



One Olde Half Day Road
Lincolnshire, IL 60069-3035
847•883•8600
847•883•8608 (FAX)



Permit No.: _____

NORTH PARK FIREPLACE USAGE PERMIT

Name of Organization : _____

Name of Resident: _____

Address of Resident: _____

Home Phone No.: _____ Business Phone No.: _____

Number of people who will attend the activity: _____

Date and Time Requested: _____ From: _____ To: _____

On behalf of _____ (organization), I have read the Village of Lincolnshire Ordinance No. 82-704-11, or Title 8, Chapter 1B of the Village of Lincolnshire Municipal Code and the Fireplace Usage Policy. I do hereby agree to comply with the rules and regulations outlined in the Ordinance and Fireplace Usage Policy. (Fireplace Usage Policy on the reverse side.)

(Signed)

PAYMENT (rates specified in Comprehensive Fee Schedule):

Resident:	Non-Resident:
User's fee: \$50.00	User's fee: \$100.00
Refundable deposit: \$25.00	Refundable deposit of \$50.00

Date Paid: _____ Check No.: _____ Amount Paid: _____

For Office Use Only

Fireplace Opened By: _____ Fireplace Closed By: _____

Fire Wood Deposited By: _____

Condition of Fireplace Area: _____

Comments: _____

NORTH PARK FIREPLACE USAGE POLICY

1. If the Applicant intends on using the shelter, where the fireplace is located, for any type activity related to food or the service of food, a Picnic Permit must be acquired.
2. The Applicant (the individual who has completed and signed the Picnic Permit and/or the Fireplace Usage Permit) must arrive within one half hour of the reserved time or use of the fireplace will be forfeited.
3. The Applicant is responsible for the actions of the group they represent. The park and fireplace must be left in as good of condition as when the Applicant arrived or the Applicant risks loss of their deposit and other possible fines.
4. The Applicant must be aged 21 or over and, if applying for anyone under the age of 21, is responsible to provide adult supervision to any youth or children present.
5. Fires are limited to the fireplace only. No other open fires are allowed in this Village park.
6. The Village of Lincolnshire will provide all necessary wood to be used in the fireplace. No other wood may be brought into or used in the fireplace or park. No trees, plants or any other materials found in the park are to be used as fuel for the fire. Anyone found to have removed wood from the surrounding natural area for use in the fireplace will risk loss of their deposit and a \$1,000 fine.
7. Application for a Fireplace Permit must be made a minimum of 10 days prior to the requested use date.
8. If the Applicant wishes to change or cancel the permit date, the Applicant must submit in writing, a minimum of 10 days prior to the requested date, a request to cancel. This request must be submitted to the Village of Lincolnshire, One Olde Half Day Road, Lincolnshire, IL 60069. Requests received more than 10 days from the permitted date will receive a refund of the fee/deposit. The fee for the Picnic Permit is non refundable.

However, if the Applicant requests to cancel the permit within 10 days of the permitted date, the Applicant will only receive a refund of the deposit. All other fees paid for use of the Fireplace, including any fees related to a Picnic Permit will not be refunded.
9. The Applicant, in completing the Fireplace Usage Permit agrees to abide by those rules and regulations as outlined in the Village of Lincolnshire Ordinance No. 82-704-11, Title 8, Chapter 1B of the Village of Lincolnshire Municipal Code and the Fireplace Usage Policy.
10. Final approval of this permit is dependent upon the availability of staff.

Revised - 2009