

Village of Hinsdale
Special Use Request Form

Organization Making Request*: _____

Contact Information Name*: _____

Address*: _____

Daytime Phone*: _____

FAX Number: _____

E-mail Address*: _____

*Please indicate in the boxes above your preferred method of being contacted with approval**

Facility*: _____

Location within Facility (Specific)*: _____

Name of Event*: _____

Event Description*: _____

Date(s) of Event*: _____

Requested Time Period*: _____

Is your agency Non-Profit (provide Tax ID # _____)

For Profit

**Required Information*

To be completed by the Village of Hinsdale

Signature of Approval of the Superintendent of Parks and Recreation: _____

Date: _____

Important Notes for Applicants: *This completed form must be received by the Superintendent of Parks and Recreation a minimum of six weeks prior to the requested time period. Requests will be approved on an individual basis. Submitting a request does not guarantee the approval of said request. You will receive confirmation of approval. Application must include a schedule of events and a detailed site plan. The fee is \$500/2 hours for park usage. The fee may increase based on scheduled activities or time frame of the event.*

Village of Hinsdale Parks and Recreation
19 East Chicago Avenue, Hinsdale, IL 60521
Phone: (630) 789-7090 Fax: (630) 789-7016