



SPECIAL EVENT VENUE APPLICATION

PERMIT APPLICATION PROCESS HIGHLIGHTS

1. Visit <https://www.chicagoparkdistrict.com/permits-rentals/special-event-venues>
2. The initial review process takes a minimum of 14 days. Conditional approval of event is sent via email.
3. Upon receipt of conditional approval, additional fees and documents are due according to the deadlines below. These fees can be located at <https://www.chicagoparkdistrict.com/permits-rentals/special-event-venues>. Each special event venue will have all fees listed under sites- information and rates.
4. Each event is required to obtain insurance listing the Chicago Park District at 541 N Fairbanks, Chicago Il 60611 listed as additionally insured.
5. Once all the Park District's requirements have been fulfilled, the Chicago Park District will issue an approval for your Special Event Venue Permit for the event via email.
6. Security deposit will be submitted for processing within 30 business days after the event.

FEE AND DOCUMENT DEADLINE

SPECIAL EVENT VENUES		
Item	Due Date	Penalty
Non Refundable Reservation Down Payment (50% of Room Rental Fee + \$35 Application Fee	7 days from receipt of conditional approval	May result in the cancellation of the event.
Payment of balance	180 days prior to reservation	May result in the cancellation of the event.
Document submission	45 days prior to reservation	May result in the cancellation of the event.

APPLICATION AMENDMENTS

Amendments include date and location change

- Requests must be made in writing.

CANCELLATION POLICY

- To cancel the Event, the Applicant shall send notice to the Chicago Park District in writing, no later than six (6) months prior to the date of the scheduled Event. If cancellation is received at least six (6) months prior to the Event, a full refund less the Reservation Down Payment and Application Fee will be made All payments except the Security Deposit are forfeited if the Applicant cancels less than six (6) months before the Event. Applicant cancels less than six (6) months before the Event. The Reservation Down Payment is never refundable or transferable. No refunds or rain dates are available due to inclement weather.



CHICAGO PARK DISTRICT

SPECIAL EVENT VENUE APPLICATION

APPLICANT INFORMATION

			TODAY'S DATE	
NAME OF APPLICANT <i>(name identified in Signature section on page 10)</i>		DATE OF BIRTH	DRIVER'S/STATE ID#	
E-MAIL ADDRESS		CELL PHONE	ALTERNATE PHONE	
ADDRESS		CITY	STATE	ZIP CODE

EVENT INFORMATION

EVENT NAME		NAME OF EVENT ORGANIZER/PRODUCER		
EVENT DAY ON-SITE CONTACT <i>(if different from Applicant)</i>		CELL PHONE		
PARTICIPANTS		SPECTATORS	TOTAL ATTENDANCE	

The Chicago Park District is interested in learning more about park users. Please select the age group(s) which best describes your event participants. (Responding to this question is optional)

Youth (17 and younger)
 Young Adult (18-34)
 Adult (35-59)
 Seniors (60+)
 All Ages/Family

EVENT HISTORY: Has this event been previously held?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes Event Name: _____
 Location: _____ Date: _____

1ST CHOICE

SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION

2ND CHOICE

SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION

NOTE: Time for set-up and teardown are included in rental time, and all events must be completed by 11 p.m., including teardown time, unless approved in advance in writing by the Chicago Park District.

EVENT DAY ON-SITE CONTACT <i>(if different from Applicant)</i>	CELL PHONE
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EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Definitions of Applicant, Producer, and Sponsoring Organization are located on page 19. Please check No or Yes below. If Yes, please provide additional information as requested below. If No, please skip to the next section below.

No Yes **→** **Name of Organization:** _____

SPONSORING ORGANIZATION CONTACT NAME <i>(if applicable)</i>		SPONSORING ORG. CONTACT PHONE	
ADDRESS	CITY	STATE	ZIP CODE

Endorsement Letter: Submit an endorsement letter from the sponsoring organization, on their official letterhead, stating they have authorized the applicant to organize the event on their behalf

NON-PROFIT DISCOUNT: In requesting a Non-profit discount the applicant attests that 100% net proceeds shall inure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person. If the applicant and sponsoring organization fail to produce documents at the request of the Chicago Park District and/or the documents are falsified, the applicant will be responsible for payment of 100% of the permit rental fee and all applicable penalties. In addition, The Chicago Park District may deny future Special Event Venue Permit requests.

Verification of not-for-profit status: Attach current verification of not-for-profit status of the sponsoring organization. (Acceptable forms provided by US Federal Government or State of IL).

Endorsement Letter: Attach an endorsement letter from the sponsoring organization, on their letterhead, stating they have authorized the applicant to raise funds to directly benefit the sponsoring organization on their behalf.

HOW DID YOU HEAR ABOUT PARK DISTRICT VENUES?

How did you hear about this venue for private rentals? Please Select One

- Modern Luxury
- Chicago Style Weddings
- Wedding Wire
- Wedding Spot
- Open House
- Friend or Family
- Vendor Referral
- Other

EVENT DESCRIPTION

Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

EVENT DETAILS

ADMISSION/ENTRY PROCEDURE

How will your event be attended? (Please check all that apply.)

Tickets for Purchase: \$ _____ Suggested Donation: \$ _____

By Invitation Only Free to Public Other: _____

EVENT FEATURES AND INFRASTRUCTURE

All event features are subject to the approval of the Chicago Park District (Park District). Additionally, certain event features including but not limited to street closures and alcohol may require separate permits from the City of Chicago and State of Illinois. For information regarding City of Chicago permits, please refer to the Department of Cultural Affairs and Special Events (DCASE) Special Event Permit Package, contact either of the numbers noted below, or contact the City of Chicago Department of Cultural Affairs and Special Events (DCASE) at (312) 744-3315. Failure to submit the required information or documentation and/or failure to obtain approval from a Commander, local Alderman, or other governing city or state agency may be cause for denial of specific features of a special event permit or denial of a special event permit in its entirety.

ALCOHOL

Liquor liability and contingent liquor liability insurance is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Chicago Park District as additional insured.

ALCOHOL SERVICE: **Are you requesting permission to serve alcohol at your event?**

No Yes **→** If Yes, a caterer on the Chicago Park District Preferred Professionals List must **provide** and **serve** the alcohol for your event. Food service must accompany alcohol service. Cash bars are not allowed. The List can be found at www.chicagoparkdistrict.com.

FOOD SERVICE: **Are you serving food at your event?**

No Yes **→** If Yes, a caterer on the Chicago Park District Preferred Professionals List must **provide** and **serve** the food for your event. The List can be found at www.chicagoparkdistrict.com.

AMPLIFIED SOUND

(Amplified sound must be directed away from residences and must comply with sections 8-32-010 through 8-32-170 of the Chicago Municipal Code.) Please note amplified sound is not allowed in all parks. Check with the permit coordinator for details.

Are you requesting permission to have amplified sound? (Please check No or Yes below. If Yes, please provide additional information as requested below.) **Please note:** If you're using generators for amplified sound, generators that minimize the impact to the environment are preferred (i.e. generators that run on biodiesel or other renewable or less emissions fuels). Please describe how you will minimize the impact of generators for amplified sound.

No Yes **→** **Hours of Amplified Sound (during event):** _____ To _____

Hours of Amplified Sound (sound checks): _____ To _____

(Please document any modification to the amplified sound schedule information above during a multiple day event if applicable)

Purpose (announcements/music): _____

Description: (i) indicate on the map discussed in the Site Map section the location of the sound system, location of all speakers, and direction of the sound, and on a separate sheet(s), provide (ii) an overview of the purpose and plans for amplified sound, (iii) a description of the sound system, and (iv) a description of how you will minimize the impact of any generators used for the amplified sound system.

Describe Sound System: _____

LIVE ENTERTAINMENT

Are you planning to provide live entertainment as a feature of your event?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes **→** **Description:** _____

Please see the Stages and Platforms section for more detail and requirements for any stage and platform that will be used for live entertainment.

EVENT FEATURES AND INFRASTRUCTURE (CONT.)

GENERATORS may require additional permitting according to Chapter 4-355 of the Chicago Municipal Code

Will your event include the use of generators?

(Please check No or Yes below. If Yes, please provide the information requested below. Add more sheets if necessary. Documents with this information may be attached.)

No Yes **Number of Generators:** _____

Site Map: Indicate on the map discussed in the Site Map section the location of each generator.

DRONES

Will your event include the use of drones? *(Please check No or Yes below).*

No Yes (include a copy of the pilot's license)

Purpose: _____

TENTS AND CANOPIES over 400 square feet are only allowed on Park District property with permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449.

Will your event include tents and/or canopies? *(Please check No or Yes below. If yes, please provide the information requested below. Add sheets if necessary. Documents with this information may be attached.)*

No Yes **Total Number of Tents/Canopies:** _____
Number of Tents/Canopies up to 400 sq. ft: _____
Number of Tents/Canopies over 400 sq. ft: _____ (DOB permit required)
Tent/Canopy Dimensions:
Length (ft.) _____ **Width (ft.)** _____ **Total number at this size** _____
Length (ft.) _____ **Width (ft.)** _____ **Total number at this size** _____

Site Map: Provide a Site Map as described in the Site Map section on p. 4 that shows the locations of all tents and/or canopies.

Tent/Canopy over 400 square feet: When you apply for a tent and/or canopy permit with DOB, you will be required to submit with this application a letter from the Park District verifying the number and dimensions of tents and/or canopies larger than 400 square feet before DOB will issue a permit for your tents and/or canopies. Therefore, please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to DOB at least 45 days prior to your event day (see Addendum B for more information). The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (see Fee and Document Deadlines on p. 15). A copy of all permits issued by the City of Chicago Department of Buildings must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 15). If tents or canopies are used, and the tents or canopies are illuminated, all lighting must be energy efficient lights such as Light Emitting Diodes (LEDs), compact fluorescent light bulbs, fluorescent, or other energy efficient lighting.

STAGES AND PLATFORMS over 2 ft. tall or with any roofing/wing are only allowed on Park District property with permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449. Also note Chapter 4-355 of the Chicago Municipal Code requiring licensing of stagehands.

Will your event include the use of stages and/or platforms? *(Please check No or Yes below. If yes, please provide the information requested below. Add sheets if necessary. Documents with this information may be attached.)*

No Yes **Total Number of Stages/Platforms:** _____
Number of Stages & Platforms up to 2 ft tall without roofing or wings: _____
Number of Stages & Platforms over 2 ft tall or with roofing/wings: _____ (DOB permit required)
Stage/Platform Dimensions:
Height (ft.) _____ **Length (ft.)** _____ **Width (ft.)** _____ **No.** _____
Height (ft.) _____ **Length (ft.)** _____ **Width (ft.)** _____ **No.** _____

Description: _____

Site Map: Provide a Site Map as described in the Site Map section on p. 4 that shows the locations of each stage and/or platform.

Stages and platforms over 2 feet tall or with any roofing or wings may require a separate building permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449. If a building permit is required, a letter from the Park District verifying the number and dimensions of stages/platforms will be needed before DOB will issue a permit. A copy of all permits issued by DOB must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 15). Please plan accordingly by submitting all appropriate paperwork to DOB at least 45 days prior to your event day.

Waste Minimization Plan: When constructing stages or platforms, various materials are used that may be reusable or recycled after the event. Please provide a waste minimization plan that details materials including construction materials and decor to be recycled post-event, to be donated or reused post event to organizations such as the Rebuilding Exchange, Habitat for Humanity and other like organizations. Include description of materials that are avoided i.e. reduced packaging or not over supply of materials.

ADVERTISING, MARKETING, AND PROMOTING

The applicant and event organizer are responsible for all costs directly and indirectly related to promoting, marketing, and advertising the event. Further, submitting your application does not guarantee (i) a permit will be issued for the event, and/or (ii) that after Park District and any possible City of Chicago review of the application changes to the event won't be made. Accordingly, any marketing, advertising, and promotions initiatives undertaken prior to issuance of the permit are done at the sole risk and expense of the applicant and event organizer. Use of printed materials for advertising and marketing is discouraged. If used, printed materials should use paper or other materials with a minimum 30% post-consumer recycled content. Printed materials that use soy based inks or other sustainable inks are preferred. Additionally events are encouraged to use environmentally friendly and sustainable practices before, during and after an event.

Describe in detail how you plan on marketing, promoting, and advertising your event. Include in the description (i) whether you're going to use social media, radio, tv, email, texting, web page, and other platforms and which ones and/or where, (ii) an explanation of the targeting demographic groups for the marketing, promoting, and advertising initiatives. (Add more sheets if necessary. Documents with this information may be attached.)

Description: _____

TRANSPORTATION

Explain how participants will get to and from the proposed event location. As a green initiative, the Park District recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as the bus, train, bicycle, car-pooling, shuttles, etc. Visit www.transitchicago.com for more information about public transportation alternatives. Your description must identify proposed parking locations with recommended routes, public transportation modes and routes, and alternative modes of travel. You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location. If you are planning a walk/run event, please provide sufficient time for registration. Parking is not allowed on Park District property other than at parking lots and designated street parking. Vehicle passes are granted for set-up and tear-down of equipment and supplies only. *(Add more sheets if necessary. Documents with this information may be attached.)*

STREET CLOSURES OR USE OF PUBLIC WAY

The Park District does not permit the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, cross walks or street crossings) you must obtain approval and all necessary permits from the City of Chicago. For more information regarding City requirements, please contact the Department of Cultural Affairs and Special Events at (312) 744-3315. The Park District is not responsible for any costs associated with the denial of a public way request.

Will you be requesting permission to close a street or other public way from the City of Chicago for your event?

(Please check No or Yes below. If Yes, please describe below. Document(s) with this information may be attached.)

No Yes **Description:** _____

SIGNATURE

By signing this Special Event Venue reservation application, I acknowledge that I have read and agree to abide by all Chicago Park District rules and regulations, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all applicable rules and regulations pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to indemnify, save and hold harmless, and at the Chicago Park District's option, defend the Park District, its Commissioners, officers, employees, volunteers, contractors and agents (collectively, the "Indemnitees") against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that the Indemnitees may suffer, incur or sustain or for which it or they may become liable resulting from, arising out of or relating to any negligence or intentional misconduct by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this permit. My obligation to indemnify the Park District Indemnitees shall survive the expiration or termination of this permit.

I do solemnly swear that all answers given and statements made on this application are full and true to the best of my knowledge. I am 18 years of age or older and I have read the terms and conditions set forth in this document and the Chicago Park District Code and agree to abide by them.

NAME OF APPLICANT (*please print*)

SIGNATURE OF APPLICANT

DATE

To submit application, click button

Or

Email to Venues@chicagoparkdistrict.com

Or

Fax to (773) 256-1163

Or

Deliver in person

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INSTRUCTIONS:

Please carefully read the "Proposal Process" and "Policies & Procedures" sections before completing this application. The Chicago Park District reserves the right to alter or amend the Proposal Process and/or Policies and Procedures. Please contact the appropriate venue and/or visit www.chicagoparkdistrict.com if you have any questions regarding the venues.

PROPOSAL PROCESS

1. Choose a Special Event Venue and date. Please visit www.chicagoparkdistrict.com for more information on the Chicago Park District Special Event Venues, including timeframe requirements, availability, restrictions, rates, and all additional information. If you wish to schedule a site visit and/or appointment, please contact the appropriate Special Event Venue.
2. Application should be submitted once Applicant is prepared to reserve space and pay appropriate non-refundable fees. The Chicago Park District (CPD) reserves space on a first-come-first-serve basis; dates are not temporarily held for any Applicant.
3. Please be sure to complete all sections of this application. All proposed activities and events are subject to the approval of the Park District. The Park District will not consider applications that are incomplete and/or do not include the non-refundable and non-transferable Application Fee and the Reservation Down Payment (50% of Rental Fee).
4. Submit this completed Application online, by mail, delivery in person, email or fax to the appropriate venue. Submission of an application does not grant confirmation to conduct an event; all applications are subject to review. Applications are not considered complete until the non-refundable and nontransferable \$35 Application Fee and the Reservation Down Payment (50% of the Rental Fee) are received. Applications are processed on a first-come-first-serve basis.
5. Upon approval of the application by the Park District, the Applicant's initial non-refundable payment will be deposited and the date and location will be put on hold for the Applicant. **Please note that the**

Application Fee and Reservation Down Payment are non-refundable and non-transferable from the moment the funds are accepted and tendered.

6. A Pending Permit will be issued, which indicates the required documents, fees, and due dates. The Park District reserves the right to require additional information or documentation regarding the Applicant, Applicant's company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities or the event itself. Failure to submit requested information, documents or fees in a timely manner may be cause for denial and/or late fee.
7. Applicant submits all remaining required fees and the requested documentation for review per the deadlines indicated in the Pending Permit. Once the requirements and event features have been approved, the Event will be officially permitted.

POLICIES & PROCEDURES

PERMIT/PENDING PERMIT

Once Applicant submits Reservation Down Payment (50% of Rental Fee), Application Fee and application, the CPD Designee will issue a Pending Permit in order to secure the reservation. The Pending Permit will indicate required fees, documents and due dates. ***Please note that the Application Fee and Reservation Down Payment are non-refundable and non-transferable from the moment the funds are accepted and tendered.***

Failure to comply with the conditions of the Permit or misrepresentation of any disclosures shall result in the immediate cancellation of the Permit. The Applicant shall waive any claims against the CPD for damages arising from such cancellations.

FEES

Please refer to www.chicagoparkdistrict.com for fees specific to each venue. Some venues require fees in addition to rental fees in order to host an event. These may include personnel, security services, equipment rental, set-up/cleaning, etc.

DAMAGE

The Applicant will be responsible for damage including repairs or replacement costs to equipment, furniture, facilities, grounds or related items in or around the Special Event Venue caused by Applicant, attendees, vendors and/or any person associated with the event. Additional violation fines may be assessed.

SECURITY DEPOSIT

All Applicants are required to pay a refundable Security Deposit. If damage has occurred or Policies & Procedures are not followed, the Chicago Park District will determine whether the Security Deposit, in whole or in part, will be withheld. Circumstances where the Chicago Park District may retain a portion or all of the Security Deposit include but are not limited to the Permit and/or Policies and Procedures violations, property damage and staff time/other resources incurred making CPD whole. This can include:

- damage/repairs to Chicago Park District property
- additional clean up costs
- operation of vehicles on grass or unauthorized areas
- delivery or pick up of event equipment outside of Applicant's reservation timeframe
- misrepresentation of the event and/or information in the application, including event attendance and event features
- beginning or ending outside of reservation timeframe (event times, set up and tear down times)
- failure to use a Preferred Professional for all catering, rental and production needs
- failure to abide by all laws, statutes, ordinances, rules, regulations, codes, and executive orders of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States.

INSURANCE

At least 30 days in advance of the event, the Applicant must provide certificates of insurance and endorsements that show the Chicago Park District as additional insured for the date(s) of the Event

and the certificate holder. The Chicago Park District (CPD) requires the Applicant to obtain general liability insurance in the amount of no less than \$1,000,000 (\$2,000,000 if serving alcohol). Insurance requirements will be outlined on the Pending Permit.

AMENDMENTS OR REVISIONS

It is the responsibility of the Applicant to inform the Chicago Park District (CPD) of any and all amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Park District.

CANCELLATIONS

To cancel the Event, the Applicant shall send notice to the Chicago Park District in writing, no later than six (6) months prior to the date of the scheduled Event. If cancellation is received at least six (6) months prior to the Event, a full refund less the Reservation Down Payment and Application Fee will be made. All payments except the Security Deposit are forfeited if the Applicant cancels less than six (6) months before the Event. Applicant cancels less than six (6) months before the Event. The Reservation Down Payment is never refundable or transferable. No refunds or rain dates are available due to inclement weather.

The Chicago Park District reserves the right to cancel, relocate or shut down a permitted event for convenience, health or life safety purposes. The District will work with Applicants who have been asked to relocate or reschedule displaced events on a case by case basis; however, if the cancellation was prompted by any act(s) or omission(s) by Applicant and/ or Applicant's agents, guests, employees or any other person or thing within the Applicant's care or control then the Chicago Park District shall not be liable in any way to compensate, relocate or reschedule an event.

EVENT HOURS

Events are restricted to the public hours of the park. Please submit a written request if access to the Venue is necessary for set-up or tear-down outside of public hours. If available and approved in writing, the Applicant may be charged an additional rental fee and will be required to cover all costs associated with the request.

GUEST COUNT

A final guest count must be provided to the CPD Designee at least (3) days prior to the Event. No significant increase in the number of attendees shall be changed less than (30) days prior to the Event without the consent of the CPD Designee. Failure to comply with the above condition may result in termination of the Permit. The CPD reserves the right to close access to the Event should the attendance reach site capacity.

ROOM(S)

The Permit will indicate which specific room(s) or facilities the Applicant may use. Additional fees may be assessed should the Applicant request additional room(s) or hours. The CPD may issue permits to other Applicants the use of other spaces within the Special Event Venue; therefore, multiple events may occur at the same time/location.

SITE PLAN

A final site plan must be submitted to the CPD Designee for approval at least 30 days prior to the Event. If extensive, unusual or special set-up is required, it must not interfere with other site activities and must be arranged in advance with the CPD Designee.

CATERING

To ensure the success of the Event, the CPD has a List of Preferred Professionals who are trained in the policies and procedures of the CPD and have all required licenses/insurance. Applicants must use firms from our Preferred Professional List for all food and beverage. The caterer provides all personnel, materials, and supplies required in the preparation of food, alcoholic and non-alcoholic beverages, and direct provision of all beverages. Alcoholic beverages of any kind shall not be sold or distributed on the Premises except by a Chicago Park District approved caterer with food service provided by the same caterer. Provision or service of alcoholic beverages by an individual or company that is not an approved caterer, including by the Applicant or Applicant's agent/associate, is prohibited. Donated food and cash bars are prohibited. Any violation may result in the cancellation of the Event and/or the withholding of the Applicant's Security Deposit and/or a penalty fee. The List can be found at www.chicagoparkdistrict.com.

EQUIPMENT RENTALS, TENTS & EVENT PRODUCTION

To ensure the success of the Event, the CPD has a List of Preferred Professionals who are trained in the policies and procedures of the CPD and have all required licenses/insurance. Applicants must use firms from our Preferred Professional List for all rental and event production needs, including but not limited to rentals of tents, tables, chairs, staging, linen, catering equipment, plates, lighting, dinnerware, audio-visual equipment, production elements, etc. Any structure including tents and canopies larger than 400 square feet require a permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449.

VENDORS

The Applicant must provide to the CPD the contact information of all vendors and/or subcontractors associated with the event such as florist, entertainment, valet services, etc. The CPD reserves the right to approve the use of any vendor or subcontractor used for any component of the Event. The List of Preferred Professionals can be found at www.chicagoparkdistrict.com.

AMPLIFIED SOUND

The proposed location of the sound system, direction of sound and location of all speakers must be identified on Applicant's final site layout. For outdoor events, amplified sound must be directed away from residences. Amplified sound must comply with section 11-4-1110 and 11-4-2800 through 11-4-2920 of the Chicago Municipal code.

ELECTRICAL NEEDS & LIGHTING

Electrical power at indoor Special Event Venues may be limited, and generators must be rented for electrical needs at most outdoor Venues. If decorative lighting is to be used, a detailed plan must be submitted to the CPD Designee at least 30 days prior to the Event for review. No open flames are permitted; however, votive lights and small, enclosed candles are acceptable for use on tables.

ENTERTAINMENT

The CPD reserves the right to approve any entertainment offered at an Event to ensure that the nature of the gathering is consistent with the CPD's mission. The name and type of entertainment must be provided to the CPD Designee in writing at least (30) days in advance of the Event.

DÉCOR & BANNERS

All décor to be used must be approved by the CPD Designee prior to event set up. Applicant must completely remove all decorations. Corporate, sponsor, and/or Event identity logos or banners must be approved by CPD. If approved, banners may be displayed only within the permitted area and secured with Applicant's provided equipment.

- Approved decorations/banners, etc. to be hung, suspended or posted by Applicant must be placed at a height reachable with a six (6) foot ladder (which the Applicant or Preferred Professional provides).
- No nails, hooks or tape of any kind may be used to display banners or any decor.
- Balloons are prohibited.
- Glitter or confetti is prohibited.
- Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed such as plants, flags, artwork, lighting fixtures, piano, etc.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub or park feature on Chicago Park District property is strictly prohibited.

DELIVERIES & PICK-UPS

CPD employees may not accept deliveries. All equipment or rentals must be delivered and must be removed within Applicant's approved rental timeframe. The Applicant is responsible for receiving deliveries for the Event including transporting and securing items within the Venue and ensuring that items are removed within the rental timeframe. The CPD is not responsible for any equipment or supplies during Event or left on the premises after the Event. Applicant may be issued

Vehicle Delivery Passes for select venues, which allow delivery vehicles to drive on paved surfaces to access the venue. The Vehicle Delivery Pass allows for pick-up and drop-off only and does not include parking privileges. Failure to comply with this provision may forfeit the Security Deposit. The Chicago Park District is not responsible for, nor makes any accommodations for vehicles that are ticketed and/or towed.

PARKING

All parking arrangements, if available, must be coordinated and/or paid for by Applicant and/or their guests. The Permit does not include parking arrangements, including but not limited to the exclusive and/or free use of Chicago Park District parking lots. The Chicago Park District reserves the right to alter the price of parking and/or change the stipulations of nearby parking lots. Neither the Applicant nor any person attending or servicing an Event may park on the public way, grass, beaches, service roads, pedestrian paths, recreation courts or athletic fields. Failure to comply with this provision may forfeit the Security Deposit.

PUBLICITY

The content of all printed and Internet materials including promotional material, press releases, electronic copy and radio advertisements must be submitted to the CPD Designee for review before being printed, released, and/or transmitted. Applicant shall not transmit a description of any portion of the Event by means of radio broadcasting, television or Internet without first receiving written permission from the CPD Designee. Any violation may result in cancellation of the event. All photographs of CPD property to be submitted for publication must be approved by the CPD. Applicant may not place the CPD telephone number, contact information, or logos on any written or Internet material without prior written consent of the CPD Designee. The Applicant shall waive any claims against the CPD for damages arising from such cancellations.

PROHIBITED ACTIVITIES

- Smoking on Chicago Park District property
- Any form of gambling activity

- Firearms (requires additional permit and approvals from other governmental agencies, insurance and other documents as determined by CPD Designee)
- Live animals (requires additional permit and approvals from CPD and other governmental agencies, insurance and other documents/fees as determined by CPD Designee)
- Fireworks (requires additional permit and approvals from other governmental agencies, insurance and other documents as determined by CPD Designee)
- Ticketing and Fund Raising. Commercial ticketing by private agents is prohibited. Any organization seeking to use the Special Event Venue for an Event involving an admission charge or fundraising must be a non-for-profit, tax-exempt organization under Section 501c(3) or other section of the IRS code. A copy of the IRS determination letter must be provided to the CPD Designee prior to executing the Permit. The sponsoring organization must appear on the Permit and present the insurance documentation in their name. The sponsoring organization must be involved in the planning of the Event.
- The CPD Designee must approve use of any automobile, vending, giveaways, distribution of pamphlets, smoke, lasers or any equipment to be hung from any surface.
- Please refer to the Chicago Park District Code for other prohibited activities. Applicant is responsible for enforcing these policies and procedures during their entire event, including during set-up and tear-down.

SECURITY SERVICES

Security must be provided by Chicago Park District for the Event and paid for by the Applicant, unless otherwise determined. Security staffing requirements for each Event will be determined by the CPD Designee and is based on type and nature of the Event and other factors based on Event date and location. The CPD reserves the right at Applicant's expense to assign security for an Event which serves alcoholic beverages, social activities involving teenagers or any Event that is deemed necessary by the CPD.