

**Permit #**

\*\*SKIPPED\*\*

**\* BUSINESS OR ORGANIZATION NAME**

CSF Illinois

*Community Services Foundation*

**\* BUSINESS OR ORGANIZATION NAME ADDRESS**

18230 Orland Parkway  
Orland Park Illinois 60467

**\* PHONE #**

(708) 469-9602

**\* EMAIL**

esimcox@csfil.org

**\* CONTACT PERSON**

Elise Simcox

**\* CONTACT PERSON ADDRESS**

18230 Orland Parkway  
Orland Park Illinois 60467

**\* PHONE #**

(708) 469-9602

**\* EMAIL**

esimcox@csfil.org

**\* CHAIRPERSON OF SPECIAL EVENT**

Mary Pat Ambrosino

**\* CHAIRPERSON ADDRESS**

18230 Orland Parkway  
Orland Park Illinois 60467

**\* PHONE #**

(708) 469-9602

**\* EMAIL**

esimcox@csfil.org

**\* EVENT DAY CONTACT PERSON**

Elise Simcox

**\* EVENT DAY CONTACT PERSON ADDRESS**

18230 Orland Parkway  
Orland Park Illinois 60467

**\* PHONE #**

(708) 469-9602

**\* EVENT DAY CONTACT PERSON EMAIL**

esimcox@csfil.org

**\* LOCATION AND ADDRESS OF EVENT**

18230 Orland Parkway

**\* TYPE OF EVENT:**

5k Race

**\* EVENT ON PUBLIC PROPERTY**

MOVING EVENT

**\* EVENT ON PRIVATE PROPERTY**

OUTDOOR EVENT

COMMERCIAL FILMING/PICTURES

**\* DESCRIPTION OF EVENT**

We are hosting a Christmas in July 5k walk/run. This event will help raise money to support individuals with intellectual disabilities.

**\* LIST DATES OF EVENT WITH HOURS OF OPERATION**

July 25, 2023 from 6:00pm- 8:00pm

**\* SET-UP DATE & TIME**

07/25/2024 4:00 PM

**\* TEAR-DOWN DATE & TIME**

07/19/2024 8:00 PM

**\* APPROXIMATE NUMBER OF PERSONS INVITED AND/OR EXPECTED TO ATTEND OR PARTICIPATE**

100-150

(Additional Fees May Apply)

**\* WILL FOOD BE SERVED?**

YES

**\* WILL YOUR EVENT INCLUDE A FOOD TRUCK? (Food being prepared and served from the vehicle)**

NO

**\* WILL ALCOHOL BE SERVED? (If YES, contact Mayor's Office at 708-403-6160 and complete the "Application for Temporary Liquor License.")**

YES

**PHONE #**

\*\*SKIPPED\*\*

**EMAIL**

\*\*SKIPPED\*\*

**\* WILL GENERATORS BE UTILIZED?**

NO

**If YES, please describe the size/type:**

\*\*SKIPPED\*\*

**\* WILL THERE BE A RAFFLE? (Contact Village Clerk at 708-403-6150)**

NO

**PHONE #**

\*\*SKIPPED\*\*

**EMAIL**

esimcox@csfil.org

**\* WILL THERE BE LIVE ENTERTAINMENT? (Music must end by 10:30PM Sun-Th, 11:30PM Fri-Sat)**

YES

**\* WILL THERE BE TEMPORARY SIGNAGE? (Banners, Inflatables, Etc.)**

NO

**\* WILL THERE BE A TENT?**

YES

**\* WILL THERE BE ANY STRUCTURES OTHER THAN A TENT? (Stage, Etc.)**

NO

**If YES, list structures:**

\*\*SKIPPED\*\*

**\* WILL THERE BE ANY ROAD OR SIDEWALK OR RIGHT-OF-WAY CLOSURES?**

NO

**\* WILL THE EVENT BEGIN AT ONE LOCATION AND TERMINATE AT ANOTHER?**

NO

If YES, complete the questions below. If NO, sign and date to complete application.

**1. The route to be traveled, the starting point, the termination point, and the location of any stopping point, speakers' platforms, or similar, if any. (A. Provide Map, B. Google Aerial Image with route traced is OK.)**

\*\*SKIPPED\*\*

Attachment

Christmas in July 5K Course Map.pdf

**2. The approximate number of persons who, and animals and vehicles which, will constitute the event, types of animals, and description of the vehicles.**  
150 guests, no vehicles or animals.

**3. The hours when the event will start and terminate.**

6:00pm-8:00pm

**4. Please provide a statement as to whether the event will occupy all or a portion of the width of the streets proposed to be traversed.**

No- unpaved trail and event will occur on property of Community Services Foundation

**5. The location of any assembly areas for the event.**

18230 Orland Parkway Orland Park, IL 60467

**6. The time and location at which units of the event will begin to assemble at any such assembly area or areas.**

4:00pm

Please attach the above information if your event falls into the applicable category.

**\* APPLICANT NAME**

Elise Simcox

**\* DATE**

10/19/2023

\* I attest that the information provided above is to the best of my knowledge accurate. I understand that by checking this box and providing my name and date above, this also acts as my signature.

Checking this box also acts as my signature.

## Tiffany Cooper

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**From:** Elise Simcox <esimcox@csfil.org>  
**Sent:** Monday, June 10, 2024 10:15 AM  
**To:** Tiffany Cooper  
**Subject:** Fwd: Fw: Phone Call  
**Attachments:** Outlook-A close up.png

[External Mail] Use caution with links and attachments.

Hey Tiffany,

Here is my chain with Courtney regarding the insurance permit being the last thing we need!

----- Forwarded message -----

**From:** Courtney Hoskin (Forest Preserve District) <[Courtney.Hoskin@cookcountyil.gov](mailto:Courtney.Hoskin@cookcountyil.gov)>  
**Date:** Wed, Feb 21, 2024 at 1:45 PM  
**Subject:** Re: Fw: Phone Call  
**To:** Elise Simcox <[esimcox@csfil.org](mailto:esimcox@csfil.org)>

We need the cert to reflect the coverage after 7/1/24. Then it will be sent for review and finalized by my manager.

Thank you,

Courtney Hoskin  
Permits Assistant  
PRC-Permits, Revenue, Concessions  
O: 708-771-1057 • C: 847-715-6676

Forest Preserves of Cook County

536 N Harlem Ave • River Forest, IL 60305

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The Forest Preserves of Cook County acknowledges that we are on the lands of the Council of Three Fires—the Ojibwa, Ottawa and Potawatomi—as well as the Miami, Ho-Chunk, Menominee, Sauk and Meskwaki peoples. Read our full Land Acknowledgment.

The Forest Preserves GHQ Permit Office is currently open Monday-Friday by appointment & Walk-ins. To book an appointment, ([Click Here](#)).

The Forest Preserves Dan Ryan Woods Visitor Center Permit Office is currently open Monday-Friday by appointment & Walk-ins. To book an appointment, ([Click Here](#)).

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**From:** Elise Simcox <[esimcox@csfil.org](mailto:esimcox@csfil.org)>

**Sent:** Wednesday, February 21, 2024 8:21 AM

**To:** Courtney Hoskin (Forest Preserve District) <[Courtney.Hoskin@cookcountyil.gov](mailto:Courtney.Hoskin@cookcountyil.gov)>

**Subject:** Re: Fw: Phone Call

**External Message Disclaimer**

This message originated from an external source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Hey Courtney,

Just wanted to follow up with our temporary COI Certificates for our 5k on July 25th. I believe this was the final piece we needed for our application to be totally finished- let me know once CCFP is totally approved I am able to send it into the Village of Orland Park for approval as well.

On Thu, Dec 14, 2023 at 11:13 AM Courtney Hoskin (Forest Preserve District) <[Courtney.Hoskin@cookcountyil.gov](mailto:Courtney.Hoskin@cookcountyil.gov)> wrote:

As per the message I left on 11/20/23 via phone, we cannot enter applications without routes. I just called you twice it went to VM. I entered application in as a courtesy. Please send route no later than end of business day today if possible 😊

Thank you,

Courtney Hoskin  
Permits Assistant  
PRC-Permits, Revenue, Concessions  
O: 708-771-1057 • C: 847-715-6676

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**From:** Courtney Hoskin (Forest Preserve District)  
**Sent:** Thursday, December 14, 2023 11:07 AM  
**To:** Elise Simcox <[esimcox@gscenter.org](mailto:esimcox@gscenter.org)>  
**Subject:** Phone Call

As per the message I left on 11/20/23 via phone, we cannot enter applications without routes. I just called you twice it went to VM. I entered application in as a courtesy. Please send route no later than end of business day today if possible 😊

Thank you,

Courtney Hoskin  
Permits Assistant  
PRC-Permits, Revenue, Concessions  
O: 708-771-1057 • C: 847-715-6676

Forest Preserves of Cook County

536 N Harlem Ave • River Forest, IL 60305

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The Forest Preserves Dan Ryan Woods Visitor Center Permit Office is currently open Monday-Friday by appointment & Walk-ins. To book an appointment, ([Click Here](#)).

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Thanks!

**Elise M. Simcox**  
**Director of Development**  
**Community Services Foundation**  
[esimcox@csfil.org](mailto:esimcox@csfil.org)  
O-708-765-3081  
[www.csfil.org](http://www.csfil.org)



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Thanks!

**Elise M. Simcox**  
**Director of Development**  
**Community Services Foundation**

[esimcox@csfil.org](mailto:esimcox@csfil.org)

O-708-765-3081

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## Tiffany Cooper

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**From:** Tiffany Cooper  
**Sent:** Monday, June 10, 2024 10:26 AM  
**To:** Elise Simcox  
**Cc:** Kyle Moy  
**Subject:** RE: Special Event Permit - 18230 Orland Parkway

Hi Elise,

Per our conversation, July 1<sup>st</sup> is fine for the approval. If the shade tent is one of the 10x10 pop-ups, I would still fill out the application for that. It won't require an inspection but we'll have it on file.

I'll speak with Kyle regarding the pretzels and I'll keep you posted on the Board approval status.

Thank you!

**Tiffany Cooper** | Executive Assistant/Development Services  
Village of Orland Park  
14700 Ravinia Avenue | Orland Park, Illinois 60462  
Phone: 708.403.6123 | [tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)



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**From:** Elise Simcox <[esimcox@csfil.org](mailto:esimcox@csfil.org)>  
**Sent:** Monday, June 10, 2024 10:04 AM  
**To:** Tiffany Cooper <[tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)>  
**Cc:** Kyle Moy <[kmoy@orlandpark.org](mailto:kmoy@orlandpark.org)>  
**Subject:** Re: Special Event Permit - 18230 Orland Parkway

**[External Mail]** Use caution with links and attachments.

We will not need a tent permit (there are none on non-private property, and really none on our own private property besides a small shade tent).

On Mon, Jun 10, 2024 at 10:00 AM Elise Simcox <[esimcox@csfil.org](mailto:esimcox@csfil.org)> wrote:

Hello,

Yes we will need an event permit. The issue is our fiscal year is July 1, so our insurance certificate will be available that day. I have to wait until I have that document to 'finish' my process with Cook County in order to give you the official 'approval'. (The event is approved in their system besides that one, singular document')

We did this last year with no issue but if there is something I can provide you with prior please let me know any and all documents needed.

Besides the actual running portion of the event (on the Cook County Forest Preserve Property) the event is held on our private property entirely.

On Mon, Jun 10, 2024 at 9:55 AM Tiffany Cooper <[tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)> wrote:

Hi Elise,

I just wanted to touch base with you regarding your Christmas in July 5K event on July 25, 2024.

I believe you originally spoke with Allison in January per the emails below, but if you need the permits please let me know and we will need the additional documents Allison requested below.

Your event will have to go to our Board for approval. Any event expecting more than 100 people has to get Board approval. I am going to get you on the next meeting which is June 17, 2024. You are not required to attend meeting.

Please let me know if you have any questions.

Thank you,

**Tiffany Cooper** | Executive Assistant/Development Services

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Phone: 708.403.6123 | [tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)



**From:** Allison Izguerra <[aizguerra@orlandpark.org](mailto:aizguerra@orlandpark.org)>

**Sent:** Monday, January 15, 2024 11:58 AM

**To:** [esimcox@csfil.org](mailto:esimcox@csfil.org)

**Cc:** Kyle Moy <[kmoy@orlandpark.org](mailto:kmoy@orlandpark.org)>; Tiffany Cooper <[tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)>

**Subject:** RE: Special Event Permit - 18230 Orland Parkway

My apologies I forgot to include the following:

- Site plan showing where the tent will be, food truck location, entertainment, race location, etc
- Description of live entertainment
- "Christmas in July 5k Course Map pdf"

Thanks!

**Allison Izguerra** | Associate Planner

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6246 | [aizguerra@orlandpark.org](mailto:aizguerra@orlandpark.org)



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**From:** Allison Izguerra

**Sent:** Monday, January 15, 2024 11:55 AM

**To:** 'esimcox@csfil.org' <[esimcox@csfil.org](mailto:esimcox@csfil.org)>

**Cc:** Kyle Moy <[kmoy@orlandpark.org](mailto:kmoy@orlandpark.org)>; Tiffany Cooper <[tcooper@orlandpark.org](mailto:tcooper@orlandpark.org)>

**Subject:** Special Event Permit - 18230 Orland Parkway

Hi Elise,

As discussed over the phone, please send me the following documents:

- Tent Permit Application
- Temporary Food Service Application

- Approval from Cook County for forest preserve use
- If alcohol is served, please contact Bonnie Carpenter at 708-403-6160

I have cc'd our Health Inspector Kyle Moy, and Executive Assistant Tiffany Cooper. Please let us know if you have any additional questions.

Thank you!

**Allison Izguerra** | Associate Planner

Village of Orland Park

14700 Ravinia Avenue | Orland Park, Illinois 60462

Ph. 708.403.6246 | [aizguerra@orlandpark.org](mailto:aizguerra@orlandpark.org)



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Thanks!

**Elise M. Simcox**  
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Thanks!

**Elise M. Simcox**  
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