

CHICAGO PARK DISTRICT  
**MEDIA PERMIT  
APPLICATION**

2024

# DO I NEED A PERMIT ?

A permit is required for the following types of filming and photography:

- ✓ Non-commercial use such as engagement, wedding, and other special occasions
- ✓ Commercial, such as advertising, catalog photos, publications
- ✓ Student projects -  
*student applicants will be required to submit proof of enrollment in an accredited school working on a class project, to qualify for a student rate.*
- ✓ Documentary
- ✓ Web-based media

To conduct a professional journalism-based activity on park property an approved News Media Confirmation Form is required. To obtain this form, contact the Chicago Park District Department of Communications at  
**(312) 742-4786**

Fees do not apply for news media filming & photography.

NON-COMMERCIAL PHOTOGRAPHY AT THE FOLLOWING LOCATIONS

PLEASE BOOK DIRECTLY ONLINE.

[CLICK HERE TO BOOK NOW](#)


- Buckingham Fountain
- Garfield Park Conservatory
- Humboldt Park Formal Garden
- Jackson Park Osaka Garden
- Lincoln Park Conservatory Formal Garden
- Lincoln Park North Pond Laughter Gazebo
- Lincoln Park Plaza W. of North Pond Restaurant
- Lincoln Park Rosenbaum Gazebo
- Montrose Harbor Dr. Skyline View
- Museum Campus Skyline View (Solidarity Dr.)
- North Avenue Beach Chess Pavilion
- Ping Tom Pagoda

The following locations are independently managed, please call them directly

 Alfred Caldwell Lily Pool | (773) 883-7275

 Lincoln Park Zoo | (312) 742-2000

 Maggie Daley Park & Cancer Survivors Garden | (312) 552-3000

 [Millennium Park | \(312\) 650-8309 or \[maria.bernal@transwestern.com\]\(mailto:maria.bernal@transwestern.com\)](#)

 Olive Park | (312) 744-6635

# STEPS TO OBTAINING A PERMIT

- Please allow at least 7 days for your application to be reviewed.  
Applications submitted less than 3 days prior to the first reservation date may be denied.



Purchase the \$35.00 Permit Application Fee.



Complete the Media Permit Application.



Email The Completed Application to [mediaapp@chicagoparkdistrict.com](mailto:mediaapp@chicagoparkdistrict.com).



Correspondence is sent via email to the account used to purchase the media Permit Application Fee.

- If the requested date/location is available the applicant will receive an email with a link to the pending permit which is a conditional approval.
- If the requested date/location is unavailable, the applicant will be contacted via email for alternate options.
- If the request cannot be fulfilled, the applicant will receive an email notification that the application has been denied and the reason why.



Submit payment. See page 2 for permit fees and deadlines



Submit required documents for review. See Icon Index on page 2.

- Most shoots are required to obtain insurance.
  - Additional information can be found in Appendix B and Addendum A.



Once all the Park District requirements have been fulfilled and approved, the Chicago Park District will issue a Media Permit via email.

- Security deposit will be submitted for processing within 30 business days after the shoot.



# CHICAGO PARK DISTRICT 2024 MEDIA PERMIT APPLICATION

## MEDIA PERMIT TYPES, FEES AND INSURANCE REQUIREMENT

PERMIT TYPE	PERMIT FEES	SECURITY DEPOSIT	INSURANCE REQUIRED
NON-COMMERCIAL FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER HOUR)	\$0	NO
STUDENT FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER DATE)	\$0	YES
COMMERCIAL PHOTOGRAPHY	\$890 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 1 (1-5 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$315 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 2 (6-12 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$510 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 3 (13-20 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$1,150 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 4 (21+ CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$2,150 (PER LOCATION, PER DATE)	\$5,200	YES

Subject to approval by Chicago Park District Board of Commissioners

### NON-COMMERCIAL FILMING/PHOTOGRAPHY

- Personal use filming and photography (e.g., Wedding Photos)

### STUDENT FILMING/PHOTOGRAPHY

- Available to currently enrolled students with a media assignment.
- Insurance and a letter from a school official verifying the applicant's enrollment status and that the shoot is related to course work is required.

Note: Media Permit availability may be limited during peak hours. Additional fees may apply for indoor locations which vary by site.

## ICON INDEX

If a section contains an icon; including use of that feature will require additional documents to be submitted and/or additional fees to be paid. See the Icon Index below. A permit will not be issued until ALL requirements are fulfilled and approved.



INSURANCE



SITE MAP



PERMIT



LICENSE



LETTER



CONTRACT/PLAN



ADDITIONAL FEE

## FEE AND DOCUMENT DEADLINE

ITEM	DUE DATE	PENALTY
• DOCUMENT SUBMISSION • PAYMENT OF BALANCE	3 BUSINESS DAYS PRIOR TO RESERVATION	• *LATE FEE (1% OF BASE FEE) PER DAY AND/OR • POSSIBLE DENIAL OF APPLICATION
• DOCUMENT SUBMISSION • PAYMENT OF BALANCE	1 BUSINESS DAYS PRIOR TO RESERVATION	• POSSIBLE DENIAL OF APPLICATION

\*Non-Commercial Filming/Photography, including student projects, are exempt from late fee charges.

## CANCELLATION

- All cancellations must be made in writing via email to [mediaapp@chicagoparkdistrict.com](mailto:mediaapp@chicagoparkdistrict.com).
- Media Permit cancellations must be received no later than 7 days prior to the event for a full refund of the security deposit, however, the Chicago Park District will retain 15% of the permit fee.
- All application fees are non-refundable and non-transferable.

## DEPARTMENT OF REVENUE

Phone (312) 763-6710 | Fax (312) 742-5339 | [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com)  
Mailing Address: 4830 S Western Ave | Chicago, IL 60609 | Office Location: 359 E. McFetridge Dr. | Chicago, IL 60605



# CHICAGO PARK DISTRICT MEDIA PERMIT APPLICATION

## NON-COMMERCIAL PHOTOGRAPHY

Can be booked directly online.  
See page 1 for locations.

[BOOK ONLINE](#)

The following locations are independently managed,  
please call them directly:

Alfred Caldwell Lily Pool | (773) 883-7275  
Lincoln Park Zoo | (312) 742-2000  
Maggie Daley Park & Cancer Survivors Garden | (312) 552-3000  
Millennium Park | (312) 744-6050  
Olive Park | (312) 744-6635

*Please fill in all sections completely. If a section does not apply to you please select no.*

Permit Application Fee Receipt Number  
(Example: 000000.000)

Purchase the permit application processing  
fee on the link below under "RESERVE A  
2024 PERMIT".

[CHICAGO PARK DISTRICT WEBSITE](#)

## APPLICANT INFORMATION

NAME OF APPLICANT

DATE OF BIRTH

DRIVERS/STATE ID #

E-MAIL ADDRESS

CELL PHONE

ALTERNATE PHONE

PREFERRED CONTACT METHOD

☐ Email

☐ Text Message

☐ Phone Call

ORGANIZATION/PRODUCTION COMPANY

ON-SITE CONTACT

CONTACT NUMBER

*Select all that applies to you (the applicant) and your filming below.*

☐ Applicant producing/organizing event on their own accord

☐ Non Profit Organization Sponsoring/Producing the event

NON PROFIT ORGANIZATION NAME

501(c)(3) EIN:

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. Within 365 days after the completion of your event the Chicago Park District at its sole discretion may require the submission of reports and settlement statements by the applicant and sponsoring organization to substantiate the revenues received and the costs associated with this event. 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 (refer to Addendum D, Penalties for Permit Violations page 27). In addition, The Chicago Park District may deny future Special Event Permit requests if an outstanding balance exists (Chicago Park District Code, Chapter VII, Section C).

## TYPE OF MEDIA PERMIT

Please choose the type of Media Permit you are requesting by checking the appropriate box below.

☐ Non-commercial filming/photography

☐ Commercial Photography

☐ Student filming/photography

☐ Filming Level 1

(1-5 crew, talent, vendors, volunteers, etc.)

☐ Filming Level 3

(13-20 crew, talent, vendors, volunteers, etc.)

☐ Filming Level 2

(6-12 crew, talent, vendors, volunteers, etc.)

☐ Filming Level 4

(21+ crew, talent, vendors, volunteers, etc.)

# FILMING/PHOTOGRAPHY SHOOT INFORMATION

## DATE(S) OF SHOOT AND LOCATION(S) LISTED IN PREFERENCE ORDER

### 1ST CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION

### 2ND CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION

### 3RD CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION

## NAME OF SHOOT

## NUMBER OF PARTICIPANTS

(Include crew, talent, volunteers, vendors, etc)

## NUMBER OF PRODUCTION VEHICLES

## PRODUCTION TYPE:

- ☐ Commercial ☐ Documentary ☐ Photo Shoot ☐ Pilot  
☐ Series (TV/Web/Mini) ☐ Short Film ☐ Student Film ☐ Movie  
☐ Other (Please describe):

If series please choose from the options below:

- ☐ New  
☐ Returning

## MEDIA OUTLETS/DISTRIBUTION/AUDIENCE DESCRIPTION:

Describe the intended distribution of the film/photographs & all media outlets where the film/photographs will be published.

## EQUIPMENT & PROP LIST:

## SHOOT SCENE/CONTENT DESCRIPTION:

## PROPOSED ACTIVITIES:

### VEHICLES & DRIVING

Picture vehicles: ☐ YES ☐ NO

Driving route (actor driven/camera car/process trailer): ☐ YES ☐ NO

### STUNT WORK

Fight/fall/wire work/ratchet pull/ weapons play: ☐ YES ☐ NO

Precision driving (chase/swerving/near misses/etc.): ☐ YES ☐ NO

Visible prop weapons - any cast and/or performers (principle/background) dressed as police or army: ☐ YES ☐ NO

### SPECIAL EFFECTS

Exterior artificial smoke and/or fog: ☐ YES ☐ NO

Squibs/stimulated gun fires: ☐ YES ☐ NO

Rain towers/street wetdowns: ☐ YES ☐ NO

Artificial snow: ☐ YES ☐ NO

### ADDITIONAL DETAILS

Helicopter use: ☐ YES ☐ NO

Construction on property: ☐ YES ☐ NO

Ground disturbances (digging/etc.): ☐ YES ☐ NO

## DRONES



Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements. (See Appendix C for more information.)

Drone Liability Insurance is required.

Will your shoot include the use of drones?

- ☐ No  
☐ Yes

Purpose:

Drone License Certificate Number:

## AMPLIFIED SOUND



Amplified sounds must be directed away from residences and must comply with Sections 8-32-010 through 8-32-170 of the Chicago Municipal Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

PLEASE NOTE: AMPLIFIED SOUND IS NOT ALLOWED IN ALL PARKS.

Provide an overview of the purpose and plans for amplified sound, a description of the sound system, and a description of how you will minimize the impact of any generators used for the amplified sound system.

Are you requesting permission to have amplified sound?

- ☐ No  
☐ Yes

Hours of amplified sound (including sound checks):

Start time:  End time:

Description (DJ, Live Music, Announcements, Etc.)

## NOISE LEVEL

Noise levels are not guaranteed. However, the Park District requests this information with the intent to avoid disruptions of other large events taking place.

Will your shoot require a location that is uninterrupted by sound/other events?

- ☐ No  
☐ Yes

Description:

## GENERATORS



Use of generators may require additional permitting according to Chapter 4-355 of the Chicago Municipal Code.

PLEASE NOTE: GENERATORS THAT MINIMIZE THE IMPACT TO THE ENVIRONMENT ARE PREFERRED (I.E. GENERATORS THAT RUN ON BIODIESEL OR OTHER RENEWABLE OR LOW EMISSION FUELS).

Will your shoot include the use of generators?

- ☐ No  
☐ Yes

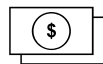
Number of Generators:

Will the generators need to be grounded or bonded?

- ☐ No  
☐ Yes

Description:

## FACILITY REQUESTS



Requests will be fulfilled at the discretion of the Park District.

Requests must be submitted at least 7 days prior to the shoot date.

Will your shoot include any special facility requests?

- ☐ No  
☐ Yes

Description:

Please select the type of request:

- ☐ Indoor Electrician ☐ Outdoor Electrician  
☐ Engineer ☐ Other:



INSURANCE



PERMIT



SITE MAP



CONTRACT/PLAN



LETTER



LICENSE



ADDITIONAL FEE

## FIREWORKS AND PYROTECHNICS



Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Park District.

Proof of compliance with the Illinois Pyrotechnic Operator Licensing Act must be attached to this application. (See Appendix C for more information.)

### Will your shoot include any pyrotechnic devices?

- ☐ No  
☐ Yes

Description:

Pyrotechnic Company:

Contact Name:

Contact Phone:

Onsite Contact Name:

Onsite Contact Phone:

## PORTABLE TOILETS



All portable toilets must be installed and removed from Park District property during the permit times or at a time specified by the Park District.

All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the Site Map and the location must be approved by the Park District prior to delivery. (See Addendum F for Accessibility Guidelines.)

### Will your shoot include the use of portable toilets?

- ☐ No  
☐ Yes

Number of portable toilets:

Number of accessible portable toilets:

## FENCING AND BARRICADES



There are several locations that require locates/designation of underground infrastructure to identify irrigation, plumbing or electrical lines in order to prevent injury or damage to the property. (See Addendum B for more information).

### Will your shoot include the use of fencing?

- ☐ No  
☐ Yes

Description:

### Will your shoot include the use of barricades?

- ☐ No  
☐ Yes

Description:

## MAINTENANCE

Organizers are responsible for cleaning and maintaining the site throughout the duration of the permit. The Chicago Park District does not guarantee the availability of cans / liners at the site. Please plan accordingly.

Permittee is responsible for all costs incurred by the Park District arising from emergency repairs / maintenance due to the Permittee's activities in order to return the site to a clean, sightly, and safe condition.

### DESCRIBE THE WASTE MANAGEMENT/TRASH/RECYCLING REMOVAL AND MAINTENANCE PLAN BELOW.

*Written description prepared by the event organizer, of Park District maintenance staff or a professional trash hauler will remove refuse/recyclables before, during and after the event from Park District property in a safe and legal manner. The plan should also detail materials that will be recycled or composted and plan to provide sufficient collection infrastructure.*





## TENTS AND CANOPIES



Tents and/or canopies over 400 square feet are only allowed on park district property with a permit from the City of Chicago Department of Buildings (DOB).

When you apply for a tent and/or canopy permit with the DOB, you will be required to submit a letter from the Park District verifying the quantity and dimensions of tents and/or canopies larger than 400 square feet. Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to DOB at least 60 days prior to your permit date. (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. (See Appendix C for more information.) 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 page. 18.)

Department of Buildings (DOB): 312-744-3449

Will your shoot include the use of tents and/or canopies over 400 square feet?

- ☐ No  
☐ Yes

Total quantity of tents and/or canopies over 400 sq. ft.:

Provide the dimensions in feet (length x width) and details below or attach a sheet with the related information. If you don't have the information at the time of submitting the application, please indicate in the below box and provide the information at a later date.

Will your shoot include the use of tents and/or canopies under 400 square feet?

- ☐ No  
☐ Yes

Total quantity of tents and/or canopies under 400 sq. ft.:

Please indicate the quantity of each:

10 x 10  15 x 15  20 x 20  OTHER:

Documents with this information may be attached. Please add sheets if necessary.

## STAGES AND PLATFORMS



Stages and platforms over 2 feet tall and covering more than 400 square feet and/or with any roofing/wings are only allowed on Park District property with a permit from the City of Chicago Department of Buildings (DOB). Also note Chapter 4-355 of the Chicago Municipal Code requiring licensing of stagehands.

When you apply for a stage and/or platform permit with the DOB, you will be required to submit a letter from the Park District verifying the quantity and dimensions of stages and/or platforms over 2 feet tall and covering more than 400 square feet and/or with roofing/wings. Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to DOB at least 60 days prior to your permit date. (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. (See Appendix C for more information.) 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 page. 18)

Department of Buildings (DOB): 312-744-3449

Will your event include the use of stages and/or platforms over 2 feet tall and covering more than 400 square feet and/or with any roofing/wings?

- ☐ No  
☐ Yes

Total quantity of stages and/or platforms over 2 feet tall and covering more than 400 square feet and/or with roofing/wings:

Provide the dimensions in feet (height x length x width) and details below or attach a sheet with the related information. If you don't have the information at the time of submitting the application, please indicate in the below box and provide the information at a later date.

Will your event include the use of stages and/or platforms under 2 feet tall and/or with any roofing/wings?

- ☐ No  
☐ Yes

Total quantity of stages and/or platforms under 2 feet tall and/or with roofing/wings:

Please indicate the dimensions of each:

Height (ft.):  Length (ft.):  Width (ft.):

Height (ft.):  Length (ft.):  Width (ft.):

Documents with this information may be attached. Please add sheets if necessary.



## OTHER STRUCTURES



Must be approved by the Chicago Park District and may require a separate building permit from the city of Chicago Department of Buildings (DOB).

If a building permit is required, a letter from the Park District verifying the number and dimensions will be needed before THE DOB will issue a permit. A copy of all permits issued by THE DOB must be submitted to the Park District prior to your event. Please plan accordingly by submitting all appropriate paperwork to DOB at least 60 days prior to your event day.

Department of Buildings (DOB): 312-744-3449

Will your shoot include the use of other structures (e.g. climbing walls, rides, etc.)?

- ☐ No  
☐ Yes

Total Quantity:

Description:

## STAKING



There are several locations that require locates/designation of underground infrastructure to identify irrigation, plumbing or electrical lines in order to prevent injury or damage to the property.

Damage repair costs and permit violation fines are the responsibility of the applicant. Additionally, the applicant is responsible for Staff/Contracted Vendor costs to conduct locates and irrigation inspections. Staking of tents in these locations may be restricted or denied. (See Addendum B for more information.)

Will any of the shoot features or structures be staked in the ground?

- ☐ No  
☐ Yes

Type of stakes:  Length of stakes:

Total quantity of features and/or structures to be staked:

Description:

## SECURITY SERVICES



Depending on the size and activities of your proposed shoot, the Park District may require the presence of security personnel. Additionally, the City of Chicago may require security services or make revisions to your security plans. Furthermore, you are responsible for all costs directly and indirectly related to security services and will reimburse the Park District and/or the City of Chicago for any costs incurred by the Park District and/or the City of Chicago.

Please note: all security plans must be approved by the Park District Director of Security or his/her designee. Additional information may be requested upon review of any and all security plans.

HAVE YOU MADE PROVISIONS FOR ON-SITE SECURITY SERVICES? ☐ No ☐ Yes

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.

SECURITY COMPANY:  EMAIL ADDRESS:   
CONTACT NAME:  ONSITE CONTACT NAME:   
CONTACT PHONE:  ONSITE CONTACT PHONE:

## MEDICAL SERVICES

Depending on the size and activities of your proposed shoot, the Park District may require the presence of medical personnel. Additionally, the City of Chicago may require medical services or make revisions to your medical plans. Furthermore, you are responsible for all costs directly and indirectly related to medical services and will reimburse the Park District and/or the City of Chicago for any costs incurred by the Park District and/or the City of Chicago.

HAVE YOU MADE PROVISIONS FOR ON-SITE MEDICAL SERVICES? ☐ No ☐ Yes


PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.

MEDICAL COMPANY:  EMAIL ADDRESS:   
CONTACT NAME:  ONSITE CONTACT NAME:   
CONTACT PHONE:  ONSITE CONTACT PHONE:




# SITE MAP


Attach a site map or create a site map below that indicates the location of the following: all sources of amplified sound and direction of sound; tents and canopies with sizes; stages, promotional vehicles, inflatables, portable toilets, dumpsters, fences & barricades, generators, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on Park District property during the shoot; and proposed street closures. All Site Maps are subject to the approval of the Park District.




INFLATABLES




STAGES & PLATFORMS




TENTS, CANOPIES, & MEMBRANES




OTHER STRUCTURES




AMPLIFIED SOUND




GENERATORS




PORTABLE TOILETS




DUMPSTERS




VEHICLES



FENCING & BARRICADES



STREET CLOSURES



OTHER EQUIPMENT

EMAIL THE PDF SITE MAP ALONG WITH THE COMPLETED APPLICATION TO [MEDIAAPP@CHICAGOPARKDISTRICT.COM](mailto:MEDIAAPP@CHICAGOPARKDISTRICT.COM).

SEE MORE INFORMATION ON SUBMITTING THE FORMS ON PAGE 10.

## ☐ SIGNATURE

By signing this Media Permit reservation application, I acknowledge that I have read and agree to abide by all Chicago Park District permit 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 (PLEASE PRINT)

DATE

**Thank you for completing your Media Permit Application. Before you submit your application to the Chicago Park District, please make sure that the following steps have been completed:**

### **HAVE YOU?**

☐ **SIGNED AND DATED YOUR APPLICATION?**

☐ **ATTACHED YOUR SITE MAP?**

☐ **PROVIDED ALL DOCUMENTS AND INFORMATION REQUESTED THROUGHOUT THE APPLICATION?**

☐ **PAID THE \$35 APPLICATION FEE?**

### **SUBMIT THE APPLICATION VIA EMAIL TO:**

**[MEDIAAPP@CHICAGOPARKDISTRICT.COM](mailto:MEDIAAPP@CHICAGOPARKDISTRICT.COM)**

*DOWNLOAD THE FORM, SAVE THE COMPLETED FORM, THEN SUBMIT VIA EMAIL.*

*WE CANNOT ACCEPT FILES SENT VIA GOOGLE DRIVE, GOOGLE DOCS, OR OTHER LINKS. APPLICATIONS MUST BE PDF FILES ONLY.*

### **OR SUBMIT BY FAX TO:**

**312-742-5339**

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## APPENDIX A. SUBMITTING YOUR MEDIA PERMIT APPLICATION

The review and approval of a Media Permit application is coordinated through the Department of Revenue (hereinafter "Revenue"). If you are unsure whether or not a permit is required for your Shoot (hereinafter "Event") please refer to the Chicago Park District Code at [chicagoparkdistrict.com](http://chicagoparkdistrict.com) or call Revenue at (312) 763-6710. The Application may be emailed, mailed, delivered in-person, or faxed at least 3 business days prior to the film or photo shoot to the following addresses:

**EMAIL:**  
MEDIAAPP@CHICAGOPARKDISTRICT.COM

**MAILING ADDRESS:**  
Chicago Park District Attn: Department of Revenue  
4830 S. Western Ave  
Chicago, IL 60609

**OFFICE: SOLDIER FIELD**  
359 E. McFetridge Dr.  
Chicago, IL 60605  
Phone: (312) 763-6710  
Fax: (312) 742-5339  
TTY: (312) 747-2001

## APPENDIX B. PERMIT APPLICATION PROCESS

1. Visit [www.chicagoparkdistrict.com/permits-rentals](http://www.chicagoparkdistrict.com/permits-rentals). Purchase the \$35.00, "2024 Permit Application Fee." This payment is valid for 3 business days and secures your spot in the processing queue.
2. After your payment of the "2024 Permit Application Fee," you have **3 business days to complete and submit this application**. Include the Receipt Number for your "2024 Permit Application Fee" payment with your application and submit your application VIA EMAIL. Incomplete applications will not be processed, be re-entered in the processing queue as of the date/time they are submitted correctly.
3. Upon receipt of the Media Permit Application and payment of "2024 Permit Application Fee," the Park District will review your application. **Submitting or paying your application "2024 Permit Application Fee" does not grant you a permit.** The Department of Revenue will review your request and follow-up with you regarding the status of your application via email to inform you of the status of your application. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements.

The Chicago Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Moreover, the Chicago Park District may postpone approval or denial of permits until receipt of additional requested information or documentation. **Failure to submit requested information or documentation in a timely manner may be cause for denial of a Media Permit.**

4. Media Permit applicants must submit two documents to satisfy the insurance requirements:  
(1) a "Certificate of Insurance in the amount of \$1,000,000.00 worth of General Liability coverage that names the Chicago Park District as additional insured on a primary, non-contributory basis" must be submitted for the event and the date(s) of all set-up and tear-down for such event occurring on Chicago Park District property; and (2) an Endorsement issued under their General Liability policy of insurance for the event that reflects that the Chicago Park District is an additional insured for the event.

Additional insurance requirements apply based on proposed activities. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received and approved 48 hours prior to an event set-up.  
**NO EXCEPTIONS. PLEASE REFER TO ADDENDUM A FOR MORE DETAILED INFORMATION REGARDING THE CERTIFICATE OF INSURANCE AND ENDORSEMENT.**

5. Applicants are required to inform the Chicago Park District, in writing, of any and all amendments to the original application prior to the date of your shoot.
6. Once all the Chicago Park District's requirements have been fulfilled, including receipt of all documents and full payment, an approved Media Permit will be issued. The Chicago Park District will email you a copy of your approved Media Permit that should be present on-site at the filming/photo shoot.

All film and photography shoots and the applicant, applicant's guests, and subcontractors are subject to and must abide by all codes, rules, regulations, ordinances, statutes and laws of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States of America. Below is a summary of some of the Chicago Park District's Rules and Regulations.

Failure to adhere to the Park District's rules and regulations, including those that follow, may result in a fine and/or denial of the current and/or future permit requests. Lastly, see page 21 for a listing of common violations and their respective penalty.

### AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Park District in writing of any and all revisions that the applicant would like to make to the original application or permit. The applicant must immediately inform the Park District of the need for a revision to the original application or permit. **All revisions must be made in writing and are subject to the review and approval of the Park District. Revisions may result in additional fees.**

### AMENITIES AND SHOOT FEATURES

- The Park District does **NOT** provide amenities and SHOOT features such as portable toilets, inflatables, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment. Further, the applicant or SHOOT organizer is responsible for all costs directly and indirectly related to providing amenities and SHOOT features.
- Amenities and SHOOT features require approval from the Park District.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Chicago Park District, the City of Chicago and the State of Illinois, are at the sole expense and risk of the applicant or event organizer.

### AMPLIFIED SOUND

- Amplified sound must be directed away from residences and must comply with section 8-32-070 of the Chicago Municipal Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.
- All requests for amplified sound must be approved by the Chicago Park District and comply with section 8-32-010 through 8-32-170 of the Chicago Municipal Code

### ASSIGNMENT

- Permit Applications and Permits are not assignable and are non-transferable.

### BEACH EVENTS

- Proposed activity subject to approval.
- The Park District makes no guarantee regarding the size, shape, or expected usable area of any particular Site. Factors including, but not limited to, varying lake water level and/or beach parameters may affect Sites.
- If your event occurs on a beach or near a body of water, you may be required to have Park District lifeguards present; additional fees apply.
- Events that utilize Lake Michigan (e.g. swimming, paddle boarding, boating, etc.) are required to obtain a permit for used waterway from the U.S. Coast Guard. <https://homeport.uscg.mi>
- Please be sensitive of the plant life that resides on the beach and in adjacent dunes.
- Portable toilets, display vehicles and catering support vehicles must be on pavement in a pre-approved location
- Do not disturb, remove or relocate any volleyball pole. Pole removal/replacement service may be requested and is approved based on availability.
- Floatation devices of any kind are prohibited in the water. Please be mindful of event giveaways and items for sale.
- Snorkeling and scuba diving are prohibited.
- Kayaking, paddle boarding and other water sports are allowed only at designated beaches

### CANCELLATION

- All cancellations must be made in writing via email to [mediaapp@chicagoparkdistrict.com](mailto:mediaapp@chicagoparkdistrict.com).
- Media Permit cancellations must be received no later than 7 days prior to the event for a full refund of the security deposit, however, the Chicago Park District will retain 15% of the permit fee.
- All application fees are non-refundable

### DRONES

- Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements.
- No person shall, without a permit bring, land or cause to ascend or descend or alight within the Park District, any airplane, helicopter, flying machine, balloon, parachute or other apparatus for aviation pursuant to chapter 7, section c, 3 of the Chicago Park District code.

## **FACILITY REQUESTS**

- Requests will be fulfilled at the discretion of the Chicago Park District.
- Requests must be made a minimum of 7 days prior to the shoot date.

## **FEE & DOCUMENT DEADLINES**

- Applicant will be charged the applicable rental fee for each day of set-up and tear down.
- All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation must be submitted no later than 3 business days prior to the event. Failure to submit fees and requested documentation no later than 3 business days prior to the event may result in a late fee or denial of a permit application.

## **GARBAGE/TRASH/RECYCLING CLEAN-UP**

- Event organizers are responsible for cleaning and maintaining the site throughout the event. The Chicago Park District does not guarantee the availability of cans/liners at your event site; please plan accordingly by providing your own or hiring a professional trash hauler.
- Dumpsters must be placed on a hard surface such as asphalt or concrete or other surface approved by the Park District in writing.
- Dumpsters must not be placed on grass, athletic fields or beaches.

## **HOURS**

- Shoot activity is restricted to the public hours of the parks (6:00am – 11:00pm). - unless otherwise SPECIFIED BY THE PARK DISTRICT.
- If access to the park is necessary for set-up or tear down either before or after public hours, then the applicant may be charged a fee to cover all cost associated with the request if approved.

## **INCLEMENT WEATHER**

- The Park District reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event.
- No rain dates will be issued. Refunds will not be granted for a cancellation or relocation due to inclement weather.
- The Chicago Park District observes a predetermined snow/ice removal route to clear prioritized driveways, paths and areas. Many spaces are not serviced. There are limited resources and the Chicago Park District is not able to clear undesignated driveways, paths/areas or to disrupt the regular schedule for a privately organized event. Please be advised that, in the event of snow/icy conditions, your event participants are utilizing Chicago Park District paths, trails and open areas AT THEIR OWN RISK.

## **LIFEGUARDS FOR EVENTS USING A BODY OF WATER**

- If your event occurs on a beach or near a body of water, you may be required to have Park District lifeguards present; additional fees apply.
- Events that utilize Lake Michigan (e.g. swimming, paddle boarding, boating, etc.) are required to obtain a permit for use of waterway from the U.S. Coast Guard. <http://homeport.uscg.mil>

## **NOTICE OF HUMAN TRAFFICKING**

- If this event is open to the general public (e.g., ticketed purchase or not), Applicant acknowledges the requirements of the Illinois Human Trafficking Resources Center Notice Act, as amended, (775 ILCS 50/5d, Act).
- Applicant agrees to comply with the statutory Notices required under the Act and the provision to post required Notices in conspicuous and accessible areas. The Act provides specifics as to the languages and wording required.
- A link to such Notices is provided here: <https://www.dhs.state.il.us/page.aspx?item=82024>.

## **PAYMENT**

- Payment may be made by cash, business, organization or personal check, cashier's check, money order, Visa, Master Card, Discover and American Express.
- Business, organization and personal checks are accepted up to 14 days prior to event start date. Per "Fee and Document Deadlines," payment made after posted due date may incur a late fee.
- Personal checks require a state issued ID and phone number. Make checks payable to "Chicago Park District."

## **PORTABLE TOILETS**

- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the Site Map (refer to page 8) and the location must be approved by the Park District prior to delivery. See Addendum F for Accessibility Guidelines

## **PROHIBITED ACTIVITIES**

- Pursuant to Chapter VII, section B, 6 of the Code of the Chicago Park District, no bonfires or open flames are allowed.
- No parking and/or driving vehicles on grass, athletic fields, beaches, recreation courts, service roads and pathways without vehicle passes.
- Please refer to the Code of the Chicago Park District for other prohibited activities at [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com).
- Balloons or similar items may not be released.
- Dunk tanks and water slides are not allowed.
- No cannabis derived products are to be consumed, promoted through signage, sampled or sold.
- Tobacco, e-cigarette or vaping service and sale is prohibited.

## **PYROTECHNICS**

- Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Park District
- Proof of compliance with the Illinois Pyrotechnic Operator Licensing Act and Illinois Fireworks Use Act REQUIRED.
- Use, display, fire discharge, or set off any rocket, cracker, torpedo, or other fireworks, or any substance of any explosive or pyrotechnic nature within the Park District, unless a permit has been issued pursuant to Chapter VII, Section B (16)



## SECURITY DEPOSIT

- If you are applying for more than one MEDIA Permit, separate security deposits must be submitted for each SHOOT, even if the applicant is the same.
- The Park District will conduct a post-event review and if all rules and regulations have been observed and the park is returned in a clean condition without damage, then the entire security deposit will be submitted for processing within 30 business days after the event.
- Circumstances where the Park District may retain a portion or all of the security deposit include: 1) damage to park property; 2) additional cleanup costs; 3) operation of vehicles on grass, athletic fields or beaches; 4) misuse of park facilities; 5) grilling in prohibited areas; 6) leaving event equipment on park property after the Permit tear-down time; 7) misrepresenting in this application or correspondence, the event attendance features, activities or plans; and 8) failure to abide by all local, state, and federal laws, statutes, ordinances, rules, regulations, codes and executive orders including those of the Park District, the City of Chicago, and the State of Illinois.
- Applicant also agrees to reimburse the Park District for any costs for clean-up, restoration and permit violation fines that exceed the amount of the security deposit.
- Applicant is responsible for ensuring that all staff, participants, spectators, guests, vendors, concessionaires and exhibitors abide by all applicable rules. The applicant further understands that failure to comply may result in revocation of the permit and forfeiture of the security deposit.

## SIGNAGE

- 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.
- All proposed signage (including notification postings along athletic routes) must be approved in writing by the Chicago Park District prior to Installation.

## SITE CONDITION

- Permittee has examined and knows the condition of the Site and acknowledges that the same is in clean, sightly, and safe condition. The Park District makes no representations as to the condition of the Site or its fitness for a particular purpose. Permittee accepts the Site "as is."
- Permittee warrants that the Site will be returned to the condition in which it was delivered (collectively, the "Site Condition Baseline") by the Permit tear-down time.
- The Site Condition Baseline will be established at a pre-event site visit and may be documented by the Permittee. At its sole discretion, the Park District may require a pre-event site visit as a condition of permit approval.
- All costs and fees of damages or repairs necessary to restore the Site to the Site Condition Baseline are the sole responsibility of Permittee. At the Park District's sole discretion, if the Park District has both the capacity and availability, Permittee may have the option to hire the Park District to perform the work. Alternatively, Permittee may hire its own forces to make all repairs and Site restoration, at as the sole expense of Permittee. The Park District must approve (which approval shall not be unreasonably withheld, delayed, or conditioned) any scope of work and any contractors, labor, etc. hired by Permittee prior to any restoration and repair.
- Permittee is responsible for all costs incurred by the Park District arising from emergency repairs due to the Permittee's activities in order to return the site to a clean, sightly, and safe condition for the duration of the permittee's event or any subsequent event.
- Permittee is responsible to pay all invoices arising from repairs and/or restoration within 30 days of receipt of invoice from Park District or any Park District contractors.

## TENTS, CANOPIES, STAGES, AND/OR PLATFORMS

- Tents and canopies over 400 square feet or stages and platforms over 2 feet high or with roof or wings are required to be permitted from the City of Chicago Department of Buildings (DOB), (312) 744-3449.
- The event applicant is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation.
- In certain locations staking of tents and canopies may be prohibited. In such locations tents and canopies may be approved to be stabilized with ballasts. The applicant is responsible for all staff costs associated with the installation of tents and canopies (inspection, irrigation, turf damage, utility locates, etc.), if the request is approved by the Chicago Park District (Refer to Addendum B for more information).
- You will be required to submit a letter from the Park District verifying the number and sizes of tents and/or canopies larger than 400 square feet or stages and platforms over 2 feet high or with roof or wings before DOB will issue a permit. This applicant must request this letter from the Park District and submit to DOB. Please refer to page 22 to view a sample of the tent/canopy/platform acknowledgement letter.
- A copy of all permits issued by DOB must be submitted to the Park District 30 days prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines).
- 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.

## VEHICLES

- Vehicles are only allowed on Park District property (excluding designated parking spaces) when a Delivery or Parking pass has been issued.
- Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of the vehicle. Any vehicle not properly displaying the appropriate vehicle pass is prohibited and may result in a permit violation penalty fee, issuance of a warning and/or citation and/or towed from Park District property.
- Driving and parking vehicles on grass, athletic fields and beaches is prohibited, however the Park District may consider granting Vehicle Passes for the delivery of equipment and supplies for event set-up and tear-down. A Vehicle Pass does not grant permission to park or drive on grass, athletic fields or beaches.
- Parking privileges are for production vehicles only. Passes are granted on a case by case basis; most locations do not have capacity for onsite parking.
- Parking for event staff/participants is available at parking lots and designated street parking, but may also be granted on-site for a limited number of vehicles.
- Idling of vehicles is strictly prohibited, except where permitted by the City of Chicago Municipal Code Section 9-80-095.
- Use of hybrid, alternative vehicle, electric or other vehicles with a reduced emissions / environmental impact is preferred. Electric or propane powered golf carts are preferred.

## APPENDIX D. PERMIT LEVELS, FEE SCHEDULE, AND DOCUMENT DEADLINE

### MEDIA PERMIT LEVELS

- NON-COMMERCIAL PHOTOGRAPHY: PHOTOGRAPHY SHOOT FOR PERSONAL USE AND WILL NOT BE SOLD OR USED FOR PROFIT,
- COMMERCIAL PHOTOGRAPHY: PHOTOGRAPHY SHOOT FOR NON-PERSONAL USE THAT WILL BE SOLD OR USED FOR PROFIT, MARKETING, ADVERTISING, PUBLICATIONS, OR SIMILAR PROJECTS FOR A MARKET AUDIENCE.
- STUDENT FILMING/PHOTOGRAPHY: CURRENTLY ENROLLED STUDENTS WITH A MEDIA ASSIGNMENT.
- FILMING LEVEL 1: 1-5 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 2: 6-12 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 3: 13-20 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 4: 21 AND GREATER PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.

### MEDIA PERMIT FEE SCHEDULE AND DOCUMENT DEADLINE

MEDIA PERMIT TYPES, FEES AND INSURANCE REQUIREMNT			
PERMIT TYPE	PERMIT FEES	SECURITY DEPOSIT	INSURANCE REQUIRED
NON-COMMERCIAL FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER HOUR)	\$0	NO
STUDENT FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER DATE)	\$0	YES
COMMERCIAL PHOTOGRAPHY	\$890 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 1 (1-5 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$315 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 2 (6-12 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$510 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 3 (13-20 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$1,150 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 4 (21+ CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$2,150 (PER LOCATION, PER DATE)	\$5,200	YES
Subject to approval by Chicago Park District Board of Commissioners			

Additional Information
SETUP AND TEARDOWN DATES ARE CHARGED PER DAY AT THE BASE PERMIT FEE

FEE AND DOCUMENT DEADLINE		
ITEM	DUE DATE	PENALTY
<ul style="list-style-type: none"> <li>• DOCUMENT SUBMISSION</li> <li>• PAYMENT OF BALANCE</li> </ul>	3 BUSINESS DAYS PRIOR TO RESERVATION	<ul style="list-style-type: none"> <li>• *LATE FEE (1% OF BASE FEE) PER DAY AND/OR</li> <li>• POSSIBLE DENIAL OF APPLICATION</li> </ul>
<ul style="list-style-type: none"> <li>• DOCUMENT SUBMISSION</li> <li>• PAYMENT OF BALANCE</li> </ul>	1 BUSINESS DAY PRIOR TO RESERVATION	<ul style="list-style-type: none"> <li>• POSSIBLE DENIAL OF APPLICATION</li> </ul>

## APPENDIX E. TERMS AND DEFINITIONS

The General Definitions are for terms often referred to throughout the media Permit Application and permit process.

### GENERAL DEFINITIONS

- **APPLICANT:** means the individual or entity who submits an application for a Chicago Park District Special Event Permit.
- **CANOPY:** means a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, ropes or cables (non-combustible). [See page 6 and Addendum B]
- **CDOT:** means the City of Chicago's Department of Transportation.
- **DCASE:** means the City of Chicago's Department of Cultural Affairs and Special Events.
- **DENIAL NOTIFICATION:** indicates that (i) the Special Event Permit Application is incomplete, (ii) the applicant has previously damaged Park District property, (iii) the applicant made misrepresentations, (iv) the applicant has an outstanding balance, (v) the event date/location conflicts with a previously scheduled event, or (vi) the event violates the Code of the Chicago Park District, or the laws, rules, and/or regulations of the City of Chicago, State of Illinois and/or Federal laws/ordinances.
- **DOB:** means the City of Chicago's Department of Buildings.
- **ENDORSEMENT:** means the document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate. [See pages 13, 18 and 19]
- **OEMC:** means the City of Chicago's Office of Emergency Management and Communication.
- **ON HOLD:** means the event status issued when documents and/or fees are past due. The event application is considered denied until fees are submitted and all documents are submitted and approved.
- **PERMIT PENDING NOTIFICATION:** indicates that the date and location requested is available and the required fees, documents and steps necessary to receive an approved Park District Special Event Permit are identified in the notification.
- **RESERVATION:** means the dates set aside for your event inclusive of set-up and tear-down days and/or hours.
- **TENT:** means a temporary structure covered with canvas or similar lightweight material and enclosed on one or more sides, and it is supported by poles, stakes, beams, ropes or cables (non-combustible). [See page and Addendum B]
- **TRASH/RECYCLING REMOVAL PLAN:** means a written description prepared by the event organizer, of Park District maintenance staff or a professional trash hauler will remove refuse/recyclables before, during and after the event from Park District property in a safe and legal manner. The plan should also detail materials that will be recycled or composted and plan to provide sufficient collection infrastructure.
- **VEHICLE:** means any equipment used for transporting people or goods including but not limited to cars, trucks, vans, scissor lifts, fork lifts, etc.

## ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 12 of this application and below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required Endorsements. Forward documents to the Department of Revenue via e-mail, fax or mail. Your permit will not be issued without these documents.

**Applicants must submit two documents to satisfy insurance requirements.**

**NOTE:** "Chicago Park District, and members of the Chicago Park District Board of Commissioners, and the officers, agents, and employees of the Chicago Park District, individually and collectively" must be listed as an additional insured.

**1. Certificate of Insurance** in the amount of \$1,000,000.00 General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property. This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Chicago Park District property.

- **Cancellation Language:** The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.
- Please reference EVENT NAME on insurance certificate, if applicable.

**2. Endorsement** issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the permittee, for the event that reflects that the Chicago Park District is an additional insured for the event.

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate
- **Additional Covered Party:** Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.
- **Primary Insurance:** The Endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the Chicago Park District shall be excess only and not contributing with the insurance provided under this policy.
- If the Endorsement is not received 48 hours prior to the event, a permit may not be issued.
- A sample Endorsement (Exhibit A-1) can be found on page 19.

**\*NOTE:** If your insurance company will not write an Endorsement due to the way the policy is written, please contact the Chicago Park District Risk Management Office at (773) 947-0428. The Chicago Park District maintains the right to modify, delete, alter or change these requirements.

The Chicago Park District's preferred insurance provider is Rolei Financial Services. Please feel free to contact them for your insurance requirements at (312) 654-8200.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received.

**Certificate holder may be listed on certificate as:**

Chicago Park District  
Attn: Department of Revenue  
4830 S. Western Ave  
Chicago, IL 60609

# ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT (CONTINUED)

PLEASE REFER TO THE SAMPLE CERTIFICATE BELOW (EXHIBIT A-1) AND THE SAMPLE ENDORSEMENT BELOW (EXHIBIT A-2).

**ACORD**  
**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY): 07/15/19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**PRODUCER:** ROLEX FINANCIAL SERVICES CORP.  
900 N. Michigan Ave Suite 1189  
CHICAGO IL 60611

**INSURED:** CHICAGO

**INSURER(S) AFFORDING COVERAGE:**

**COVERAGES:**

**CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	INSURED	POLICY NUMBER	INSURANCE COMPANY	INSURANCE PERIOD	LIMITS
A	COMMERCIAL GENERAL LIABILITY	CHICAGO	01/01/19	01/01/20	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (per person)	\$ 1,000,000
	CLAIMS-MADE	CHICAGO	01/01/19	01/01/20	PERSONAL & ADJ INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES FOR:	CHICAGO	01/01/19	01/01/20	GENERAL AGGREGATE	\$ 1,000,000
	POLICY	CHICAGO	01/01/19	01/01/20	PRODUCTS - COMP/OP AGG	\$ 1,000,000
B	ANY AUTO	CHICAGO	01/01/19	01/01/20	COMBINED SINGLE LIMIT	\$
	OWNED	CHICAGO	01/01/19	01/01/20	BODILY INJURY (per person)	\$
	AUTOS ONLY	CHICAGO	01/01/19	01/01/20	BODILY INJURY (per accident)	\$
	SCHEDULED	CHICAGO	01/01/19	01/01/20	PROPERTY DAMAGE	\$
C	UNEMPLOYMENT	CHICAGO	01/01/19	01/01/20	EACH OCCURRENCE	\$
	EXCESS LIMIT	CHICAGO	01/01/19	01/01/20	AGGREGATE	\$
	DEFERRED	CHICAGO	01/01/19	01/01/20	STATUS	\$
	DEFERRED	CHICAGO	01/01/19	01/01/20	EL DISEASE - SA EMPLOYEES	\$

**CERTIFICATE HOLDER:** Chicago Park District  
4830 S. Western Ave  
Chicago, IL 60609

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE:**

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

EXHIBIT A-1: SAMPLE CERTIFICATE

- Endorsement Policy Number must match certificate.
- Must list the Insured's Name as listed on Certificate.
- Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.\*
- Endorsement must also state that coverage afforded by the endorsement shall apply as Primary, non-contributory (wording may vary).

- In the amount of \$1,000,000.00 General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property.
- This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis
- certificate holder listed as Chicago Park District with the address listed above.
- policy dates must cover the dates the applicant is in possession of or occupying Chicago Park District property.

**POLICY NUMBER:** XXXXXXXXXXXX **COMMERCIAL GENERAL LIABILITY**

**INSURED:** XXXXXXX XXXX XXXXXXXXXX

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.**

**ADDITIONAL INSURED - CHICAGO PARK DISTRICT,  
4830 S. WESTERN AVE, CHICAGO, IL 60609**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

**SCHEDULE**

Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED (Section II)** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

**PRIMARY INSURANCE**

Such insurance as is afforded by this endorsement for the additional insureds shall apply as primary insurance. Any other insurance maintained by the additional insureds or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement, except in the event of sole or contributory negligence on the part of the additional insured.

EXHIBIT A-2: SAMPLE ENDORSEMENT

\*The wording for the additional insured must be exact. No abbreviations or changes in the structure of the sentence will be accepted. If you find it difficult to fit the wording in the space provided on your endorsement you may simply attach an Exhibit (additional sheet with the proper wording).

If the insurance company has difficulty in meeting the requirements, please contact the Chicago Park District Risk Management Office at (773) 947-0715.

Erection of tents and canopies on Chicago Park District property must be preapproved by the Department of Revenue.


There are several locations listed below that require locates/designation of underground infrastructure to identify irrigation, plumbing or electrical lines in order to prevent injury or damage to the property. This takes place at a pre-event on-site meeting (Locates Meeting) scheduled in advance of event set-up. Where irrigation lines are present, the irrigation system is turned on and inspected for leaks at the Locates meeting prior to event set-up. A post-event on-site meeting is scheduled and the irrigation is again turned on and inspected for damage. Damage repair costs are the responsibility of the applicant. Additionally, the applicant is responsible for Staff/Contracted Vendor costs to conduct locates and irrigation inspections. Staking of tents in these locations may be restricted or denied. Additionally, securing tents by staking into concrete is not permitted without prior approval; any repair costs incurred from restoring the concrete to its original condition must be paid by the applicant.

Locations that require locates/on-site walk through. Other sites may be identified once site map is submitted.

- Grant Park – Arvey Field, Buckingham Fountain, Butler Field and Tiffany Garden
- Jackson Park
- Lincoln Park
- Midway Plaisance

Prior to applying for a Tent/Canopy/Platform permit DOB, applicants must possess a letter from the Chicago Park District acknowledging the number and size of ALL tents, canopies and/or platforms. **DOB will not review an application for erecting such structures on Park District property unless this acknowledgement letter is submitted along with your application package.** Therefore, if the number and/or size of your tents, canopies and/or platforms changes, please notify the Chicago Park District immediately. All amendments/revisions must be made in writing (page 6).

Please refer to Exhibit B-1 below for a sample of a Tent/Canopy/Platform Acknowledgement Letter.



Administration Office  
4830 S. Western Avenue  
Chicago, Illinois 60609  
(312) 742-7529  
www.chicagoparkdistrict.com

Board of Commissioners

General Superintendent  
& CEO

City of Chicago  
Mayor

XXXXXXX

City of Chicago  
Department of Buildings  
121 N. LaSalle Street  
Chicago, IL 60602

To Whom It May Concern

Please accept this letter as notice that the Chicago Park District is in support of  
 \_\_\_\_\_ application for a \_\_\_\_\_ -- building permit for  
 \_\_\_\_\_ on \_\_\_\_\_. This event will take place at  
 \_\_\_\_\_. The \_\_\_\_\_ will be erected on  
 \_\_\_\_\_ and removed on \_\_\_\_\_.

Number of \_\_\_\_\_ (s)  
X

Size(s)  
X x X x X

Please feel free to contact the Department of Revenue, if you have any questions or concerns at (312) 763- 6710.

Sincerely,

|

Authorized Representative

cc: DEPARTMENT OF BUILDINGS  
DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

File

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EXHIBIT B-1: TENT/CANOPY/STAGE/PLATFORM ACKNOWLEDGEMENT LETTER

## ADDENDUM C: PENALTIES FOR PERMIT VIOLATIONS

Refer to the table below for a listing of common violations and their respective penalty. All penalties will be deducted from the applicant security deposit, unless other arrangements are made with the Park District in writing. Penalties that exceed the security deposit paid to the Park District will result in an outstanding balance that must be paid prior to consideration of future Special Event Permit requests. The Chicago Park District may deny future Special Event Permit requests if an outstanding balance exists (Chicago Park District Code, Chapter VII, Section C).

VIOLATION	PENALTY
Damage or garbage left on Park District property for events without a security deposit	25% of base permit fee and recover costs of repair
Unauthorized vehicles on grass, beaches, athletic fields, pathways or service roads	\$100 per axel
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) on grass/beach without protective covering	\$50 per generator, portable light, portables toilet or hand washing stations, stage, etc.
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) left on Park District property after Permit tear-down time	25% of security deposit per day
Dumpster on grass/beach	\$250 per dumpster
Dumping Coals on base of trees, grass, beach or disposed in unauthorized container	25% of base permit fee OR 100% of security deposit
Damage to Park District property	50% of security deposit and recover costs of repair
Misrepresentation	100% of security deposit and/or denial of future requests
Trash/recycling removal for events required to provide a private company and fail to remove trash/recycling or is insufficient	Staff costs to remove trash/recycling, plus 15% and possible denial of future requests
Failure to obtain required permits issued by CDOT, DOB, OEMC or other city agencies p to the event day	100% of security deposit
Failure to provide the appropriate quantity/ratio of accessible portable toilets	100% of security deposit
Failure to observe approved route and/or step off time	25% of security deposit
Failure to observe approved hours of amplified sound	100% of security deposit
Missing Park District Meeting	50% of security deposit
Misrepresentation of Non-profit discount policies	100% of security deposit

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by the Americans with Disabilities Act, the Illinois Accessibility Code and the accessibility portions (Chapter 18-11) of the Chicago Building Code. Below is a summary of some of the applicable provisions.

### PORTABLE TOILETS

- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets, including placement of wheelchair accessible toilets, must be clearly identified on the Site Map, (refer to page 8) and the location must be approved by the Park District prior to delivery.
- Pursuant to 18-11-1109.2.4 of the Chicago Building Code, ICC/ANSI A117.1 and ADAAG 4.1.2.(6), if multiple single-user portable toilet or bathing units are grouped at a single location, at least 5 percent, but not less than one toilet unit or bathing unit at each group, shall be wheelchair accessible. The City of Chicago Mayor's Office for People with Disabilities encourages enhanced accessibility with 10 percent, but not less than one portable toilet in each group, to be wheelchair accessible.
- Accessible routes to the portable toilets shall be maintained, and they must be located on a level area not-to-exceed a 2 percent cross-slope in any direction.
- If only one portable toilet is to be provided, it shall be accessible.
- If only one portable toilet is to be provided and the event is private/non-public, the portable toilet may be non-accessible.

### PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.

### SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the International Symbol for Accessibility and placed for maximum visibility.

### BOOTH COUNTERS

- At least 36 inches of each sales counter must be set at a height of no more than 34 inches above the ground (remember to account for the height difference when the booth is up on a curb).
- If only a portion of the counter is at the accessible height, it should be on the left side (as the customer is facing the booth).
- Queue lines must be accessible.
- Signage with the wheelchair access symbol must be displayed above the accessible counter.



# ADDENDUM G: PARK CLUSTERS

PARK NAME	CLUSTER	PARK NAME	CLUSTER
ABBOTT (ROBERT)	1	BUENA CIRCLE	1
ADA (SAWYER GARRETT)	2	BUFFALO	1
ADAMS (GEORGE & ADELE)	3	BURNHAM (DANIEL)	3
ADAMS (JOHN C.)	1	BURNSIDE (AMBROSE)	1
ADDAMS (JANE)	3	BUTTERCUP	1
ADDAMS (JANE) MEML.	3	BUTTERNUT	1
AIELLO (JOHN)	1	BYRNES (MARIAN)	1
ALGONQUIN	1	CALIFORNIA	1
ALMOND	1	CALUMET	3
ALTGELD (JOHN)	2	CANAL ORIGINS	1
AMUNDSEN (ROALD)	1	CANALPORT RIVERWALK	1
ANDERSON (FRED)	3	CARMEN	1
ANDERSON (LOUIS)	1	CARPENTER (PHILO)	1
ANDERSONVILLE	1	CARVER (GEORGE WASHINGTON)	1
ARCADE	1	CATALPA	1
ARCHER (WILLIAM BEATTY)	2	CEDAR	2
ARMOUR (PHILIP) SQUARE	1	CENTENNIAL	1
ARMSTRONG (LILLIAN HARDIN)	2	CHALLENGER	1
ARRIGO (VICTOR)	3	CHAMBERLAIN TRIANGLE	1
ASHE (ARTHUR) BEACH	1	CHASE (SALMON)	2
ASHMORE	1	CHESTNUT	1
ASPEN	1	CHICAGO WOMEN'S PARK & GARDEN	3
ASTER	1	CHIPPEWA	1
ATHLETIC FIELD	3	CHOPIN (FREDERIC)	1
AUBURN	1	CHRISTIANA	1
AUGUSTA (CARPENTER)	1	CHURCHILL FIELD	3
AUSTIN (HENRY)	1	CLAREMONT	1
AUSTIN FOSTER	1	CLARENDON COMM. CTR.	1
AUSTIN TOWN HALL	1	CLARK (JOHN)	1
AVALON	2	CHIPPEWA	1
AVONDALE	1	CHOPIN (FREDERIC)	1
BACK OF THE YARDS	1	CHRISTIANA	1
BARAGA (FREDERICK)	1	CHURCHILL FIELD	3
BARBERRY	1	CLAREMONT	1
BARNARD (AMY L.)	1	CLARENDON COMM. CTR.	1
BARRETT (CHARLES)	1	CLARK (JOHN)	1
BARTELME (MARY)	3	CLARK (RICHARD)	3
BATTLE OF FORT DEARBORN	1	CLOVER	1
BAULER (MATHIAS)	2	CLYBOURN (ARCHIBALD)	1
BEEHIVE	1	COCHRAN (JOHN)	1
BEILFUSS (ALBERT W.)	1	COLE (NAT KING)	1
BELL (GEORGE,JR.)	1	COLEMAN (BESSIE)	1
BENIAC (JOHN "BEANS") GREENWA	1	COLISEUM	3
BERGER (ALBERT)	1	COLUMBUS (CHRISTOPHER)	1
BESSEMER (HENRY)	1	COMMERCIAL CLUB PGD. of CHICAGO	1
BEVERLY	1	CONNORS (WILLIAM)	1
BICKERDIKE (GEORGE) SQUARE	1	COOPER (JACK)	1
BIG MARSH	1	CORNELL (PAUL)	2
BIRCH	1	CORNELL (PAUL) SQUARE	2
BIXLER (RAY)	1	COSME (MARGARET)	1
BLACKHAWK	1	COTTON TAIL	3
BLACKWELDER (I.S., GERTRUDE)	1	COTTONWOOD	1
BLOCK (EUGENE H.)	1	CRAGIN	1
BOGAN (WILLIAM)	1	CRAWFORD (PETER)	1
BOHN (HENRY)	1	CRESCENT	1
BOLER (LEO ROSCOE, SR.)	1	CURIE (MARIE)	1
BOSLEY (WILLIAM)	1	DALEY (RICHARD J.)	1
BOSWELL (ARNITA YOUNG)	1	DAVIS (DR. NATHAN) SQUARE	2
BRADLEY (JOSEPHINE)	1	DAVIS (MARGARET)	2
BRAINERD	1	DAWES (CHARLES G.)	1
BRANDS	1	DE BURGOS (JULIA)	1
BRIGHTON	1	DEAN (JOHN)	1
BROADWAY ARMORY	1	DEARBORN (HENRY)	3
BROMANN (CHARLES)	1	DEBOW (RUSSELL)	1
BRONCHO BILLY	1	DEGEORGE (BERNICE)	1
BROOKS (GWENDOLYN)	1	DEJULIO (ANTHONY)	1
BROOKS (OSCAR)	1	D'ELIA (AILEEN)	1
BROWN (SIDNEY) MEML.	2	DICKINSON (ARTHUR)	1
BRYNFORD	1	DIXON (LORRAINE)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
DOBSON	1	GRANT (ULYSSES)	3
DOGWOOD	1	GRAPE	1
DONAHUE (MARGARET)	2	GRAVER (PHILIP)	1
DONOVAN (GEORGE)	1	GREEN (JEFFREY)	1
DOOLEY (THOMAS)	1	GREEN BRIAR	1
DORIA (HELEN) BEACH	1	GREENEBAUM (HENRY)	1
DOUGHERTY (DANIEL)	1	GRIFFIN (MARION MAHONY)	1
DOUGLASS (ANNA AND FREDERICK)	2	GROSS (THEODORE)	2
DREXEL (FRANCIS)	1	HAAS (JOSEPH)	1
DUBKIN (LEONARD)	1	HALE (NATHAN)	1
DUNBAR (PAUL LAURENCE)	3	HAMILTON (ALEXANDER)	1
DUNHAM (ROBERT)	1	HAMLIN (HANNIBAL)	3
DURKIN (MARTIN)	1	HANSBERRY (LORRAINE)	1
DURSO (JOHN)	3	HARDING (FREDERICK)	1
DUSABLE (JEAN BAPTISTE POINTE)	3	HARDING (GEORGE)	1
DVORAK (ANTON)	3	HARRIS (HARRIET)	1
DUBKIN (LEONARD)	1	HARRIS (RYAN) MEMORIAL	1
DUNBAR (PAUL LAURENCE)	3	HARRISON (CARTER)	2
DUNHAM (ROBERT)	1	HARSH (VIVIAN G.)	1
DURKIN (MARTIN)	1	HARTIGAN (DAVID) BEACH	1
DURSO (JOHN)	3	HASAN (ELLIOT)	1
DUSABLE (JEAN BAPTISTE POINTE)	3	HAYES (FRANCIS)	3
DVORAK (ANTON)	3	HAZELNUT	1
ECKERSALL (WALTER HERBERT)	1	HEGEWISCH MARSH	1
ECKHART (BERNARD)	3	HERITAGE GREEN	3
EDGEBROOK	1	HERMITAGE	1
EDISON (THOMAS ALVA)	1	HERMOSA	1
EDMONDS (MOLLY)	1	HIAWATHA	1
EHRLER (WILLIAM)	1	HICKORY	1
ELLIS (SAMUEL)	3	HOARD (EDISON)	1
ELM	1	HODES (BARNET)	1
ELSTON (DANIEL)	1	HOLLY	1
EMERALD	1	HOLLYWOOD	1
EMMERSON (LOUIS)	1	HOLSTEIN	1
ESSEX	1	HOMAN (JOSEPH)	1
EUCLID	1	HOMAN SQUARE COMM. CTR.	1
EUGENIE TRIANGLE	3	HONEYSUCKLE	1
EVERGREEN	1	HORAN (ALBERT)	1
FARGO (JAMES) BEACH	1	HORNBEAM	1
FELLGER (CHARLES)	1	HORNER (HENRY)	3
FERNWOOD	1	HOUSTON (JESSIE "MA")	1
FERNWOOD PKWY.	1	HOWARD (URE) BEACH	1
FIELD (EUGENE)	1	HOYNE (THOMAS)	1
FILBERT	1	HUBBARD (GURDON)	1
FLOWER (LUCY)	1	HUCKLEBERRY	1
FLYING SQUIRREL	1	HUMBERT (JAMES)	1
FOREST GLEN	1	HUMBOLDT (ALEXANDER VON)	2
FOSCO (PETER)	3	HURLEY (TIMOTHY)	1
FOSTER (J. FRANK)	1	INDEPENDENCE	2
FRANKLIN (BENJAMIN)	1	INDIAN BOUNDARY	3
FULLER (MELVILLE)	3	INDIAN ROAD	1
GAGE (GEORGE)	3	JACKSON (ANDREW)	1
GALEWOOD	1	JACKSON (MAHALIA)	1
GARFIELD (JAMES)	1	JACKSON (ROBERT)	1
GARIBALDI (GIUSEPPI)	3	JACOB	1
GATELY (JAMES)	1	JACOLIK (FLORIAN S.)	1
GILL (JOSEPH)	1	JEFFERSON (NANCY)	2
GINKGO	1	JEFFERSON (THOMAS)	3
GLADSTONE (WILLIAM)	1	JEFFERSON (THOMAS) MEML.	1
GLADYS (GUNDERSON)	1	JENSEN (CHRIST)	1
GOLDBERG (LOUIS)	1	JONES (MARY RICHARDSON)	3
GOLDEN GATE	1	JONQUIL	1
GOMPERS (SAMUEL)	2	JUNCTION GROVE	1
GOOSEBERRY	1	JUNEWAY BEACH	1
GOUDY (WILLIAM) SQUARE	2	JUNIPER	1
GRAND	1	KEDVALE	1
GRAND CROSSING	2	KEELER (CYRUS)	1
GRANDPARENTS	1	KELLS (GEORGE)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
KELLY (EDWARD)	1	MANN (JAMES)	1
KELLY (JOHN)	1	MAPLE	1
KELVYN (WILLIAM)	2	MAPLEWOOD	3
KENMORE	1	MARIANO (LOUIS)	1
KENNEDY (DENNIS)	3	MARQUETTE (JACQUES)	1
KENNICOTT (JONATHAN)	1	MARSHFIELD	1
KENSINGTON	1	MARTIN (JOHNNY)	1
KEN-WELL	1	MASON (ELIZABETH)	1
KENWOOD COMM.	1	MATANKY (EUGENE)	1
KEYSTONE	1	MATHER (STEPHEN TYNG)	2
KILBOURN	1	MAYFAIR	3
KING (MARTIN LUTHER, JR.)	1	MCGUANE (JOHN)	1
KING-LOCKHART (PATRICK, ANTHO	1	MCINERNEY (THOMAS)	1
KINZIE (JOHN) PKWY.	1	MCKEON (JOSEPH)	1
KIWANIS	1	MCKIERNAN (DAVID)	1
KLEIN (LOIS)	1	MCKINLEY (WILLIAM)	3
KOLMAR	1	MELLIN (CURTIS, SR.)	1
KORCZAK (JANUSZ)	1	MEMORIAL	1
KOSCIUSZKO (THADEUZ)	2	MERRILL (GEORGE)	1
KRAUSE (FRANCIS VERNON)	1	MERRIMAC	1
KUCINSKI-MURPHY (VICKI, ROSEB	1	MERRYMAN (THERON)	1
KUJAWA (CHESTER FRANK)	1	METCALFE (RALPH)	1
LA FOLLETTE (ROBERT)	1	MEYERING (WILLIAM)	1
LA VILLITA	2	MIAMI	1
LAKE MEADOWS	3	MICEK (FRANK)	1
LAKE SHORE	3	MID-NORTH	1
LAMB (HAROLD)	1	MIDWAY PLAISANCE	3
LANE (GEORGE) BEACH	1	MILLARD (ALDEN)	1
LANGDON (MARY MARGARET)	1	MILLER (SAMUEL)	1
LANGLEY	1	MINUTEMAN	1
LAWLER (MICHAEL)	1	MOCCASIN RANCH	1
LAZARUS (EMMA)	1	MONTGOMERY (MABEL)	3
LE CLAIRE COURTS - HEARST COM	2	MONTICELLO	1
LEE (JOHN)	1	MONUMENT	1
LEGION	1	MOORE (MAURICE)	1
LELAND GIANTS	1	MORAN (TERRANCE)	1
LEONE (SAM) BEACH	1	MORGAN (THOMAS LEEDS) FIELD	1
LANGDON (MARY MARGARET)	1	MOUNT GREENWOOD	3
LANGLEY	1	MOZART (AMADEUS)	2
LAWLER (MICHAEL)	1	MULBERRY	1
LAZARUS (EMMA)	1	MULBERRY POINT	1
LE CLAIRE COURTS - HEARST COM	2	MUNROE (ROY)	1
LEE (JOHN)	1	MURRAY (DAVID)	1
LEGION	1	MYRTLE GROVE	1
LELAND GIANTS	1	NASH (DON) COMM. CTR.	1
LEONE (SAM) BEACH	1	NEIGHBORS' GARDEN	1
LERNER (LEO)	1	NELSON (ANDREW)	1
LEVIN (JOHN)	2	NICHOLS (JOHN FOUNTAIN)	3
LILY GARDENS	1	NINEBARK	1
LIMAS (JULIANN HOPE)	1	NOETHLING (GRACE)	1
LIN (MARGARET HIE DING)	3	NORMANDY	1
LINCOLN (ABRAHAM)	3	NORTH BOUNDARY	1
LINDBLOM (ROBERT)	1	NORTH MAYFAIR	1
LINDEN	1	NORTH PARK VILLAGE NATURE CENT	1
LITTLE VENICE	1	NORTH SHORE BEACH	1
LIVINGSTON FIELD	1	NORTHERLY ISLAND	3
LOGAN BOULEVARD SKATE PARK	1	NORWOOD	1
LONDON (LOUIS)	1	NORWOOD CIRCLE	1
LOWE (SAMUEL)	1	NOTTINGHAM	1
LOYOLA	3	OAKDALE	3
LUELLA	1	OAKLEY	1
LUNA	1	OGDEN (WILLIAM)	2
LUNT (ORRINGTON, STEPHEN)	1	OGDEN (WILLIAM) PLAZA	3
LYLE (JOHN)	1	O'HALLAREN (BERNARD)	1
MADIGAN (MICHAEL J., SR.)	1	OHIO	1
MAGNOLIA	1	OHIO & HARDING	1
MAJOR TAYLOR BIKE TRAIL	1	OLYMPIA	1
MALUS	1	ORIOLE	2
MANDRAKE (HENRY BROWN)	3	ORR (REZIN)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
OWENS (JESSE)	1	PENDLETON (HADIYA)	1
OZ	3	PERIWINKLE	1
PACKINGTOWN	1	PETERSON (PEHR SAMUEL)	1
PALMER (BERTHA HONORÉ)	1	PIETROWSKI (SYLVESTER)	1
PALMER (JOHN MCAULEY) SQUARE	3	PINE	1
PALMER (POTTER)	1	PIOTROWSKI (LILLIAN)	1
PALMISANO (HENRY)	1	PLEASANT POINT	1
PARK NO. 326	1	POPLAR	1
PARK NO. 382	1	PORTAGE	3
PARK NO. 399	1	POTTAWATTOMIE	1
PARK NO. 414	1	PRAIRIE WOLF	1
PARK NO. 419	1	PRINTERS ROW	3
PARK NO. 421	1	PRINZ (TOBEY) BEACH	1
PARK NO. 422	1	PRITZKER	3
PARK NO. 432	1	PRIVET	1
PARK NO. 437	1	PROSPECT GARDENS	1
PARK NO. 468	1	PULASKI (CASIMER)	3
PARK NO. 474	1	PULLMAN (GEORGE)	1
PARK NO. 500	1	QUINN (MARY BERKEMEIER)	1
PARK NO. 512	1	RAILROAD JUNCTION	1
PARK NO. 514	1	RAINBOW BEACH	1
PARK NO. 517	1	RAINEY (EDWARD)	1
PARK NO. 519	1	RAVENSWOOD MANOR	1
PARK NO. 527	1	RENAISSANCE	1
PARK NO. 528	1	REVERE (PAUL)	1
PARK NO. 529	1	REYES (GUADALUPE)	1
PARK NO. 534	1	RIDGE	2
PARK NO. 535	1	RIDGE PARK WETLANDS	1
PARK NO. 536	1	RIIS (JACOB)	1
PARK NO. 546	3	RIVER	3
PARK NO. 551	1	RIVER ESPLANADE	3
PARK NO. 552	1	ROBERTS (DANIEL) SQUARE	1
PARK NO. 556	1	ROBICHAUX (JOSEPH)	1
PARK NO. 559	1	ROBINSON (JACKIE)	2
PARK NO. 565	1	ROGERS (PHILLIP)	1
PARK NO. 566	1	ROGERS (PHILLIP) BEACH	1
PARK NO. 567	3	RONAN (GEORGE)	1
PARK NO. 569	1	ROOSEVELT (THEODORE)	1
PARK NO. 571	3	ROSEDALE	1
PARK NO. 572	1	ROSENBLUM (J. LESLIE)	2
PARK NO. 573	1	ROWAN (WILLIAM)	1
PARK NO. 574	1	RUIZ (IRMA C.)	1
PARK NO. 576	1	RUSSELL (MARTIN) SQUARE	1
PARK NO. 577	1	RUTHERFORD SAYRE	1
PARK NO. 578	1	SACRAMENTO	1
PARK NO. 580	1	SAINT LOUIS	1
PARK NO. 581	1	SAUGANASH	2
PARK NO. 582	1	SAUGANASH TRAIL	1
PARK NO. 583	1	SCHAEFER (EDWARD)	1
PARK NO. 584	1	SCHAFER (CLARA D.)	1
PARK NO. 585	1	SCHREIBER	1
PARK NO. 586	1	SCOTSDALE	1
PARK NO. 587	1	SENECA	1
PARK NO. 588	1	SENIOR CITIZENS MEML.	1
PARK NO. 589	1	SENKA (EDWARD "DUKE")	1
PARK NO. 590	1	SENN (NICHOLAS)	3
PARK NO. 591	1	SEWARD (WILLIAM)	3
PARK NO. 592	1	SHABBONA	3
PARK NO. 593	1	SHEDD (JOHN G.)	1
PARK NO. 594	1	SHEIL (BERNARD) COMM. CTR.	1
PARK NO. 595	1	SHERIDAN (PHILIP HENRY)	1
PARK NO. 596	1	SHERMAN (JOHN)	3
PARK NO. 597	1	SHERWOOD (JESSE)	1
PARK NO. 598	1	SIMONS (ALMIRA)	1
PARK WEST	1	SINTIC (GREGORY)	1
PARK-VIEW	1	SKINNER (MARK)	3
PARSONS (LUCY)	1	SMITH (JOSEPH HIGGINS)	1
PASCHEN (CHRISTIAN)	1	SMITH (WENDELL)	1
PASTEUR (LOUIS)	1	SNAPPING TURTLE	1



PARK NAME	CLUSTER	PARK NAME	CLUSTER
SNOWBERRY	1	WALLACE	1
SOUTH LAKEVIEW	1	WALSH (JOHN)	3
SOUTH SHORE CULTL. CTR.	2	WANG (CHI CHE)	1
SPIKINGS FARM	1	WARD (A. MONTGOMERY)	3
SPRUCE	1	WARNER GARDEN	1
STANTON (EDWIN)	3	WARREN (LAURENCE)	3
STARR (ELLEN GATES)	1	WASHINGTON (DINAH)	1
STARS & STRIPES	1	WASHINGTON (GEORGE)	1
STATEWAY	1	WASHINGTON (HAROLD)	2
STEELWORKERS	1	WASHINGTON (HAROLD) MEM.	1
STONE (BERNARD)	1	WASHINGTON SQUARE	3
STOUT (FLORENCE)	1	WASHTENAW	1
STROHACKER (HOWARD)	1	WEBSTER (DANIEL)	3
SUMAC	1	WEISMAN (ALBERT)	1
SUMMERDALE	1	WELLES (GIDEON)	3
SUN YAT-SEN	1	WENDT (KENNETH)	1
SUNKEN GARDENS	1	WENTWORTH (JOHN)	2
SUPERA (LOUIS)	1	WENTWORTH (JOHN) GARDENS	1
SUPERIOR	1	WESOLEK (MARLENE)	1
SWEET CLOVER	1	WEST CHATHAM	1
SYCAMORE	1	WEST LAWN	3
TAYLOR (ROBERT ROCHON)	1	WEST PULLMAN	1
TAYLOR-LAURIDSEN (JOHN, EMIL)	1	WEST RIDGE NATURE PARK	2
THE GROVE	1	WESTERN	1
THROOP (AMOS GAGER)	3	WHITE (WILLYE B.)	2
THUIS (GRACE ZWIEFKA)	1	WHITE (EDWARD)	1
TILL-MOBLEY (MAMIE)	1	WHITE (JESSE)	2
TILTON (GEORGE)	1	WICKER (CHARLES, JOEL)	3
TOM (PING) MEML.	3	WIEBOLDT (WILLIAM)	1
TOUHY (PATRICK)	1	WILDWOOD	1
TOUHY-HERBERT (JOHN, VICTOR)	1	WILLIAMS (DANIEL HALE)	1
TREBES (ROBERT)	3	WILLIAMS-DAVIS (HATTIE KAY, IZORA)	1
TRIANGLE	1	WILSON (FRANK)	1
TRUMBULL (LYMAN)	1	WILSON (JOHN)	1
TULEY (MURRAY)	1	WILSON (JOHN) COMM. CTR.	1
UNION	3	WINNEMAC	3
UNITY	3	WOLCOTT (ALEXANDER)	1
VALLEY FORGE	1	WOLFE (RICHARD)	1
VETERANS' MEMORIAL	1	WOOD (ELIZABETH)	1
VIOLET	1	WOODHULL (ROSS)	1
VITTUM (HARRIET ELIZABETH)	1	WRIGHTWOOD	2
VOGLE (HENRY JR.)	1	ZATTERBERG (HELEN)	1
WAGNER (CLARENCE)	1		

# HELPFUL CONTACT INFORMATION

ORGANIZATION	PHONE	FAX	WEBSITE	EMAIL ADDRESS / CONTACT FORM	MAILING ADDRESS
<b>CHICAGO POLICE DEPARTMENT DISTRICT OFFICES</b>					
Special Events and Liaison Section	312-745-5253		<a href="#">CHICAGO POLICE SPECIAL EVENTS</a>	<a href="mailto:CLEARPATH@CHICAGOPOLICE.ORG">CLEARPATH@CHICAGOPOLICE.ORG</a>	3510 S. Michigan Ave. Chicago, Illinois 60653
District 001 (Central)	312-745-4290	312-745-3694	<a href="#">DISTRICT 001</a>	<a href="mailto:CAPS001DISTRICT@CHICAGOPOLICE.ORG">CAPS001DISTRICT@CHICAGOPOLICE.ORG</a>	1718 S. State St. Chicago, Illinois 60609
District 002 (Wentworth)	312-747-8366	312-747-5396	<a href="#">DISTRICT 002</a>	<a href="mailto:CAPS002DISTRICT@CHICAGOPOLICE.ORG">CAPS002DISTRICT@CHICAGOPOLICE.ORG</a>	5101 S. Wentworth Ave. Chicago, Illinois 60609
District 003 (Grand Crossing)	312-747-8201	312-747-5479	<a href="#">DISTRICT 003</a>	<a href="mailto:CAPS003DISTRICT@CHICAGOPOLICE.ORG">CAPS003DISTRICT@CHICAGOPOLICE.ORG</a>	7040 S. Cottage Grove Ave. Chicago, Illinois 60637
District 004 (South Chicago)	312-747-8205	312-747-4559	<a href="#">DISTRICT 004</a>	<a href="mailto:CAPS.004DISTRICT@CHICAGOPOLICE.ORG">CAPS.004DISTRICT@CHICAGOPOLICE.ORG</a>	2255 E. 103rd St. Chicago, Illinois 60617
District 005 (Calumet)	312-747-8210	312-747-5935	<a href="#">DISTRICT 005</a>	<a href="mailto:CAPS005DISTRICT@CHICAGOPOLICE.ORG">CAPS005DISTRICT@CHICAGOPOLICE.ORG</a>	727 E. 111th St. Chicago, Illinois 60628
District 006 (Gresham)	312-745-3610	312-745-3649	<a href="#">DISTRICT 006</a>	<a href="mailto:CAPS006DISTRICT@CHICAGOPOLICE.ORG">CAPS006DISTRICT@CHICAGOPOLICE.ORG</a>	7808 S. Halsted St. Chicago, Illinois 60629
District 007 (Englewood)	312-747-8220	312-747-6558	<a href="#">DISTRICT 007</a>	<a href="mailto:CAPS007DISTRICT@CHICAGOPOLICE.ORG">CAPS007DISTRICT@CHICAGOPOLICE.ORG</a>	6120 S. Racine Ave. Chicago, Illinois 60607
District 008 (Chicago Lawn)	312-747-8730	312-747-8545	<a href="#">DISTRICT 008</a>	<a href="mailto:CAPS008DISTRICT@CHICAGOPOLICE.ORG">CAPS008DISTRICT@CHICAGOPOLICE.ORG</a>	3420 W. 63rd St. Chicago, Illinois 60629
District 009 (Deering)	312-747-8227	312-747-5329	<a href="#">DISTRICT 009</a>	<a href="mailto:CAPS.009DISTRICT@CHICAGOPOLICE.ORG">CAPS.009DISTRICT@CHICAGOPOLICE.ORG</a>	3501 S. Lowe Ave. Chicago, Illinois 60609
District 010 (Marquette)	312-747-7511	312-747-7429	<a href="#">DISTRICT 010</a>	<a href="mailto:CAPS010DISTRICT@CHICAGOPOLICE.ORG">CAPS010DISTRICT@CHICAGOPOLICE.ORG</a>	3315 W. Ogden Ave. Chicago, Illinois 60608
District 011 (Harrison)	312-746-8386	312-746-4281	<a href="#">DISTRICT 011</a>	<a href="mailto:CAPS.011DISTRICT@CHICAGOPOLICE.ORG">CAPS.011DISTRICT@CHICAGOPOLICE.ORG</a>	3151 W. Harrison St. Chicago, Illinois 60612
District 012 (Monroe)	312-746-8396	312-746-9480	<a href="#">DISTRICT 012</a>	<a href="mailto:CAPS012DISTRICT@CHICAGOPOLICE.ORG">CAPS012DISTRICT@CHICAGOPOLICE.ORG</a>	1412 S. Blue Island Chicago, Illinois 60608
District 014 (Shakespeare)	312-744-8290	312-744-2422	<a href="#">DISTRICT 014</a>	<a href="mailto:CAPS.014DISTRICT@CHICAGOPOLICE.ORG">CAPS.014DISTRICT@CHICAGOPOLICE.ORG</a>	2150 N. California Ave. Chicago, Illinois 60647
District 015 (Austin)	312-743-1440	312-743-1366	<a href="#">DISTRICT 015</a>	<a href="mailto:CAPS015DISTRICT@CHICAGOPOLICE.ORG">CAPS015DISTRICT@CHICAGOPOLICE.ORG</a>	5701 W. Madison Ave. Chicago, Illinois 60651
District 016 (Jefferson Park)	312-742-4480	312-742-4421	<a href="#">DISTRICT 016</a>	<a href="mailto:CAPS016DISTRICT@CHICAGOPOLICE.ORG">CAPS016DISTRICT@CHICAGOPOLICE.ORG</a>	5151 N. Milwaukee St. Chicago, Illinois 60630
District 017 (Albany Park)	312-742-4410	312-742-5411	<a href="#">DISTRICT 017</a>	<a href="mailto:CAPS.017DISTRICT@CHICAGOPOLICE.ORG">CAPS.017DISTRICT@CHICAGOPOLICE.ORG</a>	4650 N. Pulaski Rd. Chicago, Illinois 60625
District 018 (East Chicago)	312-742-5870	312-742-5771	<a href="#">DISTRICT 018</a>	<a href="mailto:CAPS018DISTRICT@CHICAGOPOLICE.ORG">CAPS018DISTRICT@CHICAGOPOLICE.ORG</a>	1160 N. Larrabee Ave. Chicago, Illinois 60610
District 019 (Belmont)	312-744-8320	312-744-4481	<a href="#">DISTRICT 019</a>	<a href="mailto:CAPS019DISTRICT@CHICAGOPOLICE.ORG">CAPS019DISTRICT@CHICAGOPOLICE.ORG</a>	850 W. Addison St. Chicago, Illinois 60613
District 020 (Foster)	312-742-8714 312-742-8715	312-742-8803	<a href="#">DISTRICT 020</a>	<a href="mailto:CAPS020DISTRICT@CHICAGOPOLICE.ORG">CAPS020DISTRICT@CHICAGOPOLICE.ORG</a>	5400 N. Lincoln Ave. Chicago, Illinois 60640
District 022 (Morgan Park)	312-745-0570	312-745-0814	<a href="#">DISTRICT 022</a>	<a href="mailto:CAPS022DISTRICT@CHICAGOPOLICE.ORG">CAPS022DISTRICT@CHICAGOPOLICE.ORG</a>	1900 W. Monterey Ave. Chicago, Illinois 60643
District 024 (Rogers Park)	312-744-5907	312-744-6928	<a href="#">DISTRICT 024</a>	<a href="mailto:CAPS.024DISTRICT@CHICAGOPOLICE.ORG">CAPS.024DISTRICT@CHICAGOPOLICE.ORG</a>	6464 N. Clark St. Chicago, Illinois 60626
District 025 (Grand Central)	312-746-8605	312-746-4353	<a href="#">DISTRICT 025</a>	<a href="mailto:CAPS025DISTRICT@CHICAGOPOLICE.ORG">CAPS025DISTRICT@CHICAGOPOLICE.ORG</a>	5555 W. Grand Ave. Chicago, Illinois 60626
<b>CITY OF CHICAGO DEPARTMENTS</b>					
Department of Buildings (DOB) - Tent/Stage/Structure Permits	312-744-7895 312-744-3449	312-744-6525	<a href="#">DOB PERMITS</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	121 N. LaSalle St., Room 900 Chicago, IL 60602
Department of Business Affairs & Consumer Protection	312-744-6060	312-744-0246	<a href="#">BACP</a>	<a href="#">BACP CONTACT INFORMATION</a>	121 N. LaSalle St., 8th Floor, Chicago, IL 60602
Department of Cultural Affairs & Special Events (DCASE)	312-744-3316 312-744-3315	312-744-8523	<a href="#">DCASE SPECIAL EVENT PERMITS</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	78 E. Washington St. 4th floor Chicago, IL 60602
Department of Fire (Pryotechnics)	312-745-3705	312-745-4189	<a href="#">PYROTECHNICS LICENSE</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	3510 Michigan, Floor 2, Chicago, IL 60653
Department of Health (Health Inspections)	312-746-8030	312-746-8099	<a href="#">HEALTH INSPECTIONS</a>	<a href="mailto:CDPHFOOD@CITYOFCHICAGO.ORG">CDPHFOOD@CITYOFCHICAGO.ORG</a>	2133 W Lexington St, Chicago, IL 60612

# HELPFUL CONTACT INFORMATION

Department of Streets and Sanitation	312-744-4611	312-744-4737	<a href="#">STREETS &amp; SANITATION</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	121 North LaSalle St., Room 1107, Chicago, IL 60602
Department of Transportation	312-744-3600	312-744-1200	<a href="#">CDOT</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	2 N. LaSalle St., Suite 1110, Chicago, IL 60602
Office of Emergency Management & Communication (OEMC)	312-746-9111	312-746-9120	<a href="#">OEMC</a>	<a href="mailto:SEPERMITS@CITYOFCHICAGO.ORG">SEPERMITS@CITYOFCHICAGO.ORG</a>	121 North LaSalle St., Chicago, IL 60602
<b>STATE OF ILLINOIS OFFICES</b>					
Illinois Department of Revenue (Bingo License)	217-524-4164		<a href="#">BINGO LICENSE</a>	<a href="mailto:REV.BPTCG@ILLINOIS.GOV">REV.BPTCG@ILLINOIS.GOV</a>	Post Office Box 19480 Springfield, Illinois 62794
Illinois Liquor Control Commission	312-814-2206	312-814-2241	<a href="#">ILCC</a>	<a href="mailto:ILCC@ILLINOIS.GOV">ILCC@ILLINOIS.GOV</a>	50 W. Washington St. Suite 209, Chicago, IL 60602
Illinois Secretary of State	312-793-3380		<a href="#">ILSOS</a>	<a href="#">ILSOS CONTACT FORM</a>	69 W. Washington St., Ste. 1240, Chicago, IL 60602
<b>CHICAGO PARK DISTRICT OFFICES</b>					
Aquatics	773-363-2225		<a href="#">CPD - AQUATICS</a>		4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Media Permits)	312-763-6710		<a href="#">CPD- MEDIA PERMITS</a>	<a href="mailto:MEDIAAPP@CHICAGOPARKDISTRICT.COM">MEDIAAPP@CHICAGOPARKDISTRICT.COM</a>	4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Promotional Permits)	312-742-4744		<a href="#">CPD - OTHER PERMIT TYPES</a>		4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Special Event Permits)	312-763-6710		<a href="#">CPD - SPECIAL EVENT PERMITS</a>	<a href="mailto:PERMITAPP@CHICAGOPARKDISTRICT.COM">PERMITAPP@CHICAGOPARKDISTRICT.COM</a>	4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Special Event Venues)			<a href="#">CPD - SPECIAL EVENT VENUES</a>	<a href="mailto:VENUES@CHICAGOPARKDISTRICT.COM">VENUES@CHICAGOPARKDISTRICT.COM</a>	4830 S. Western Ave, Chicago, IL 60609
Harbors Westrec	312-741-3601		<a href="#">CHICAGO HARBORS</a>	<a href="#">HARBORS CONTACT FORM</a>	4830 S. Western Ave, Chicago, IL 60609
New Business Development	312-742-4744				4830 S. Western Ave, Chicago, IL 60609
Park Concession Management	312-988-3360 EXT. 1017		<a href="#">CPD - PARK CONCESSIONS MANAGEMENT</a>	<a href="#">PARK CONCESSIONS CONTACT FORM</a>	4830 S. Western Ave, Chicago, IL 60609
Park Services - Security	312-747-2193				4830 S. Western Ave, Chicago, IL 60609
<b>OTHER LOCATIONS &amp; OFFICES</b>					
Alfred Caldwell Lily Pool	773-883-7275	773-883-7278	<a href="#">ALFRED CALDWELL LILY POOL</a>	<a href="mailto:INFO@LINCOLNPARKCONSERVANCY.ORG">INFO@LINCOLNPARKCONSERVANCY.ORG</a>	PO Box 14703, Chicago, IL 60614
Lincoln Park Zoo	312-742-2000		<a href="#">LP ZOO</a>	<a href="#">LP ZOO CONTACT FORM</a>	2001 North Clark St., Chicago, 60614
Maggie Daley Park & Cancer Survivors Garden	312-552-3000		<a href="#">MAGGIE DALEY PARK</a>	<a href="mailto:INFO@MAGGIEDALEYPARK.COM">INFO@MAGGIEDALEYPARK.COM</a>	337 E. Randolph St. Chicago, 60601
Millennium Park	312-744-6050		<a href="#">MILLENNIUM PARK</a>	<a href="mailto:MILLENNIUMPARK@CITYOFCHICAGO.ORG">MILLENNIUMPARK@CITYOFCHICAGO.ORG</a>	201 E. Randolph St., Chicago, 60601
Olive Park	312-744-6635				500 N Lake Shore Dr Chicago, IL 60611