

SITE NAME: \_\_\_\_\_

SITE SUPERINTENDENT: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_



## ACTIVITY PERMIT

This Activity Permit is for groups or individuals who want to conduct a special activity on Illinois Department of Natural Resources (IDNR) managed site(s) and is codified in the Department's Administrative Rules, Title 17, Part 110.4. This permit supersedes all other versions **and is not a permit for the selling of items**. This Permit must be submitted to the area's Site Superintendent at least 14 days prior to the activity date.

### ACTIVITY PERMIT USES AND INSTRUCTIONS

Activity Permits are required to be submitted when usage is for an organized activity at a Park/Site and/or risk of liability is present. The following guidelines will apply when issuing an Activity Permit:

#### Guidelines for completing Activity Permits:

1. PERMITTEE agrees to pay a non-refundable fee of Twenty-five dollars (\$25) to IDNR AND shall not transfer or assign this Permit without authorization from IDNR. Other fees and exclusion may apply, depending on the proposed site, hours of event, and staff resources required.

**ACTIVITY FEE PAID:**                      YES                      NO

2. Any and All fees being charged for participation in or association with the event are subject to the fee structure established in the Permit to Sell, regardless of where the fees are collected, excluding the \$25.00 Activity Permit fee.
3. Events shall not jeopardize the character, integrity, or natural resources, of a site or park. Additionally, Historic Sites and House Museums may not be able to accommodate requests that contradict sound stewardship of those facilities.
4. If the activity requires set-up or wrap-up on site, include those dates and details in the permit.
5. PERMITTEE **MUST** provide additional liability protection as follows:
  - General commercial liability insurance to cover all aspects of the operation commensurate with industry standards for personal injury and property damage in the amounts of \$1,000,000 per occurrence, with a \$2,000,000 aggregate.
  - If beer, wine or other alcohol is sold or served, Permittee shall also provide Dram Shop Insurance in the amount of \$1,000,000.
  - This certificate must show ILLINOIS DEPARTMENT OF NATURAL RESOURCES, as "ADDITIONAL INSURED" for the above referenced location and term.
  - PERMITTEE attaches a copy of the Certificate of Insurance and Dram Shop Insurance, if applicable, with this Activity Permit.

**(CHECK BOX FOR APPLICABLE PARAGRAPH)**

PERMITTEE will obtain general liability insurance covering bodily injury at least 72 hours prior to the activity date. The insurance certificate **MUST** show ILLINOIS DEPARTMENT OF NATURAL RESOURCES as additionally insured (policy holder) and **MUST** show the activity location (site/area/name) and dates of the coverage, **and/or**;

PERMITTEE will provide liability releases (waivers) signed by each participant in the permitted activity, fully indemnifying the ILLINOIS DEPARTMENT OF NATURAL RESOURCES, at least 72 hours prior to the activity date. A copy of the waiver **MUST** be submitted with the Activity Permit. Copies of the signed waivers shall remain on site. (See attached IDNR waiver).

6. **Site Superintendents have the option of approving or disapproving issuance of Activity Permits.** If approved, permits will be signed and forwarded to the Division office for approval and processing. If permit is not approved at the site level, the Site Superintendent will notify the Regional Land Manager for concurrence prior to sending the permit back to the PERMITTEE explaining why the permit was denied.
7. The Division office will distribute approved Activity Permits as follows:
 

Original:	Office of Land Management
Copy:	Site Superintendent
Copy:	Permittee
8. PERMITTEE shall not unlawfully discriminate on the basis of race, color, sex, national origin, age, or handicap.
9. PERMITTEE shall notify IDNR prior to the commencement of PERMITTEE'S activities upon the subject premises, and shall comply with additional directions or instructions provided by IDNR.
10. PERMITTEE covenants and agrees that PERMITTEE will indemnify and hold harmless, protect and defend, at PERMITTEE'S own cost and expense, IDNR, its property, agents, servants, employees, assigns, successors, transferees, licensees, invitees, or other persons or property standing in the interest of the State of Illinois, of and from any and all risks, suits, damages, expenses or claims due to the negligence of PERMITTEE or arising any way from the granting of this Permit.
11. PERMITTEE agrees that immediately following all activities allowed in this Permit, PERMITTEE shall cause the subject premises to be cleaned of all litter, debris, etc., and be restored to the fullest extent possible to their former or pre-existing condition, to the satisfaction of IDNR.
12. PERMITTEE shall comply with all Federal, State, and local laws, rules and regulations. This Permit shall be in effect only for the date(s) described on this Permit and is subject to immediate cancellation by IDNR upon notice to PERMITTEE.
13. This Permit is nonexclusive, and IDNR reserves the right of ingress and egress and usage of the premises in the discharge of its duties and responsibilities. Further, IDNR expressly reserve the right to allow use by the public for recreational purposes.

**Please type or print in ink:**Permit requested by: *(Please Attach Flyers or Brochures if applicable)*

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Day/Date of Event: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Event (Type of Activity): \_\_\_\_\_

Area within Park: \_\_\_\_\_  
(Highlight Area on Map if available)

1. Any Special Requests required for your activity; such as utilities, access, trash removal, manpower for set up or tear down. Please be specific: \_\_\_\_\_
2. Number of Participants: \_\_\_\_\_ Parking Requirements (Number of Vehicles): \_\_\_\_\_
3. Are there any fees to participate in this event? \_\_\_\_ Yes \_\_\_\_ No **(If Yes, please complete the form in the following link and submit with this Activity Permit: PermitToSell).**  
Entry Fee Per Person \$ \_\_\_\_\_ Entry Fee Per Vendor \$ \_\_\_\_\_
4. Are you providing additional info, as required, to specify activity or vendor?  
Attachment: \_\_\_\_ Yes \_\_\_\_ No
5. Will Raffle Tickets be sold at this event? \_\_\_\_ Yes \_\_\_\_ No **(If Yes, please complete the form in the following link and submit with this Activity Permit: PermitToSell).**
6. Are there any other items being offered for sale at this event? \_\_\_\_ Yes \_\_\_\_ No **(If Yes, please complete the form in the following link and submit with this Activity Permit: PermitToSell).**
7. Does your activity involve filming at/on this site? \_\_\_\_ Yes \_\_\_\_ No **(If Yes, please complete the form in the following link and submit with this Activity Permit: Filming/Photography Questionnaire).**

PERMITTEE Signature: \_\_\_\_\_

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

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**OFFICE USE ONLY**

Approved

Denied

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Site Superintendent

Date

Approved

Denied

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Regional Land Manager

Date

Approved

Denied

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Director, Office of Land Management

Date

Additional Comments or Reason for Denial: \_\_\_\_\_

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