



BUFFALO
GROVE
PARK
DISTRICT

Special Event Inquiry

Today's Date _____

Name (Person requesting Permit)

Organization

Name of Event

Number of Expected Participants

Address

City

Zip Code

Home Phone

Work Phone

Cell Phone

Email (required)

Park or Field Requested

Event Description/Narrative

Event Category

- Athletic/Recreation
- Exhibit
- Special Attraction _____
- Concert/Performance
- Parade/Procession/March
- Festival/Celebration
- Dance

Event Date(s) and Times

	Date	Time	Day of Week
Set Up	_____	_____	_____
Event Starts	_____	_____	_____
Event Ends	_____	_____	_____
Dismantle	_____	_____	_____

To inquire about hosting a special event on Buffalo Grove Park District property, please submit this completed form to parkpermits@bgparks.org, Alcott Center, 530 Bernard Drive, Buffalo Grove, IL 60089, or fax to 847.459.5741.