



# Park District Of Oak Park

## CEREMONY PERMIT APPLICATION

Submit Application To:  
218 Madison St  
Oak Park, IL 60302  
(708) 383-5702 (fax)  
permits@oakparkparks.com

**INSTRUCTIONS:** Ceremony Permits are designed for groups of up to 75 people for the purposes of conducting a simple ceremony that may include photography or videography in a park. Larger groups or more complicated events requiring chairs, stages, amplified sound, etc. should apply for a Special Event Permit. Applicants should complete and submit this form, non-refundable application fee (\$10 for Oak Park residents or \$25 for non-residents), and \$50 permit fee for review at least 3 weeks prior to the date of the event. Incomplete applications will be denied.

**PLEASE NOTE:** This form is a "request" and does not serve as the actual permit. All applications must be approved by the Park District. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a copy of the approved final permit will be sent via e-mail.

### APPLICANT INFORMATION

EVENT CONTACT		ORGANIZATION /GROUP NAME (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

### LOCATION REQUEST

FIRST CHOICE	PARK REQUESTED	EVENT DATE(S)	START & END TIMES
SECOND CHOICE	PARK REQUESTED	EVENT DATE(S)	START & END TIMES

### EVENT INFORMATION

TYPE OF ACTIVITY	NUMBER OF INDIVIDUALS ATTENDING
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EVENT DESCRIPTION (Provide a detailed description of your event, including any items that will be brought into the park and names of any vendors, photographers, or videographers. Documents with this information may be attached.)

### WAIVER

By signing below, I agree to follow all Park District Rules & Regulations Governing Uses of Park Facilities and recognize that I am responsible for the actions of my guests. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District, including its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of person, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event; except to the extent caused in whole or in part by any negligent act or omission of a party being indemnified. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or the permit agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a park permit or the requirement of a deposit for future events.

Applicant Signature

Date

### PAYMENT INFORMATION

Payment Method:  Visa  Master Card  Check (#: \_\_\_\_\_)  Cash Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ on: \_\_\_\_\_ at: \_\_\_\_\_ Reservation #: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_  
(Initials) (Date) (Time) (Date)

Notes: \_\_\_\_\_

{ NOT VALID WITHOUT STAMP }