. A pavilion may be reserved for a maximum of four (4) hours on any day excluding holiday weekends (see Regulation #2) between February 1<sup>st</sup> and November 1<sup>st</sup>. The hours for pavilion rentals are from 6:00 AM through 10:30 PM. There must be a minimum of ½ hour between reservations in order to allow for garbage pick-up and light maintenance.
9. No individual or group may reserve more than one pavilion for use on the same day & during the same time frame.
10. The possession or consumption of alcohol is strictly prohibited.
11. Weddings or wedding receptions are not permitted either on the beach or in a beach pavilion.
12. Live music and DJs are subject to approval by the Approval by Superintendent of the Recreation Department.
13. Ten (10) picnic tables and four (4) grills are provided at the South Pavilion. Seven (7) picnic tables and three (3) grills are provided at the Boat Launch pavilion.
14. Two (2) picnic tables are provided along the walkway south of the Boat Launch Pavilion. They are available to all and may not be reserved.

15. Firewood is available between May 1<sup>st</sup> and November 1<sup>st</sup> at all pavilions. Firewood will be stocked daily; however, the City cannot guarantee the wood will still be available at the time of the scheduled event.
16. The renter agrees that while they use any Forest Park Beach Facility they will adhere to the requirements of the Americans with Disabilities Act (ADA). Further, the renter is responsible for compliance with the ADA and indemnifies the City of Lake Forest for liability arising out of the renter's failure to comply with the ADA.
17. Any other special requests not outlined above should be submitted in writing at least sixty (60) days prior to the desired reservation date for review by the Park and Recreation Board. The Board shall make the final decision as to whether to grant a special request.
18. By submitting the completed Application for Activity and Music Permit for Forest Park Beach, the renter or rental organization will assume any and all risks associated with their special use at Forest Park Beach.

#### **FEES**

19. The fee for a 4-hour Beach permit is \$100 regardless of the size of the group. Non-profit organizations will be charge \$75. All permitting groups are required to post a refundable \$150 litter deposit at the time of application. This deposit will be refunded upon satisfactory inspection of the site and within thirty (30) days of the conclusion of the activity. If the inspection proves unsatisfactory, the deposit will be applied to help defray the costs of clean-up.
20. Permit holders that cancel their reservation a minimum of 48 hours prior to the date of their reservation will receive all of their litter deposit back and 50% of their permit fee. Permit holders who do not cancel their reservation a minimum of 48 hours prior to the date of their reservation will receive all of their litter deposit back but none of their reservation fee back. Permit holders that change their reservation date a minimum of 48 hours prior to the date of their original reservation date may do so free of charge. Permit holders who do not change their reservation a minimum of 48 hour prior to the date of their reservation must resubmit a permit application; including the reservation fee (the litter deposit may be transferred).
21. The person making the reservation is the only person permitted to pay for the reservation. The permit holder must show identification when obtaining their permit.

#### **PARKING**

22. Any passes associated with the initial rental of a pavilion will be designated to the Lower South Lot.
23. Each permitted group may apply for a maximum of 4 additional parking passes which will allow either a resident or non-resident car to park in the Upper South Lot. These passes will be sold at \$15 per pass.
24. Individuals with disabilities and senior citizens are eligible for parking permits in the south lot providing they are part of a permitted picnic group and providing the number of permits issued conforms to #20 and #21.
25. Vehicles with a capacity of twelve (12) passengers or less and a proper permit may park in the Upper South Lot. Vehicles with a capacity greater than twelve (12) passengers may drop passengers on the upper level of Forest Park but may not park there or on the Beach level.
26. The City and/or its employees will not, in anyway, be liable for any clothing, personal belongings, etc. lost or stolen on the Forest Park property.