Westchester Park District
Picnic Permit Application

Please return the original application form and correct fees to:
Westchester Park District
Attn: Picnic
10201 Bond Street
Westchester, IL 60154-4359

Date: _____

Office Phone: 708.865.8200
Fax Number: 708.865.8242

Applicant/Contact Person: _____

Business/Organization/School _____

Address: _____

_____

Home Phone: ( ) _____ Alternate Phone: ( ) _____

Applicant Information *(please complete)*

Function Date: _____

Start Time: _____ AM/PM

End Time: _____ AM/PM

Est. # of people: _____

Location Desired: (please check one)

☐ **Gladstone Park** (North End)

☐ **Mayfair Park** (East of Bldg)

Applicant Information (please check)

☐ Resident family function

☐ Organization function

☐ School function

☐ Church function

☐ Business function

Please describe reason for this picnic.

_____

_____

Applicant Information (please check)

☐ Picnic Kit requested

☐ Portable toilet requested

☐ Tent requested (20 x 20)

☐ Grill permit request

☐ Sand volleyball permit

☐ Ball diamond permit

☐ Other _____

Note: There are no refunds issued for fees due to inclement weather. Cancellation of any rental equipment such as portable toilets and tents must be done at least one week in advance in order to receive a refund.

FEE SCHEDULE *(To be filled out by Office Personnel)*

Item/Applicant	Resident	School/Church/Organization	Business
Permit 20 – 49 people	☐ $ 20.00	☐ $ 20.00	☐ $ 50.00
Permit 50 + people	☐ $ 20.00	☐ $ 20.00	☐ $ 150.00
Picnic Kit	☐ $ 25.00	☐ $ 25.00	☐ $ 25.00
Picnic Kit Deposit*	☐ $ 75.00	☐ $ 75.00	☐ $ 75.00
Portable Toilet * Market Price	☐ $	☐ $	☐ $
Tent (20 x20) * Market Price	☐ $	☐ $	☐ $
DEPOSIT TOTAL	$	$	$
FEE TOTAL	$	$	$

* A Visa/MasterCard/Discover credit card number is **required** in order to rent a tent or portable toilet. A credit card may also be provided for the Picnic Kit deposit. By signing the authorization, the renter agrees to pay all charges related to any loss or damages to the rental property.

Method for fee payment: ___ Cash ___ Check #_____ ___Visa ___MasterCard ___Discover

Deposit on file: ___ Cash ___Visa ___MasterCard ___Discover

Credit Card Info: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiration Date: _____

Authorized Signature: _____ Date: _____