



CHICAGO PARK DISTRICT

2019 MEDIA PERMIT APPLICATION

Please contact these locations directly for media permits:

Alfred Caldwell Lily Pool | Lincoln Park Zoo | Maggie Daley Park and Cancer Survivors Garden | Millennium Park

INSTRUCTIONS: Visit www.chicagoparkdistrict.com/permits-rentals. Purchase the \$35.00 "2019 Permit Application Fee" and provide the Permit Application Fee receipt number below. Additional information starts on page 7.

APPLICANT INFORMATION

PERMIT APPLICATION FEE RECEIPT NUMBER	NAME OF APPLICANT <small>(same as individual's name listed in Signature section on page 6)</small>	TODAY'S DATE	
E-MAIL ADDRESS		DRIVER'S/STATE ID#	
CELL PHONE	DAYTIME PHONE	FAX	
ADDRESS	CITY	STATE	ZIP CODE

TYPE OF MEDIA PERMIT AND FEES

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

NON-COMMERCIAL FILMING/PHOTOGRAPHY <i>(e.g., Wedding Photos)</i>	\$35 application fee and \$45 permit fee (per hour, per location) <ul style="list-style-type: none"> Restrictions may apply. Insurance NOT required.
NON-COMMERCIAL STUDENT FILMING/PHOTOGRAPHY	\$35 application fee and \$45 permit fee (per location, per date) <ul style="list-style-type: none"> Available to currently enrolled students with a media assignment. A letter from a school official verifying the applicant's enrollment status and that the shoot is related to course work is required. Insurance required (see pages 9-10).
STILL PHOTOGRAPHY	\$35 application fee and \$820 permit fee (per location, per date) <ul style="list-style-type: none"> \$520 refundable security deposit. Insurance required (see pages 9-10).
FILMING LEVEL 1 <i>(1-5 crew, talent, vendors, volunteers, etc..)</i>	\$35 application fee and \$295 permit fee (per location, per date) <ul style="list-style-type: none"> \$200 refundable security deposit. Insurance required (see pages 9-10).
FILMING LEVEL 2 <i>(6-12 crew, talent, vendors, volunteers, etc..)</i>	\$35 application fee and \$470 permit fee (per location, per date) <ul style="list-style-type: none"> \$520 refundable security deposit. Insurance required (see pages 9-10).
FILMING LEVEL 3 <i>(13-20 crew, talent, vendors, volunteers, etc..)</i>	\$35 application fee and \$1,055 permit fee (per location, per date) <ul style="list-style-type: none"> \$520 refundable security deposit. Insurance required (see pages 9-10).
FILMING LEVEL 4 <i>(21 and greater crew, talent, vendors, volunteers, etc..)</i>	\$35 application fee and \$1,935 permit fee (per location, per date) <ul style="list-style-type: none"> \$5,200 refundable security deposit. Insurance required (see pages 9-10).

ATTENTION: A \$35 late fee will be assessed for all applications received less than 7 days prior to filming/shoot date.
 Note: Media Permit availability may be limited during peak periods. Additional fees may apply for indoor locations; fees vary by site.

DEPARTMENT OF REVENUE

Phone (312) 763-6710 | Fax (312) 742-5339 | www.chicagoparkdistrict.com
 Mailing Address: 541 North Fairbanks Court | Chicago, IL 60611 | Office Location: 359 E. McFetridge Dr. | Chicago, IL 60605
 Version: 1/1/2019

FILMING/PHOTOGRAPHY SHOOT INFORMATION

NAME OF SHOOT

PARK(S) REQUESTED	SPECIFIC LOCATION
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DATE(S) OF SHOOT <i>(include all set-up and tear-down dates)</i>	TIME OF SHOOT
	Start Time: _____ Finish Time: _____

NUMBER OF PARTICIPANTS *(include all persons conducting and partaking in shoot)*

MEDIA OUTLETS

Please describe any and all media outlets that the film/photographs will be published? *(For example, if you're filming a commercial that will be viewed on the internet, please provide the internet address or addresses.)*

SHOOT CONTENT DESCRIPTION

(Including client/company)

EQUIPMENT DESCRIPTION

(Including client/company)

DISTRIBUTION / AUDIENCE DESCRIPTION

Where and how is film/photography intended to be distributed?

FILMING/PHOTOGRAPHY SHOOT FEATURES AND STRUCTURES


All filming and photography shoot features and structures are subject to the approval of the Chicago Park District.

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.*

- *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*

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 shoot if applicable.)

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

STAGES AND PLATFORMS

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 sizes 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 shoot; otherwise, late fees may apply (refer to Fees and Document Deadlines on page 8). Please plan accordingly by submitting all appropriate paperwork to DOB at least 45 days prior to your shoot day.

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 \longrightarrow **Stages:**

Height (ft.) _____ Length (ft.) _____ Width (ft.) _____ No. _____

Height (ft.) _____ Length (ft.) _____ Width (ft.) _____ No. _____

Platforms:

Height (ft.) _____ Length (ft.) _____ Width (ft.) _____ No. _____

Height (ft.) _____ Length (ft.) _____ Width (ft.) _____ No. _____

Description: _____

Site Map: Indicate on the map discussed in the Site Map section the location of each stage and/or platform.

Waste Minimization Plan: When constructing stages or platforms, various materials are used that may be reusable or recycled after the shoot. Please provide a waste minimization plan that details materials including construction materials and decor to be recycled post shoot, to be donated or reused post shoot 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.

PORTABLE TOILETS: (All portable toilets must be removed from Park District property by the Permit tear-down time or at a time specified by the Park District.)

Will your shoot include the use of portable toilets? (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 $\begin{matrix} \longrightarrow \\ \downarrow \\ \longrightarrow \end{matrix}$ **Number of Portable Toilets:** _____ **AND Number of Accessible Portable Toilets:** _____

Description(s): _____

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

DUMPSTERS: Will your shoot include the use of dumpsters?

(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 $\begin{matrix} \longrightarrow \\ \downarrow \\ \longrightarrow \end{matrix}$ **Number of Dumpsters:** _____

Description(s): _____

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

Waste Minimization Plan: Provide a waste minimization and recycling plan that indicates amount and location of dumpsters for materials going to landfill, recycling or composting. Post shoot, provide a report of the amount of material generated by the shoot which was landfilled, recycled, reused, donated or composted.

FENCING AND BARRICADES: Will your shoot include the use of fencing and/or barricades?

(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 \longrightarrow **Description:** _____

Site Map: Indicate on the map discussed in the Site Map section the location of all fencing and/or barricades.

INFLATABLES: Will your event include inflatables?

(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 $\begin{matrix} \longrightarrow \\ \downarrow \\ \longrightarrow \end{matrix}$ **Number of Inflatables:** _____

Description: _____

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

GENERATORS: Will your shoot 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:** _____

Description(s): _____

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

VEHICLES (Vehicles are not allowed for non-commercial media permits.)

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 shoot set-up and tear-down. A Vehicle Pass does not grant permission to park or drive on grass, athletic fields or beaches. Parking for shoot 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.

Are you requesting permission to temporarily operate staff/supply vehicles on Park District service roads for delivery of equipment and supplies?

(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 Vehicles:** _____

Vehicle Description(s): _____

(Include the make, model and purpose for each vehicle. Provide a ground and/or tree protection plan if you intend to operate vehicles on grass, athletic fields, or beaches.)

Are you requesting permission to park vehicles on-site for the duration of the shoot? 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. *(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 Vehicles:** _____

Vehicle Description(s): _____

(Include the make, model and purpose for each vehicle. Provide a ground and/or tree protection plan describing how you intend to protect the surface if you intend to operate vehicles on grass, athletic fields, or beaches.)

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 is preferred.

OTHER FEATURES AND STRUCTURES

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

(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 **Description(s):** _____

Site Map: Indicate on the map discussed in the Site Map section the location of each additional feature and/or structure.

SITE MAP (Required for all Applicants)

Attach a Site Map (or sketch a site map in the space provided 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.

SECURITY AND MEDICAL SERVICES

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

Please note that Park District Security may be available for your shoot. For more information, contact the Department of Revenue (refer to contact information on page 7 of this application).

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.

SECURITY PLAN

Have you made provisions for on-site security services? (Please check No or Yes below.)

No Yes (Please provide the information requested below. Additionally, attach (i) a copy of the security company's license, (ii) a copy of the certificate of insurance required by the State of Illinois, (iii) a detailed schedule indicating the number of security personnel per shift throughout each day of the event (including set-up, event, and tear-down days, and (iv) contract. Documents with this information may be attached.)

SECURITY COMPANY		CONTACT NAME	
NUMBER OF SECURITY STAFF PER SHIFT PER DAY	LICENSE NUMBER	INSURANCE COMPANY NAME	
STREET ADDRESS			SUITE
CITY		STATE	ZIP CODE
E-MAIL ADDRESS			
PHONE	FAX	EVENT DAY CELL	

MEDICAL SERVICES

Have you made provisions for on-site medical services?

No Yes If yes, please provide the information requested below. Document(s) with this information may be attached.)

MEDICAL COMPANY		CONTACT NAME	
STREET ADDRESS			SUITE
CITY		STATE	ZIP CODE
E-MAIL ADDRESS			
PHONE	FAX	EVENT DAY CELL	

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

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 as requested throughout the application?

Paid the \$35 application fee?

To submit application, click button below.

*We cannot accept files sent via Google Drive, Google Docs or other links.
Applications must be PDF files only.*

Or submit by:

Email to Mediaapp@chicagoparkdistrict.com

Fax to 312-742-5339

MEDIA PERMIT APPLICATION PROCESS

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 or call Revenue at (312) 763-6710.

1. The Application may be emailed, mailed, delivered in-person, or faxed at least 7 days prior to the film or photo shoot to the following address:

Chicago Park District
Department of Revenue
359 E. McFetridge Dr.
Chicago, IL 60605

Fax: (312) 742-5339
email: mediaapp@chicagoparkdistrict.com

2. The Department of Revenue will review your request and follow-up with you regarding the status of your application via email. Please note that all applications are subject to review and submittal of an application does not grant you a permit. Upon receiving your Application Fee and Application, the Chicago Park District will contact you 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.
3. Student, Documentary/Web Media and Commercial 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 (pages 9 -10).

4. 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.
5. 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.

RULES AND REGULATIONS FOR MEDIA PERMITS

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.

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 EVENT FEATURES

- The Park District does **NOT** provide amenities and event features such as portable toilets, inflatables, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment. Further, the applicant or event organizer is responsible for all costs directly and indirectly related to providing amenities and event features.
- Amenities and event features require approval from 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.

ASSIGNMENT

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

CANCELLATION

- All cancellations must be made in writing.
- 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.

HOURS

- Shoot activity is restricted to the public hours of the parks (6:00am – 11:00pm). - unless otherwise
- 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 costs associated with the request if approved.

FEES AND 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 **7 days prior to the event**. Failure to submit fees and requested documentation no later than 7 days prior to the event **may result in a \$35 late fee or denial of a permit application**.

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

- 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. <http://homeport.uscg.mil>

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 clean up 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, the State of Illinois, and the United States of America.
- 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.

MEDIA PERMIT AND VEHICLE PASSES

- A copy of the Media Permit must be present on-site for inspection.
- 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.

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 7 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 email, 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 worth of 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 activity/event date, location of event and title/type of event on insurance certificate, if applicable.
- 2. 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.
 - **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 10.

***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) 947-0715. 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
541 N. Fairbanks Ct.
Chicago, IL 60611

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT (continued)

Please refer to the sample endorsement below (Exhibit A-1).

1. Policy Number must match certificate.
2. 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).

POLICY NUMBER: XXXXXXXXXXXX **COMMERCIAL GENERAL LIABILITY**

INSURED: XXXXXX XXXX XXXXXXXXX

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

**ADDITIONAL INSURED - CHICAGO PARK DISTRICT,
541 N. FAIRBANKS CT., CHICAGO, IL 60611**

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-1: 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.