

PAVILION RULES AND REGULATIONS



You, the permit holder, acknowledge that the failure to comply with all of these rules and regulations may result in the forfeiture of your Security Deposit.

- Do not affix anything to ceiling, walls, doors, windows or floor. Tape and adhesive of any kind is not permitted on pavilion walls.
- Mylar (Foil) balloons are NOT permitted. Confetti balloons are NOT permitted.
- Confetti is not permitted

ARRIVAL & PARKING RULES

- Applicants may temporarily park in designated areas and to unload/load equipment 15 minutes prior to and after their event. Arrival to the venue before the permit start time will result in denial of entry or an additional charge.
- Additional set-up/tear-down time must be requested prior to event date and additional fees will apply. Time extensions will not be provided the day of the event.
- Driving/parking outside of the designated roadways and parking lots is strictly prohibited. Forest Preserve of Cook County (FPCC) does not guarantee access to any parking spaces, as all parking is open to the public, even during permitted events.
- Applicants may be provided with parking placards, if applicable, for event attendees and for vendors, which must be placed immediately in all guest vehicles upon arrival. Parking placards are only valid for the date(s) displayed on the front of the placard. Placards are assigned to applicants based on the attendance listed on the approved reservation.

PAVILION RULES

- Applicants are only granted the right to occupy the reserved indoor pavilion/room. FPCC does not grant exclusive use of the preserves in their entirety. Applicants may acquire additional grove space adjacent to pavilions but may not deny smaller groups access to the preserve or parking lots.
- Alcohol may be consumed on FPCC property by visitors of legal drinking age. However, consumers must produce adequate ID for proof of age upon request. Glass bottles are prohibited outside of the pavilions.
- All pavilions are considered non-smoking facilities. The use of all tobacco products is prohibited within the pavilion/room or within fifteen (15) feet of the entrance to the facility.
- Applicants are not allowed to move FPCC property (i.e., tables and chairs). Moving of tables must be approved and completed by the assigned Event Aide. Any floor plan changes the day of the event will result in additional fees or denial of request. Applicants are responsible for bringing all table & chair linens, FPCC does not provide them.
- No FPCC amenities (tables, chairs, utilities/power etc.) may be transferred from the pavilion to an outdoor space.
- No equipment may be brought on district property without prior written approval from the FPCC. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc. Designated areas for grilling will be identified by FPCC staff.
- The use of industrial size appliances (i.e., commercial coffee makers or hot boxes) are strictly prohibited.

- No guns, knives, firearms or weapons of any kind are allowed on any FPCC property.
- All amplified equipment, including DJ's, iPods, bands, etc. and all food/drink service must be stopped 30 minutes prior to the event end time.
- Kitchen area must be clean and clear of food. All counters and appliances should be wiped down and all trash should be picked up and placed in the trash receptacles. FPCC Staff will empty the trash before, during and after events.
- Except for service animals, live animals are prohibited from entry into the pavilions.
- Children must always be actively supervised.
- Charcoal - DO NOT dump charcoal on trees or grass areas. Hot coals can damage or kill trees. You must extinguish all grill fires and dump your charcoal in the charcoal disposal containers provided.
- Printed or electronic version of permit must be available for view upon request by FPCC personnel (including, but not limited to, FPCC Police) at the permit site on the day of the event.
- FPCC will provide an average of 8-10 picnic tables per outdoor grove, but that amount is not guaranteed. Patrons are welcome to bring additional tables and chairs as needed.
- Balloon releases, sparklers and fireworks are strictly prohibited.

DECORATIONS

- Only freestanding decorations are permitted. Do not affix anything to ceiling, walls, doors, windows or floor. Tape and adhesive of any kind is not permitted on pavilion walls.
- Mylar (Foil) balloons are NOT permitted. Confetti balloons are NOT permitted.
- Prohibited items include, but are not limited to: tacks, nails, staples, rice, birdseed, glitter, silly string, confetti, sidewalk chalk, putty, candles (inside and outside), propane tanks (inside the pavilion) and hot plates.
- All decorations and equipment brought on FPCC property must be completely removed off premises at the end of each event. This includes directional items placed on entry signs to the parking lot or pavilion. Failure to remove these may result in forfeiture of your security deposit as well as citations from the Forest Preserve Police.

EVENT SUPERVISION

- Prior to the event, tables and chairs will be set up according to the approved floor plan submitted.
- An employee will be present the full duration of all events. Their responsibilities consist of: assisting with minimal floor changes, inspecting the pavilion before, during and after the event, monitoring the event to ensure all rules are followed and securing the facility when the event has concluded.