



**CHICAGO PARK DISTRICT**

# SPECIAL EVENT PERMIT APPLICATION

**INSTRUCTIONS:** Visit [www.chicagoparkdistrict.com/permitandrentals](http://www.chicagoparkdistrict.com/permitandrentals). Purchase \$35.00 "2019 Permit Application Fee", then submit this application. **Insurance is required for most events;** additional information and fees start on page 11.

## APPLICANT INFORMATION

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

## EVENT INFORMATION

EVENT NAME	NAME OF EVENT ORGANIZER/PRODUCER	NUMBER OF PARTICIPANTS	NUMBER OF SPECTATORS
<b>1ST CHOICE</b>			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
<b>2ND CHOICE</b>			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
<b>3RD CHOICE</b>			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
<b>4TH CHOICE</b>			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION
<b>5TH CHOICE</b>			
SET-UP DATE(S)	EVENT DATE(S)	TEAR-DOWN DATE(S)	PARK
SET-UP TIMES FROM: TO:	EVENT TIMES FROM: TO:	TEAR-DOWN TIMES FROM: TO:	SPECIFIC LOCATION

**NOTE: Regardless of place in queue, permit requests for lakefront parks or on national holidays may not be available. Additional Information Required: If your event includes multiple locations, days and/or varying times, please attach a prioritized list.**

### DEPARTMENT OF REVENUE

Phone (312) 763-710 | Fax (312) 742-5339 | [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com)  
Mailing Address: 541 North Fairbanks Court | Chicago, IL 60611 | Office Location: 359 East McFetridge Dr. | Chicago, IL 60605  
Version: 10/18/2018

EVENT DAY ON-SITE CONTACT <i>(if different from Applicant)</i>	CELL PHONE
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**EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?** *(Definitions of Applicant, Producer, and Sponsoring Organization are located on page 18. Please check No or Yes below. If Yes, please provide additional information as requested below. If No, please skip to the next section below.)*

No    Yes  **Name of Organization:** \_\_\_\_\_

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

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

**NON-PROFIT DISCOUNT:** In requesting a Non-profit discount the applicant attests that 100% net proceeds shall inure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person. Within 30 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 23). 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).

**Is the applicant requesting a not-for-profit discount of the permit rental fee?**  
*(Athletic, Corporate, and Festivals/Performances/12,000+ Level Permits Only. Please check No or Yes below.)*

No    Yes  *(If yes, the applicant certifies that they have read and agree to abide by the policy listed above and agrees to provide all required documentation and will provide all supplemental documentation supporting this request at the request of the Chicago Park District.)*

**If yes, initial here** \_\_\_\_\_

Name of Not-For-Profit Sponsoring Organization \_\_\_\_\_

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

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

*A 40% reduction off rental fees will be granted with approved documentation.*

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

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

**EVENT SUMMARY**

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

**Does your event include a walk, bike, run, and/or other similar feature that includes a route or procession?**

Note: Please contact the assigned permit coordinator if the times below should change.

No Yes [ ] First Step-off time: \_\_\_\_\_ AM / PM Final Step-off time: \_\_\_\_\_ AM / PM
[ ] Number of Basic Aid Stations with hydration and/or first aid only (\$455 Per Station): \_\_\_\_\_
[ ] Number of Expanded Aid Stations with amplified sound or additional features (\$3,585 Per Station): \_\_\_\_\_
[ ] Route Map: Provide a route map (see the Maps section on page 8 for more detail).

**EVENT HISTORY: Has this event been previously held?**

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

No Yes [ ] Event Name: \_\_\_\_\_
[ ] Location: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS**

**Are you charging an admission, participant entry, or suggested donation fee for entry into your event?**

(Please check No or Yes below. If Yes, please provide additional information as requested below. Documents with this information may be attached.)

No Yes [ ] Admission Fee per Adult: \_\_\_\_\_ AND/OR Admission Fee per Child: \_\_\_\_\_
[ ] Participant Entry Fee per Adult: \_\_\_\_\_ AND/OR Participant Entry Fee per Child: \_\_\_\_\_
[ ] Suggested Donation per Adult: \_\_\_\_\_ AND/OR Suggested Donation per Child: \_\_\_\_\_

**EVENT FEATURES**

All event features are subject to the approval of the Chicago Park District (Park District). Additionally, certain event features including but no limited to street closures and alcohol may require separate permits from the City of Chicago and State of Illinois. For information regarding City of Chicago permits, please refer to the Department of Cultural Affairs and Special Events (DCASE) Special Event Permit Package, contact either of the numbers noted below, or contact the City of Chicago Department of Cultural Affairs and Special Events (DCASE) at (312) 744-3315. Failure to submit the required information or documentation and/or failure to obtain approval from a Commander, local Alderman, or other governing city or state agency may be cause for denial of specific features of a special event permit or denial of a special event permit in its entirety.

**ALCOHOL (Alcohol is only allowed on Park District property when a Picnic 4 (service only), Athletic 4 to 5, Corporate, or Festivals/ Performances/12,000+ Special Event Permit has been issued.)** The alcohol must be provided by a company that is properly licensed by the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Licensing. Additionally, a City of Chicago Special Event Liquor License issued by DCASE is required. If you're applying for a City of Chicago Special Event Liquor License with DCASE, then your DCASE application package must include the Chicago Police District Commander's and local Alderman's review letters. Both the District Commander and Alderman need time to review your plan and may make recommendations to your event plan to ensure participant and public safety. It is your responsibility to submit the required documentation/information to the appropriate **Chicago Police District Commander and Alderman office a minimum of 45 days prior to your event**, however, the Park District suggests that you submit your paperwork to DCASE more than 45 days prior to your event to ensure timely processing and adherence to Park District deadlines (refer to Fees and Deadlines on page 14). Liquor liability and contingent liquor liability insurance are required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Chicago Park District as additional insured. **A copy of the appropriate license(s) issued by the State of Illinois and/or the City of Chicago must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).** There are a lot of requirements involved in being able to serve or sell alcohol at your event so please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District provided by and/or requested from the Permit Coordinator at least 60 days prior to your event day) to **DCASE at least 45 days prior to your event** day.

**ALCOHOL SERVICE: (Alcoholic beverages served at your event at no charge and/or sampling of alcoholic beverages at your event at no charge)**

**Are you requesting permission to serve beer, wine or spirits at your event?**

(Please check No or Yes below. If Yes, please provide additional information as requested below. Add more sheets if necessary.)

No Yes, to event participants only Yes, to the general public

Description: \_\_\_\_\_

**REMOVAL OF CANS, BOTTLES, AND OR CUPS: Are you planning on using cans, bottles or cups to serve alcohol?**

(Please check No or Yes below. If Yes, please describe how you will ensure the cans, bottles or plastic cups will be recovered during the event and recycled after the event. Add more sheets if necessary. Please note, glass and polystyrene (Styrofoam) products, containers or cups are not allowed.)

No Yes, to event participants only Yes, to the general public

Description: \_\_\_\_\_

**ALCOHOL SALE: Are you requesting permission to sell beer, wine or spirits at your event?**

(Please check No or Yes below. If Yes, please provide additional information as requested below. Add more sheets if necessary.)

No Yes, to event participants only Yes, to the general public

Description: \_\_\_\_\_

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**PRODUCT SALES AND SAMPLING** *(Product sales and sampling is only allowed on Park District property when an Athletic 3 to 5, Corporate, Promotions, or Festivals / Performances / 12,000+ Special Event Permit has been issued.)*

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to Park District approval of the request. If any question below is answered "Yes," then provide additional information in the description section below.

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**FOOD AND NON-ALCOHOLIC BEVERAGES:** *Use of paper, compostable biodegradable, recyclable products or other environmentally responsible materials when serving food and non-alcoholic beverages is preferred. If using paper products, these products should contain recycled content. Glass, single use plastic and polystyrene (Styrofoam) containers or cups are not allowed. Every effort should be made to minimize food waste and/or compost food waste from the event. Please describe how you will ensure environmentally responsible materials are used during this event. Please describe how waste will be minimize and/or composted and recycled.*

**Are you requesting permission to serve and/or sample food and/or non-alcoholic beverages?** *(Please check No or Yes.)*

No      Yes, to event participants only      Yes, to the general public

**Are you requesting permission to sell food and/or non-alcoholic beverages?** *(Please check No or Yes.)*

No      Yes, to event participants only      Yes, to the general public

If you answered yes to either question above, then please provide the information requested below. Add more sheets if necessary.

Description: \_\_\_\_\_

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**MERCHANDISE** *The environmental impact of any merchandise that is distributed should be minimized. Merchandise should be packaged in environmentally responsible material. Please describe how you will minimize the environmental impact, including reduction of litter, during the giveaway/sample of merchandise.*

**Are you requesting permission to give away/sample merchandise?** *(Please check No or Yes below.)*

No      Yes, to event participants only      Yes, to the general public

**Are you requesting permission to sell merchandise?** *(Please check No or Yes below.)*

No      Yes, to event participants only      Yes, to the general public

If you answered yes to either question above, then please provide the information requested below. Add more sheets if necessary.



Description: \_\_\_\_\_

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**GRILLING**

Grilling must be confined to enclosed metal containers and hot coals must be cooled or doused with water after use and must be disposed of in red coal containers. In the event red coal containers are not available, coals must be placed in an appropriate container and must be disposed of off-site. Disposing coals on grass, at the base of a tree or at any other location is strictly prohibited, **and will result in forfeiture of your security deposit.** Propane gas cylinders should be properly secured, have proper valves, and be at least 10 feet away from tents. Tents, booths, and canopies should be made of fire retardant material.

**Do you plan to use grills to prepare/cook food at your event?** *(Please check No or Yes below. If Yes, please provide description.)*



No      Yes  **Number of Gas/Propane Grills:** \_\_\_\_\_ **AND/OR** **Number of Charcoal Grills:** \_\_\_\_\_  
 **Description:** \_\_\_\_\_

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

**Are you requesting permission to have amplified sound?** *(Please check No or Yes below. If Yes, please provide additional information as requested below.)*

**Please note:** *If you're using generators for amplified sound, generators that minimize the impact to the environment are preferred (i.e. generators that run on biodiesel or other renewable or less emissions fuels). Please describe how you will minimize the impact of generators for amplified sound.*

No      Yes  **Hours of Amplified Sound (during event):** \_\_\_\_\_ To \_\_\_\_\_  
 **Hours of Amplified Sound (sound checks):** \_\_\_\_\_ To \_\_\_\_\_  
*(Please document any modification to the amplified sound schedule information above during a multiple day event if applicable.)*


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

**Describe Sound System:** \_\_\_\_\_

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**LIVE ENTERTAINMENT**

**Are you planning on including live entertainment at your event?** *(Please check No or Yes below.)*

No      Yes  **Description:** On separate sheets, identify the artists/talent/DJs who will be performing, their genre, the days and hours of their performance, and indicate on the map discussed in the Site Map section the location of the stage(s) for live entertainment.

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

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**WATER BASED ACTIVITIES:** Are you planning on including activities that take place in Lake Michigan at your event? (Please check No or Yes below. If Yes, please provide the information requested below. Documents with this information may be attached.)

No Yes **Number of Participants:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Site Map:** Indicate on the map discussed in the Site Map section the location of the water based activity. 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. In addition, when you apply for a Special Event Permit that includes a water based activity you will be required to submit an Application for Approval of a Marine Event (form CG-4423) to the U.S. Coast Guard. For information regarding the marine event permitting process, please refer to the U.S. Coast Guard website <http://homeport.uscg.mil> or contact the MSU Chicago Waterways Division at (630) 986-2155. Therefore, please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to the U.S. Coast Guard at least 60 days prior to your event day see Fee and Document Deadlines on p. 14). A copy of all permits issued by the U.S. Coast Guard must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).

**TENTS AND CANOPIES** (Any tent and/or canopy over 400 square feet is required to be permitted by the City of Chicago Department of Buildings (DOB), (312) 744-3449.)

Will your event include tents and/or canopies? (Please check No or Yes below. If yes, please provide the information requested below.)

No Yes **Number of Tents/Canopies:** \_\_\_\_\_

**Tent/Canopy Dimensions:**

Length (ft.) \_\_\_\_\_ Width (ft.) \_\_\_\_\_ Total number at this size \_\_\_\_\_

Length (ft.) \_\_\_\_\_ Width (ft.) \_\_\_\_\_ Total number at this size \_\_\_\_\_

Length (ft.) \_\_\_\_\_ Width (ft.) \_\_\_\_\_ Total number at this size \_\_\_\_\_

**Site Map:** Provide a Site Map as described in the Site Map section on p.19 that shows the locations of all tents and/or canopies. In addition, when you apply for a tent and/or canopy permit with DOB, you will be required to submit with this application a letter from the Park District verifying the number and sizes of tents and/or canopies larger than 400 square feet before DOB will issue a permit for your tents and/or canopies. Therefore, please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to DOB at least 45 days prior to your event day (see Addendum B for more information). The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (see Fee and Document Deadlines on p. 14). A copy of all permits issued by the City of Chicago Department of Buildings must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). If tents or canopies are used, and the tents or canopies are illuminated, all lighting must be energy efficient lights such as Light Emitting Diodes (LEDs), compact fluorescent light bulbs, fluorescent, or other energy efficient lighting.

**STAGES AND PLATFORMS**

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 event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). Please plan accordingly by submitting all appropriate paperwork to DOB at least 45 days prior to your event 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 **Stages:**

Height (ft.) \_\_\_\_\_ Length (ft.) \_\_\_\_\_ Width (ft.) \_\_\_\_\_ No. \_\_\_\_\_

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. \_\_\_\_\_

Height (ft.) \_\_\_\_\_ Length (ft.) \_\_\_\_\_ Width (ft.) \_\_\_\_\_ No. \_\_\_\_\_

**Description:** \_\_\_\_\_

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


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

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**VENDORS** (Vendors are only allowed on Park District property when an Athletic 4 to 5, Corporate 3, or Festivals/Performances/12,000+ Special Event Permit has been issued.)

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. Sales, merchandise, sampling or giveaways of food, or non-alcoholic beverages require separate permits from the City of Chicago prior to Park District approval of the request. Vendors that minimize their environmental impact are preferred. Local vendors or sustainable product vendors are preferred. Vendors should reduce the amount of packaging that they bring onsite and use sustainable packaging and/or products whenever possible (i.e. compostable or recyclable – polystyrene / Styrofoam, single use plastic, and glass are not allowed). Vendors should recycle, reuse or compost all possible materials. Please describe how you will minimize the environmental impact of your vendors.


**Will your event include vendors?** (Please check No or Yes below. If Yes, please provide the information requested below. Include in the description an explanation of how you will minimize the environmental impact of your vendors. Add additional sheets if necessary. Documents with this information may be attached.)

No    Yes     **Description:** \_\_\_\_\_

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**CORPORATE SPONSORSHIP** (Corporate sponsorship is only allowed on Park District property when an Athletic 3 to 5, Corporate, or Festivals/Performances/12,000+ Special Event Permit has been issued.)

**Will your event include sponsors that will make either in-kind or monetary contributions for the purpose of conducting this event?** (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:** \_\_\_\_\_

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**VEHICLES** (Vehicles are only allowed on Park District property (excluding designated parking spaces) when a Picnic 3 to 4, Athletic 3 to 5, Corporate, Commemorative 2 to 4, Promotions, or Festivals/Performances/12,000+ Special Event Permit has been issued.)

**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 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.


**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 event?** 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.

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**PROMOTIONAL FEATURES** (Promotional features are only allowed on Park District property when an Athletic 3 to 5, Corporate, Promotions, or Festivals/Performances/12,000+ Special Event Permit has been issued.) If your event includes promotional features such as promotional vehicles, inflatables, banners and/or signs, or other promotional elements, then complete the applicable sections below.

**PROMOTIONAL VEHICLES: Will your event include promotional vehicles?** (Please check No or Yes below. If Yes, please provide the information requested below. Documents with this information may be attached.)

No    Yes     **Number of Vehicles:** \_\_\_\_\_

 **Vehicle Description(s):** \_\_\_\_\_

**Site Map:** Indicate on the map discussed in the Site Map section the location of each promotional vehicle.

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**BANNERS AND SIGNS: Will your event include banners and/or signs?** (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 Banners and/or Signs:** \_\_\_\_\_

 **Description:** \_\_\_\_\_

**Site Map:** Indicate on the map discussed in the Site Map section the location of each banner and/or sign.

## ANIMALS, EXHIBITIONS & PETTING ZOOS

Animals may be allowed on Park District property if the following conditions are satisfied: (1) proof of insurance and endorsement, (2) proof of ownership, (3) vaccination records, and (4) all documentation and payment must comply with the Fees and Deadlines section on page 14 or late fees and/or denial of the request may result. **All petting zoos must be registered with the State of Illinois and certified by the United States Department of Agriculture. All animal exhibitions must be licensed by the Department of Business Affairs and Consumer Protection.** Animals/petting zoos may be added to any event permit level at a cost of \$150. All requests are subject to the approval of the Park District and must comply with section 4-384-010 through 4-384-170 of the Chicago Municipal Code.

**Do you plan to include animals, exhibitions, and/or petting zoos at your event?** (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:** \_\_\_\_\_

## EVENT INFRASTRUCTURE

**PORTABLE TOILETS: Events are required to provide portable toilets.** (Please see the Accessibility Guidelines on page 24)

A copy of all invoices for portable toilets must be submitted to the Park District at least 45 days prior to your event day. 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 event 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  **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 banner and/or sign.

**DUMPSTERS: Will your event 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  **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 [DEFINED ON PAGE 18 AS TRASH/RECYCLING REMOVAL PLAN] that indicates amount and location of dumpsters for materials going to landfill, recycling or composting. Post event, provide a report of the amount of material generated by the event which was landfilled, recycled, reused, donated or composted.

**FENCING AND BARRICADES: Will your event 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  **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 see Inflatables on page 15.)

(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  **Number of Inflatables:** \_\_\_\_\_  
 **Description:** \_\_\_\_\_

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

**GENERATORS: Will your event include the use of generators?**

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

No    Yes  **Number of Generators:** \_\_\_\_\_  
 **Description(s):** \_\_\_\_\_

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

## OTHER FEATURES AND STRUCTURES

**Will your event 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.

## ADVERTISING, MARKETING, AND PROMOTING

The applicant and event organizer are responsible for all costs directly and indirectly related to promoting, marketing, and advertising the event. Further, submitting your application does not guarantee (i) a permit will be issued for the event, and/or (ii) that after Park District and any possible City of Chicago review of the application changes to the event won't be made. Accordingly, any marketing, advertising, and promotions initiatives undertaken prior to issuance of the permit are done at the sole risk and expense of the applicant and event organizer.

Use of printed materials for advertising and marketing is discouraged. If used, printed materials should use paper or other materials with a minimum 30% post-consumer recycled content. Printed materials that use soy based inks or other sustainable inks are preferred. Additionally events are encouraged to use environmentally friendly and sustainable practices before, during and after an event.

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

**Description:**

## TRANSPORTATION

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

**Description:**

## STREET CLOSURES OR USE OF PUBLIC WAY

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

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

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

No    Yes  **Description:**



## MAPS

**ROUTE MAP** *(Required for all Athletic Level Permit run and walk requests. Please be sure to identify any/all basic and expanded aid/water stations, etc.)* If your event is a run, walk, or other activity in which participants will be following a course (e.g. a parade or procession), then you must attach a map (or sketch a map in the space provided below) and a written description of the proposed route. The map must show first aid stations and locations of course marshals. Failure to attach a map may result in a delay and/or denial of your application. All proposed routes are subject to Park District approval and use of the public way must be approved by the City of Chicago. Additionally, the Park District is not responsible for any costs associated with the denial of a proposed route. For more information regarding City requirements, please contact the Department of Cultural Affairs and Special Events at (312) 744-3315.

**Sketch of Route Map (if not attached):**

**Description of Route** *(Add more sheets if necessary. Documents with this information may be attached.):*

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### **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 event; locations of alcohol, food and merchandise service/sale; 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 event, 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 event. For more information, contact the Department of Revenue (refer to contact information on page 12 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 *(Required for Picnic 4, Athletic 3-5, Corporate, and Festivals/Performances/12,000+ Permits only)*

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 *(Required for Athletic 3-5, Corporate, and Festivals/Performances/12,000+ Permits only)*

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	

## TYPE OF SPECIAL EVENT PERMIT

Please consult the Fee Schedule on page 17 to determine which type of Special Event Permit is suitable for the event you are planning. Check the appropriate box below.

<b>PICNIC</b>	<b>ATHLETIC</b>		<b>CORPORATE</b>	<b>COMMEMORATIVE</b>	<b>OTHER</b>
LEVEL 1	LEVEL T	LEVEL 4	LEVEL 1	LEVEL 1	FESTIVALS/PERFORMANCES/12,000+
LEVEL 2	LEVEL 1	LEVEL 5	LEVEL 2	LEVEL 2	PROMOTIONS
LEVEL 3	LEVEL 2		LEVEL 3		
LEVEL 4	LEVEL 3				

## SIGNATURE

By signing this Special Event 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 Special Event 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 route map?** *(If your event is a run, walk, or other activity in which participants will be following a course (e.g. a parade or procession))*

**Included the Permit Application Receipt Number on page 1?**

**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:**

**Fax to 312-742-5339**

**Email to [PermitApp@chicagoparkdistrict.com](mailto:PermitApp@chicagoparkdistrict.com)**

**Deliver to any office location listed on page 12**

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## SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

The review and approval of a Special Event Permit application is coordinated through the Department of Revenue of the Chicago Park District (hereinafter "Park District"). Any Location below can accept applications beginning November 5, 2018.

### DEPT. OF REVENUE

Soldier Field  
359 E. McFetridge Dr.  
Chicago, IL 60605  
Phone: (312) 763-6710  
Fax: (312) 742-5339  
TTY: (312) 747-2001

### NORTH REGION

North Region Office  
6601 N. Western Ave.  
Chicago, IL 60645  
Phone: (773) 262-8658

### CENTRAL REGION

Central Region Office  
100 N. Central Park Ave.  
Chicago, IL 60624  
Phone: (312) 746-5962

### SOUTH REGION

South Region Office  
3344 W. 71st St.  
Chicago, IL 60629  
Phone: (312) 747-7661

## PERMIT APPLICATION PROCESS

1. Visit [www.chicagoparkdistrict.com/permits](http://www.chicagoparkdistrict.com/permits) and rentals. Purchase the \$35.00, "2019 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 "2019 Permit Application Fee", you have 3 business days to complete and submit this application. Include the Receipt Number for your "2019 Permit Application Fee" payment with your application and submit your application electronically ("Submit" button is on page 10). Incomplete applications will not be processed, be re-entered in the processing queue as of the date/time they are submitted correctly.

**Intake of applications for 2019 begins on Friday, November 2, 2018 at 9:00 a.m. The online payment of the "2019 Permit Application Fee" is the only method to enter the processing queue that will be honored on November 2, 2018.** In-person payment of the "2019 Permit Application Fee" will be available beginning Monday, November 5, 2018 at the offices listed above.

3. Upon receipt of Special Event Permit Application and payment of "2019 Permit Application Fee", the Park District will review your application. Submitting or paying your application "2019 Permit Application Fee" does not grant you a permit or confirmation to conduct your planned event. After a minimum 14 business days the Park District will send an email (using the email address you provided) regarding the status of your application. If the Park District conditionally approves the permit application, the email will include a link to your pending permit which indicates additional fees and other requirements with deadlines for receipt of documents in order for your application to be completely approved. The 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 Park District may postpone approval/pending approval of permits until receipt of additional information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a special event permit.

4. 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.**

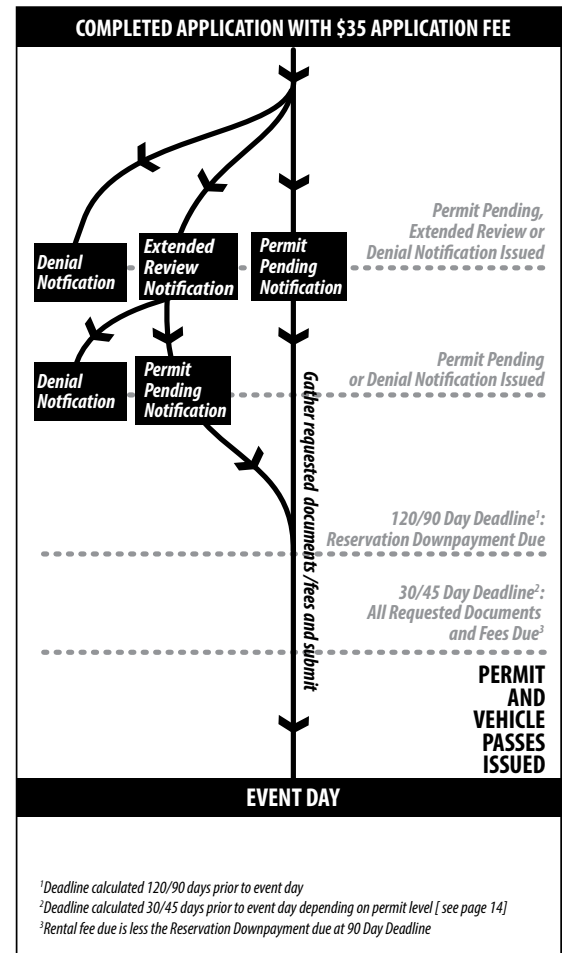


Exhibit 1: Overview of Permit Process

5. **Some Athletic Level Permits and events over 500 attendance requests must also complete the Department of Cultural Affairs and Special Events Special Event Permit Package** (Visit [www.cityofchicago.org/specialevents](http://www.cityofchicago.org/specialevents) or call 312-744-3315 to receive a copy of their Permit Package).
6. Applicants are required to secure and submit to the Chicago Park District, a minimum of 30 days for Picnic, Commemorative and Promotion Level Permits or 45 days for Athletic, Corporate and Festivals/Performance/12,000+ Level Permits prior to the reservation start date, all necessary permits, licenses and approvals from the City of Chicago, the State of Illinois and the United States of America.
7. Once all the Park District's requirements have been fulfilled, including receipt of all requested documents (including those of all applicable City, State, and/or Federal agencies) and full payment, the Chicago Park District will issue its Special Event Permit for the event.
8. **PLEASE NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Chicago Park District and changes/modifications relative to the event from the Chicago Park District and/or DCASE and other City of Chicago departments are at the sole expense and risk of the Event Organizer.

## EVENT RULES AND REGULATIONS

All events and the applicant's staff working the event including, volunteers, guests, vendors, concessionaires and exhibitors are subject to and must abide by all local, state, and federal codes, rules, regulations, ordinances, statutes, and laws including those of the Chicago Park District, the City of Chicago, and the State of Illinois.

A summary of some of the Park District's Event Rules and Regulations can be found below. 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 23 for a listing of common violations and their respective penalty.

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### AID/WATER STATIONS

- Basic and expanded aid/water stations on Park District property require a permit. See page 2 for allowable features. Additional fees apply.

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### 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.

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### 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.

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### 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

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### ANIMALS, EXHIBITIONS AND PETTING ZOOS

- Animals may be allowed on Park District property if the following conditions are satisfied: (1) proof of insurance and endorsement, (2) proof of ownership, (3) vaccination records, and (4) all documentation and payment must comply with the Fees and Deadlines section on page 14 or late fees and/or denial of the request may result.
- **All petting zoos must be registered with the State of Illinois and certified by the U.S. Department of Agriculture.**
- **All animal exhibitions must be licensed by the Department of Business Affairs and Consumer Protection and must comply with section 4-384-020 through 4-384-030 of the Chicago Municipal Code.**
- Animals/petting zoos may be added to any event permit level at a cost of \$150. All requests are subject to the approval of the Chicago Park District and must comply with section 4-384-010 through 4-384-170 of the Chicago Municipal Code.

## ASSIGNMENT

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

## CANCELLATION

- All cancellations must be made in writing.
- Cancellations received 90 days prior to the reservation start date will result in a refund of the entire security deposit and a refund of the permit rental fee less 15%.
- Cancellations made less than 90 days prior to the reservation start date will result in a refund of entire security deposit only.
- All application fees are non-refundable and non-transferable.

## COMMEMORATIVE EVENTS

- All Commemorative events on Park District property require a permit, regardless of location and number of people.
- Commemorative Permit Level 1 must not exceed 2 hours in length (including time for set-up, tear-down, deliveries and pick-ups). Allowable event features include chairs and 1 trellis ONLY.
- Commemorative Permit Level 2 must not exceed 4 hours in length (including time for set-up, tear-down, deliveries and pick-ups). Allowable event features include chairs, 1 trellis, amplified sound, small tents (not to exceed 15'x15'), and small risers/platforms.
- Outdoor Special Event Venues (SEV) can be reserved for a Commemorative Event. (Outdoor SEVs include: North Rose Garden, Tiffany Garden, Cancer Survivors Garden, Lincoln Park Formal and Grandmother's Gardens, and Waveland Clock Tower.)
- Commemorative events may also be hosted on our beaches following the same guidelines as Levels 1 and 2. The Park District recommends that you plan your ceremony before or after swimming hours in order to reserve the exact location of your choice.
- Baptisms are required to be hosted before or after swimming hours, and lifeguards are required for an additional fee. Liability insurance is required.
- Rentals of items such as chairs and tents must be contracted through our Preferred Professionals List. Visit [www.chicagoparkdistrict.com/specialeventvenues](http://www.chicagoparkdistrict.com/specialeventvenues) for the list and more information on our SEVs.
- No food/beverage service of any kind is allowed.
- Depending on the location, a limited number of vehicle passes may be issued for equipment drop-off/pick-up. No vehicles are allowed to remain on-site.
- The not-for-profit discount is not applicable.
- Other restrictions may apply.

## EVENT HOURS

- Events are restricted to the public hours of the park. Park hours are from 6:00 a.m. to 11:00 p.m. unless otherwise posted.
- If access to the park is necessary for set-up or tear-down either before or after public hours, then the applicant may be subject to an hourly rental rate of \$400, if approved.

## FEE AND DOCUMENT DEADLINES

Picnic, Commemorative, Promotion, Athletic T, 1, 2		
Item	Due Date	Penalty
Reservation Down Payment (50% of Rental Fee)	120 days prior to reservation	-\$35 late fee and/or -possible denial of application
-Document submission -Payment of balance	30 days prior to reservation	-\$35 late fee and/or -possible denial of application
Amendment/Change Fee	n/a	-\$35 per occurrence

Athletic 3-5, Corporate, Festival/Performance/12,000+		
Item	Due Date	Penalty
Reservation Down Payment (50% of Rental Fee)	120 days prior to reservation	-\$250 late fee and/or -possible denial of application
-Document submission -Payment of balance	45 days prior to reservation	-\$250 late fee and/or -possible denial of application
Amendment/Change Fee	n/a	-\$250 per occurrence

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## DISCOUNTS

<b>Not-for-Profit Rental Fee Discount</b> <i>(with approved documentation)</i>	<b>Picnic, Commemorative, Promotion</b>	<b>Athletic, Corporate, Festival/ Performance/12,000+</b>
40%	n/a	100% net proceeds solely benefit a not-for-profit entity. <i>i.e. - a not-for-profit organization is hosting the event</i>

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## GARBAGE/TRASH/RECYCLING CLEAN-UP

- Please refer to the Fee Schedule on page 17 to determine whether or not your event may need to provide garbage, trash and/or recycling collection and removal services. Organizers of events in Lakefront Parks (Grant, Lincoln, Burnham, Rainbow, Jackson) may hire a professional waste hauler or submit a Chicago Park District Lakefront Maintenance Services Application to hire CPD. Fees may apply. Visit [www.chicagoparkdistrict.com/permitsandrentals](http://www.chicagoparkdistrict.com/permitsandrentals) for more information.
- 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.

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## GRILLING

- Grilling must be confined to enclosed metal containers and hot coals must be cooled or doused with water after use and must be disposed of in red coal containers.
- Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited.
- If your event plans to use grills to prepare/cook food, please indicate on page 4.

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## 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.

---

## INFLATABLES

- Inflatable rides/devices must be monitored by an adult (18 years and older) at all times.
- At **NO** time shall the ride/device be left unattended.
- Inflatable rides/devices are provided at the sole risk and liability of the applicant.

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## LIFEGUARDS AND EVENTS USING LAKE MICHIGAN

- 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>

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## 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" (page 14), 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**"

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## POLICE COMMANDER REVIEW LETTER

- Any event that features 500 people or more, Street/Sidewalk Closures or Alcohol Service/Sale must secure a Chicago Police District Commander's approval. The letter template can be found in the City of Chicago Department of Cultural Affairs and Special Events Application Package. The event organizer is solely responsible for submitting the required documentation/information and obtaining the appropriate Police District Commander's Signature on the Commander's Letter. A signed copy must be submitted to the Chicago Park District in order for a Special Event Permit to be approved. Failure to submit the Commander's Letter may be cause for denial of specific features of a special event permit or denial of a special event permit in its entirety.

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## 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.
- 

## SECURITY DEPOSIT

- If you are applying for more than one Special Event Permit, separate security deposits must be submitted for each event, even if the applicant is the same.
  - For events utilizing multiple locations within the Park District a security deposit is required for each location. For example, if your event is an Athletic Level 4 with two separate locations, the refundable security deposit will be assessed at \$3,120 per location for a total of \$6,240.
  - 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.
- 

## SPECIAL EVENT PERMIT AND VEHICLE PASSES

- A copy of the Special Event 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.
- 

## 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 21 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 on page 14).
  - 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.
- 



# 2019 PERMIT RENTAL FEE SCHEDULE FOR SPECIAL EVENT PERMITS

TYPE OF PERMITS <i>(Refer to page 18 for type definitions)</i>		PERMISSION FOR EVENT FEATURES AND ACTIVITIES											REQUIRED FEES			
		Insurance	Portable Restroom	Trash/ Recycling Removal Plan	Security Plan	Alcohol Service and Sale	Vendors	Product Sales and Sampling	Corporate Sponsorship	Stages and Inflatables	Tents	Amplified Sound <sup>a</sup>	Attendance	Rental Fee (per day/per location) <sup>a</sup>	Security Deposit (per location)	\$35 Application Fee
<b>PICNIC</b>	Level 1	YES	Per Site	NO	NO	NO	NO	NO	Risers and platform, and inflatables only	400 ft <sup>2</sup> or smaller	YES	Up to 100	\$160	\$200		
	Level 2	YES	Per Site	NO	NO	NO	NO	NO	Risers and platform, and inflatables only	400 ft <sup>2</sup> or smaller	YES	101 - 200	\$410	\$520		
	Level 3	YES	YES	YES	NO	NO	NO	NO	Risers and platform, and inflatables only	400 ft <sup>2</sup> or smaller	YES	201 - 500	\$755	\$520		
	Level 4	YES	YES	YES	YES	NO	NO	NO	Risers and platform, and inflatables only	400 ft <sup>2</sup> or smaller	YES	Up to 500	\$1,750	\$1,560		
<b>ATHLETIC</b>	Level T	YES	YES	NO	NO	NO	NO	NO	NO	One 10' x 10' or smaller	NO	Up to 200	\$455 (annual)	\$0		
	Level 1	YES	YES	NO	NO	NO	NO	NO	NO	400 ft <sup>2</sup> or smaller	YES (Announcements only, No Music)	Up to 200	\$455	\$520		
	Level 2	YES	YES	NO	NO	NO	NO	NO	Risers and platform only	400 ft <sup>2</sup> or smaller	YES (Announcements only, No Music)	201 - 500	\$1,065	\$520		
	Level 3	YES	YES	YES	NO	NO	NO	NO	Risers and platform, and inflatables only	400 ft <sup>2</sup> or smaller	YES	501 - 900	\$3,585	\$1,560		
	Level 4	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	901 - 3,000	\$9,015	\$3,120		
<b>CORPORATE</b>	Level 5	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	3,001 - 12,000	\$15,040	\$5,200		
	Level 1	YES	YES	YES	YES	NO	NO	NO	YES	YES	YES	Up to 800	\$9,015	\$1,560		
	Level 2	YES	YES	YES	YES	NO	NO	NO	YES	YES	YES	801 - 3,000	\$12,135	\$3,120		
	Level 3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	3,001 - 12,000	\$15,040	\$5,200		
	<b>FESTIVALS/ PERFORMANCES/ 12,000 +</b>	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	PER SITE	Per Features	\$20,805		
<b>COMMEMORATIVE**</b>	Level 1	Baptisms only	OPTIONAL	NO	NO	NO	NO	NO	NO	NO	NO	PER SITE	\$510 (2 hours)	\$200		
	Level 2	YES	OPTIONAL	NO	NO	NO	NO	NO	Risers and platform only	15' x 15' or smaller	YES	PER SITE	\$695 (4 hours)	\$200		

## FOR CORPORATE PROMOTIONAL RATES CALL NEW BUSINESS DEVELOPMENT DEPARTMENT AT 312-742-4292.

\* Additional fees and documentation from the City of Chicago, Chicago Park District, and Sister Agencies may apply.  
 \*\* Additional fees and restrictions may apply. Please refer to "Commemorative" Events on p. 14.

A. Set up and teardown days are billed at a rate of **50% the permit rental fee rate**, per day.  
 B. Amplified sound permitted in select locations.

## DEFINITIONS

The Special Event Permit Level and General Definitions are for terms often referred to throughout the Special Event Permit Application.

### SPECIAL EVENT PERMIT LEVEL DEFINITIONS

- **Picnic Level Permits** are typically issued for small private group outings and special occasions with few event features.
- **Athletic Level Permits** are typically issued for events that feature a designated route or sports-related activity (e.g. runs, walks, biking or sporting event).
- **Athletic Level "T" Permits** are typically issued for marathons and other athletic training programs. Each permit is valid for the calendar year. One location per permit. Each location requires a separate application.
- **Corporate Level Permits** are typically issued for company outings and events that are open to the public and/or when admission is charged and/or tickets are sold. Corporate level permits generally include many features such as large tents, stages, sale or sampling of alcohol, music, etc.
- **Festival/Performance/12,000+ Level Permits** are typically issued for large scale events where the number of event participants exceeds 12,000 people.
- **Commemorative Level Permits** are typically issued for ceremonies such as weddings, baptisms and dedications.
- **Promotions Level Permits** are typically issued for promoting and sampling products and services to the public.

### 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 pages 4, 16, 17 and 21]
- **CDOT:** means the City of Chicago's Department of Transportation.
- **CORPORATE SPONSOR:** means the individual or company that provides this support and is separate from the event producer/production company and/or sponsoring organization. (See pages 5 and 17)
- **CORPORATE SPONSORSHIP:** means support, either financially or in-kind (products/services), given to an event.
- **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 12, 19 and 20]
- **EVENT PRODUCER/PRODUCTION COMPANY:** means an individual or company that is producing/organizing the event either on their own accord or as a hired contractor on behalf of another organization (i.e., sponsoring organization). [See page 1]
- **OEMC:** means the City of Chicago's Office of Emergency Management and Communication.
- **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.
- **SAMPLING:** means the distribution of food, beverage or merchandise from a vendor or corporate sponsor to event participants or the general public at no charge. This does not include food, beverage or merchandise distributed from the event organizer or sponsoring organization. For example, if your organization is organizing a walk/run and would like to give participants water, this does not apply. However, if you have a water distributor as a vendor or sponsor, then you are required to apply for the appropriate permit level (must indicate on page 3, Product Sales and Sampling). [See pages 3 and 17]
- **SPECTATOR:** means a person who attends the event (within the event footprint) as an on-looker or observer.
- **SPONSORING ORGANIZATION:** means the organization that is hosting the event. The sponsoring organization is not the event producer/production company that may be hired by the sponsoring organization to produce/organize the event. [See page 1]
- **STAGE DENIAL:** 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.
- **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 pages 4, 16, 17 and 21]
- **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 20.

**\*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  
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 (312) 947-0428.

## ADDENDUM B: TENT/CANOPY/PLATFORM ERECTION & ACKNOWLEDGEMENT LETTER

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 4).

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

 <b>chicago park district</b> Administration Office 541 North Fairbanks Chicago, Illinois 60611 t (312) 742-PLAY (312) 747-2001 TTY www.chicagoparkdistrict.com	November 3, 2012
<b>Board of Commissioners</b> [Redacted]	Department of Buildings Tent, Canopy and Platform Permits 121 N. LaSalle Street Chicago, Illinois 60602
<b>General Superintendent &amp; CEO</b> [Redacted]	To Whom It May Concern:
<b>City of Chicago</b> Rahm Emanuel Mayor	Please accept this letter as notice that the Chicago Park District is in support of Sample Company's application for a tent/canopy/platform permit for Sample Event 5K on 1/2/2013. This event will take place in Sample Park, Grove 1.
	<b>Number of Tents: 34</b> <b>Tent Size: 10 (10x10), 6 (15x15), 5 (20x20), 4 (20x30), 3 (30x30), 3 (30x45), 1 (30x60), 1 (40x60), 1 (40x100)</b>
	<b>Number of Platforms: 2</b> <b>Platform Size: 12x12</b>
	Please feel free to contact the Department of Revenue, if you have any questions or concerns at (312) 742-5369.
	Sincerely,
	Authorized Representative
	cc: Department of Cultural Affairs and Special Events Appropriate Chicago Police District File

**Exhibit B-1: Tent/Canopy/Platform Acknowledgement Letter**

## ADDENDUM C: LIQUOR ACKNOWLEDGEMENT LETTER

Alcohol is only allowed on Park District property when a Picnic 4 (service only), Athletic 4-5, Corporate, or Festivals/Performances/ 12,000+ Special Event Permit has been issued and the alcohol is being provided by a company that has appropriate licenses from the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Consumer Protection. Additionally, a City of Chicago Special Event Liquor License may be required. Liquor liability and contingent liquor liability insurance is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Chicago Park District as additional insured. A copy of the appropriate license(s) issued by the State of Illinois and/or the City of Chicago must be submitted to the Park District 30 days prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DCASE a minimum of 45 days prior to your event day. Additional late fees will apply from the State of Illinois if the appropriate paperwork is not submitted to DCASE 20 days prior to your event.

As part of the DCASE application package, the Chicago Police District Commander's and Alderman's review letters are required in order to obtain a Special Event Liquor License. Both the District Commander and Alderman need time to review your plan and have the ability to make recommendations to ensure participant and public safety. It is your responsibility to submit the required documentation/information to the appropriate **Chicago Police District Commander and Alderman office a minimum of 45 days prior to your event**.

 <b>chicago park district</b> Administration Office 541 North Fairbanks Chicago, Illinois 60611 t (312) 742-PLAY (312) 747-2001 TTY www.chicagoparkdistrict.com	October 27, 2012
<b>Board of Commissioners</b> [Redacted]	Rosemary Krimble, Commissioner Department of Business Affairs & Consumer Protection City Hall 121 N. LaSalle, Room 800 Chicago, Illinois 60602
<b>General Superintendent &amp; CEO</b> [Redacted]	<b>VIA FAX: (312) 744-0254</b>
<b>City of Chicago</b> Rahm Emanuel Mayor	Dear Commissioner Krimble,  Please accept this letter as notice that the Chicago Park District is in support of Sample Company's application for a Special Event Liquor License for Sample Event 5K on 1/02/2013. This event will take place in Sample Park, Grove 1.  Please feel free to contact the Department of Revenue if you have any questions or concerns at (312) 742-5369.
 CHICAGO <b>PARK</b> DISTRICT come out and play	Sincerely,  Authorized Representative  cc: Department of Cultural Affairs and Special Events Appropriate Chicago Police District File

**Exhibit C-1: Liquor Acknowledgement Letter**

## ADDENDUM D: 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
Unauthorized vehicles on grass, beaches, athletic fields, pathways or service roads	\$100 per axle
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) on grass/beach without protective covering	\$50 per generator, portable light, portable toilet or hand washing station, stage, etc.
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) left on Park District property after the 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	100% of security deposit
Damage to Park District property	Recover costs of repair
Misrepresentation of Non-profit discount policies	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 and possible denial of future requests
Failure to obtain required permits issued by CDOT, DOB, OEMC or other city agencies prior 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



## **ADDENDUM E: ACCESSIBILITY GUIDELINES**

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 F: PARK ADVISORY COUNCILS

The Chicago Park District recognizes that many advisory council events requiring permits are avenues to generate funding for park improvements or programs. There is a possibility that certain fees may be waived or reduced if the event is considered a partnership with the Chicago Park District.

### PARTNERSHIPS

**Consult with your local Park Supervisor/Area Manager to clearly identify the benefit to the Chicago Park District (i.e., part of a fundraising campaign for capital improvements and/or programming at the park).** Be sure to include this information in the event description portion of the Special Events Permit application.

**PARTNERSHIP APPROVAL PROCESS:** The Park Supervisor/Area Manager will complete a Partnership Request form and submit the form to the Region Office for approval. Upon Regional approval, the form is sent to the Director of the Legislative and Community Affairs Unit for review and a recommendation is made as to whether the event should be considered as a partnership with the Chicago Park District. If so, a recommendation for the appropriate partnership rate will be submitted to the General Superintendent & CEO for review and final approval. If it is determined that the event is not a partnership, the full or reduced rate may be required.

**TIMELINE:** In order to allow appropriate time for review, the partnership approval process may take up to 30 days. Upon approval, you will receive notice of any fee reductions and/or waivers in the approval letter issued by the Department of Revenue.

### LIABILITY INSURANCE

The information below only pertains to Park Advisory Councils. This does not apply to senior groups, volunteers, etc. **The Chicago Park District insurance policy will only cover Park Advisory Councils that are recognized and registered with the Legislative and Community Affairs Department.**

### LIMITATION OF COVERAGE

Limitation of Coverage: to Room and Field Rentals and Special Events limited to: 500 or fewer in attendance, no liquor, no animals and no carnival/amusement rides, including inflatables.

Please note that inflatables, bake sales and other cooked food items are not included under this coverage and Park Advisory Councils will need to purchase liability insurance for these types of events (Refer to Addendum A for more information).

### APPLYING FOR A PERMIT

When choosing a park, specific park location (or grove), and date for your event it can be helpful to consult with the park supervisor to determine if the specific location is available for the date(s) and time(s) that you may be interested in. **Events of 50 or more people and those events with special features (amplified sound, animals, and petting zoos, etc.) are required to secure a Special Event Permit.** Please familiarize yourself with the permit application process and event rules and regulations included in the Special Event Permit Application Package.

**COMPLETING THE APPLICATION:** When completing the application, focus on those categories that are appropriate for your event. Be sure to provide a detailed description of your event and attach (or sketch) a site map, to include the location of all sources of amplified sound, tents and canopies with sizes, inflatables, portable toilets, and other structures.

**APPLICANT INFORMATION:** The name of applicant must match the signature of applicant. Your Park Advisory Council should be listed as the applicant. If the event is being sponsored by a local elected official, business, or other organization, this entity should be listed as the applicant and appropriate contact information must be listed on the application.

**TYPE OF SPECIAL EVENT PERMIT:** In the past, **most advisory council events have received Picnic level permits.** Examples of such events are movies and/or concerts in the parks and playground dedication ceremonies. Other, larger events, such as Circus in the Parks, have received Corporate level permits. Refer to page 9 of the Application package to determine the level of your event. Keep in mind that upon review of your application, the Department of Revenue will determine the most appropriate type of Special Event Permit.

**\*Remember to sign the application**

### PARK ADVISORY COUNCIL CONTACT

If you have any questions, please contact:

Maria Stone  
Community Relations Manager  
(312) 742-2797

You may also consult with your local Park Supervisor or Area Manager for guidance through the permitting and partnership processes.

## ADDENDUM G: HELPFUL CONTACT INFORMATION

ORGANIZATION	TELEPHONE #	FAX #	TTY #
<b>Chicago Police Department - District Offices</b>			
Special Events and Liaison Section - 3510 S. Michigan Ave. 60653	(312) 745-5253	(312) 745-6985	
District 001 (Central) - 1718 S. State St. 60609	(312) 745-4290	(312) 745-3694	(312) 745-3693
District 002 (Wentworth) - 5101 S. Wentworth Ave. 60609	(312) 747-8366	(312) 747-5396	(312) 747-6656
District 003 (Grand Crossing) - 7040 S. Cottage Grove Ave. 60637	(312) 747-8201	(312) 747-5479	(312) 747-9168
District 004 (South Chicago) - 2255 E. 103rd St. 60617	(312) 747-8205	(312) 747-5276	(312) 747-9169
District 005 (Calumet) - 727 E. 111th St. 60628	(312) 747-8210	(312) 747-5935	(312) 747-9170
District 006 (Gresham) - 7808 S. Halsted St. 60629	(312) 745-3610	(312) 745-3649	(312) 745-3639
District 007 (Englewood) - 6120 S. Racine Ave. 60607	(312) 747-8220	(312) 747-6558	(312) 747-6652
District 008 (Chicago Lawn) - 3420 W. 63rd St. 60629	(312) 747-8730	(312) 747-8545	(312) 747-8116
District 009 (Deering) - 3501 S. Lowe Ave. 60609	(312) 747-8227	(312) 747-5329	(312) 747-9172
District 010 (Marquette) - 3315 W. Ogden Ave. 60608	(312) 747-7511	(312) 747-7429	(312) 747-7471
District 011 (Harrison) - 3151 W. Harrison St. 60612	(312) 746-8386	(312) 746-4281	(312) 746-5151
District 012 (Monroe) - 1412 S. Blue Island 60608	(312) 746-8396	(312) 746-4248	(312) 746-9868
District 014 (Shakespeare) - 2150 N. California Ave. 60647	(312) 744-8290	(312) 744-2422	(312) 744-8260
District 015 (Austin) - 5701 W. Madison Ave. 60651	(312) 743-1440	(312) 743-1366	(312) 743-1485
District 016 (Jefferson Park) - 5151 N. Milwaukee St. 60630	(312) 742-4480	(312) 742-4421	(312) 742-4423
District 017 (Albany Park) - 4650 N. Pulaski Rd. 60625	(312) 742-4410	(312) 742-5411	(312) 742-5451
District 018 (East Chicago) - 1160 N. Larrabee Ave. 60610	(312) 742-5870	(312) 742-5771	(312) 742-5773
District 019 (Belmont) - 850 W. Addison 60613	(312) 744-8320	(312) 744-4437	(312) 744-9872
District 020 (Foster) - 5400 N. Lincoln Ave. 60640	(312) 742-8714	(312) 742-8803	(312) 742-8841
District 022 (Morgan Park) - 1900 W. Monterey Ave. 60643	(312) 745-0570	(312) 745-0814	(312) 745-0569
District 024 (Rogers Park) - 6464 N. Clark St. 60626	(312) 744-5907	(312) 744-6928	(312) 744-7603
District 025 (Grand Central) 5555 W. Grand Ave. 60626	(312) 746-8605	(312) 746-4353	(312) 746-8383
Department of Buildings (DOB) - Tent/Canopy/Electrical Permits (City of Chicago)	(312) 744-3449	(312) 744-6525	
Department of Business Affairs & Consumer Protection - General/Raffle License (City of Chicago)	(312) 744-6249		
Department of Cultural Affairs & Special Events (DCASE) - Neighborhood Festivals & Sports	(312) 744-3315	(312) 744-7615	(312) 744-2964
<b>Web Site:</b> <a href="http://www.cityofchicago.org/CulturalAffairs">www.cityofchicago.org/CulturalAffairs</a>			
Department of Fire (City of Chicago)	(312) 744-4762	(312) 744-1876	
Department of Health (City of Chicago)	(312) 746-8030	(312) 746-8040	
Department of Revenue (Chicago Park District)	(312) 763-6710	(312) 742-5339	(312) 747-2001
Department of Streets and Sanitation (City of Chicago)	(312) 744-4611		
Department of Transportation - Permits Division (City of Chicago)	(312) 744-4656		
Illinois Department of Revenue - Bingo License	(217) 524-4164		
Illinois Liquor Control Commission	(312) 814-2206	(312) 814-3955	(312) 814-1844
<b>Web Site:</b> <a href="http://www.state.il.us/LCC">www.state.il.us/LCC</a>			
Illinois Secretary of State	(312) 793-3380		
LAZ Parking (Grant Park and Millennium Park Garages)	(312) 616-0600		
<b>Web Site:</b> <a href="http://www.millenniumgarages.com">www.millenniumgarages.com</a>			
Media Permits (Chicago Park District)	(312) 763-6710	(312) 742-5339	(312) 747-2001
Millennium Park	(312) 742-1168		
<b>Web Site:</b> <a href="http://www.millenniumpark.org">www.millenniumpark.org</a>			
Office of Emergency Management & Communication (OEMC) (City of Chicago)	(312) 746-9111	(312) 746-9120	(312) 746-9911
Special Event Venues (Chicago Park District)	(773) 256-0159	(773) 256-1163	(312) 747-2001
Soldier Field	(312) 235-7000	(312) 235-7030	
SP Plus Parking	(312) 742-7667		
U.S. Coast Guard	<b>Website:</b> <a href="http://\homeport.uscg.mil">http://\homeport.uscg.mil</a> Select Marine Event Permit on "Featured Homeport Links".		