

chicago park district



2013 SPECIAL EVENT PERMIT APPLICATION PACKAGE



For additional permit resources, please visit www.chicagoparkdistrict.com and click "Permits."
Or call (312) 742-5369 or (312) 747-2001 (TTY).

chicago park district

Dear Patron,

Thank you for choosing the Chicago Park District as a venue for your next event. Chicago parks are home to some of the city's most spectacular sites. From architectural icons that boast grand ballroom settings to stunning lakefront venues and gardens, we offer an array of unique locations to make your event a rousing success.

Each year thousands of picnics, fundraising walks/runs, weddings, birthday celebrations, corporate and social galas are hosted in our parks. Our team of professionals is dedicated to assisting you through every step of the process.

Inside you will find everything you need to reserve your desired Chicago Park District space, including the application and information on the application process, fees and insurance requirements.

Chicago parks have been the backdrop of countless memorable occasions. We look forward to working with you to plan an event that offers a lifetime of memories for you and your guests.

Sincerely,



Michael P. Kelly
General Superintendent & CEO
Chicago Park District



TABLE OF CONTENTS

Chicago Park District Region Map	2
Message from General Superintendent & CEO	3
Submitting your Special Event Permit Application	5
Permit Application Process	5
Event Rules and Regulations	
Aid/Water Stations	6
Amendments or Revisions	6
Amenities	6
Amplified Sound	7
Animals, Exhibitions and Petting Zoos	7
Assignment	7
Cancellation	7
Commemorative Events	7
Event Hours	7
Fees and Fee Deadlines	8
Garbage/Trash/Recycling Clean-up	8
Grilling	8
Inclement Weather	8
Inflatables	8
Lifeguards	8
Portable Toilets	9
Prohibited Activities	9
Security Deposit	9
Signage	9
Special Event Permit and Vehicle Passes	9
Tents and Canopies	9
Fees	
Fee Schedule for Special Event Permits	10
Fee Schedule Terms and Definitions	11
Special Event Permit Application	
Applicant Information	12
Event Information	12
Event Features	14
Maps	19
Security Plan and Medical Services	20
Signature	21
Form of Payment	21
Security Deposit Refund	21
Addendums	
Addendum A: Insurance Certificate and Endorsement	23
Addendum B: Tent/Canopy/Platform Erection & Acknowledgement Letter	25
Addendum C: Liquor Acknowledgement Letter	26
Addendum D: Penalties for Permit Violations	27
Addendum E: Green Event Guidelines	28
Addendum F: Accessibility Guidelines	30
Addendum G: Park Advisory Councils	31
Addendum H: Helpful Contact Information	32

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"). Please consult the map on page 2 to determine in which Region (North, Central or South) your event will be taking place. Although any of the locations below can accept an application (except on January 7, 2013, refer to "PLEASE NOTE" below under item 4), all applications will be processed and coordinated through the Department of Revenue.

DEPT. OF REVENUE

Administration Office
541 N. Fairbanks Ct., 4th Floor
Chicago, IL 60611
Phone: (312) 742-5369
Fax: (312) 742-6038
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

- Choose a park, specific park location (or grove) and date for your event. You are encouraged to choose alternative locations and/or dates in the event that your first choice is not available. Events of 50 or more people and those events with special features are required to secure a Special Event Permit. If you are unsure whether or not a permit is required for your event, please refer to the Park District Code at www.chicagoparkdistrict.com or call the Department of Revenue at (312) 742-5369.
- Please be sure to **complete all sections of this application**. All proposed activities and events are subject to the approval of the Park District. The Park District will not consider your submittal if the application is incomplete and does not include the \$35 non-refundable application fee.
- Submit your completed application (pages 12 through 21) and \$35 non-refundable application fee by mail, delivery in person, e-mail or fax to the Department of Revenue or to the appropriate Region Office (except on January 7, 2013, see "PLEASE NOTE" under item 4 below). All special event permit requests will be coordinated through the Department of Revenue. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with appropriate fees and requested documentation/information must be submitted at least 30 days (Picnic, Commemorative and Promotion Level Permits) or 45 days (Athletic, Corporate and Festivals/Concerts Level Permits) prior to your event; otherwise, late fees may apply or denial of request (refer to Fees and Fee Deadlines on page 8).
- The Park District processes applications for permits in the order of receipt. The Park District will not consider your submittal without a completed application and \$35 non-refundable application fee.

PLEASE NOTE: Only applications delivered in person at the Chicago Park District Administration Office (located at 541 N. Fairbanks Ct.) will be processed on January 7, 2013 beginning at 8:00 am. Applications submitted by mail, e-mail and fax, applications received at any Region Office (North, Central or South), and all applications received prior to 8:00 am on January 7, 2013, will not be processed until January 8, 2013. The Park District cannot guarantee that all applications received prior to January 7, 2013 at 8:00 am will be processed in the order received on January 8, 2013. Furthermore, only completed applications submitted with the \$35 non-refundable application fee will be processed, regardless of the date/time and/or delivery method the application is submitted. Please visit www.chicagoparkdistrict.com and click on "Permits" for updated submission information.

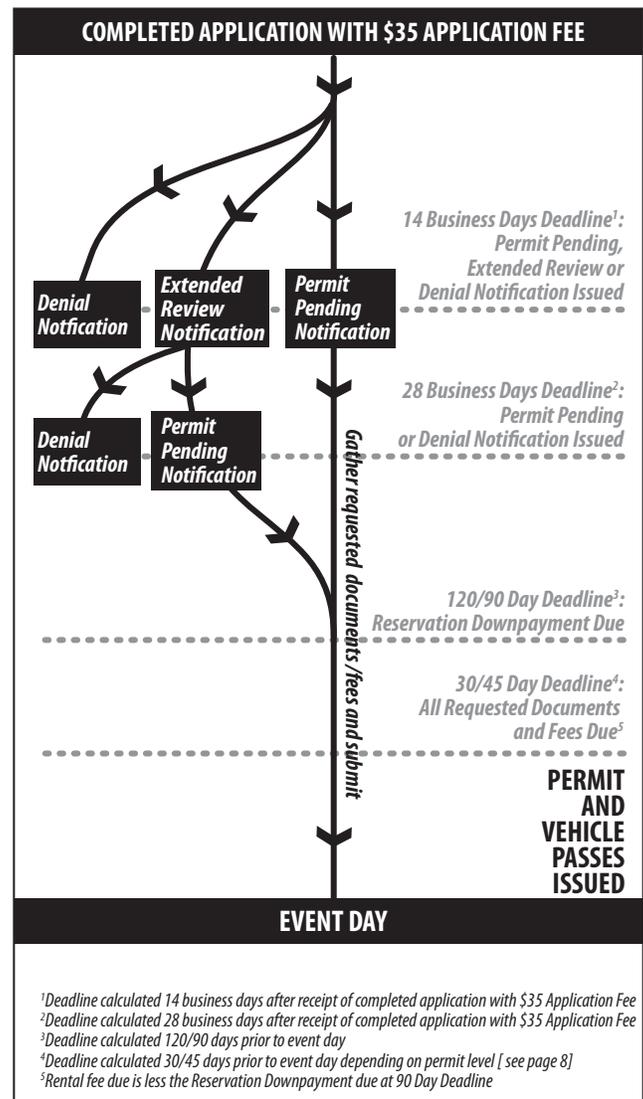


Exhibit 1: Overview of Permit Process

- Upon receiving your completed application and \$35 non-refundable application fee, the Park District will contact you within 14 days regarding the status of your application. You will be informed of any remaining fees that must be paid (please see Fees

(Permit Application Process continued on page 6)

and Fee Deadlines, page 8), along with any additional documentation requirements. The Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities or the event itself. Moreover, the Park District may postpone approval of special event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a special event permit.

- Applicants must submit two documents to satisfy insurance requirements. A **(1) "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. **Applicants must also submit an (2) Endorsement issued under their General Liability policy of insurance for the event that reflects that the Chicago Park District is an additional insured for the event.** 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.

- Some Athletic Level Permit requests must also complete the DCASE** (*Department of Cultural Affairs and Special Events*) **2013 Special Event Permit Package** (Refer to www.cityofchicago.org/specialevents or call 312-744-3315 to receive a copy of this Permit Package).
- Applicants are required to secure and submit to the Chicago Park District, a minimum of 30 days (Picnic, Commemorative and Promotion Level Permits) or 45 days (Athletic, Corporate and Festivals/Concerts Level Permits) prior to the event day, all necessary permits, licenses and approvals from the City of Chicago, the State of Illinois and the United States of America.
- 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, a Special Event Permit will be issued.
- 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 is at the sole expense and risk of the Event Organizer.

EVENT RULES AND REGULATIONS

All events and applicant's staff, volunteers, guests, vendors, concessionaires and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States of America. Below is a summary of some of the Park District's Event Rules and Regulations.

Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests. Refer to page 27 for a listing of common violations and their respective penalty.

AID/WATER STATIONS

- Aid/water stations on Park District property require a permit, allowable features are the same as Athletic Level 1 events (see page 10)

AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Park District of any and all amendments and/or revisions to the original application. The applicant must inform the Park District upon the immediate discovery of such amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Park District. Some changes will incur additional fees.

AMENITIES

- The Park District does **NOT** provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment. Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- 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 Event Organizer.

AMPLIFIED SOUND

- Amplified sound must be directed away from residences and must comply with section 11-4-1110 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.
 - Amplified sound can be added to Picnic Levels 1 and 2 at a cost of \$150. All requests for amplified sound must be approved by the Chicago Park District and comply with section 11-4-2800 through 11-4-2920 of the Chicago Municipal Code.
-

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 8 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 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 event start date will receive a refund of the entire security deposit and a refund of the rental fee less 15%.
 - Cancellations made less than 90 days prior to the event start date will receive 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.
 - Tiffany Celebration Garden Commemorative Permit Levels 3 & 4 BOTH allow chairs, trellis, amplified sound, small tents, and small risers/platforms. Level 3 must not exceed 2 hours in length and Level 4 must not exceed 4 hours in length (including time for set-up, tear-down, deliveries and pick-ups). Liability insurance is required for BOTH Levels 3 and 4.
 - 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.) All gardens fall into Commemorative Level 1 or 2 except for the Tiffany Celebration Garden.
 - 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 help procure the exact location of your choice and/or contract security.
 - Baptisms are required to be hosted before or after swimming hours, and lifeguards are required for an additional fee. Liability insurance is required.
 - Rentals (chairs, tents, etc.) must be contracted through our Preferred Professionals List. Visit www.chicagoparkdistrict.com/specialeventvenues for the list and more information on our SEVs.
 - No food/beverage service of any kind is allowed.
 - Depending on 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.
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EVENT HOURS

- Events are restricted to the public hours of the park. Park hours are from 6:00am to 11:00pm.
- 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.

FEES AND FEE DEADLINES

- Not-for-profit organizations shall be charged half the rental fee for Athletic, Corporate and Festivals/Concerts Level Permits (does not apply to Picnic, Commemorative or Promotion Level Permits). Proper documentation of not-for-profit status is required. Additionally, if the applicant is an event planning or production company, the not-for-profit group that is the beneficiary of the event must submit a separate endorsement letter acknowledging that they are empowering the event planning company to apply on their behalf. Other restrictions may apply.
 - Applicant will be charged half the applicable rental fee for each day of set-up and tear-down.
 - A **reservation down payment** of 50% of the rental fee must be submitted no later than **90 days prior to the event for Picnic, Commemorative and Promotion Level Permits and 120 days prior to the event for Athletic, Corporate and Festivals/Performances Level Permits**. to hold your date and location. Failure to submit the reservation down payment will result in the release of your event date and location. If your application is submitted within 90 days, the reservation down payment is due five business days after receipt of the conditional approval letter. For example, if your event has been approved as a Picnic Level 1 with a rental fee of \$140 for July 14, 2013, your reservation down payment of \$70 is due on April 15, 2013. The reservation down payment will be deducted from your rental fee balance. Therefore, the rental fee balance of \$70 is due on June 14, 2013, along with all other requested fees and documentation.
 - All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation/information must be submitted no later than **30 days prior to the event for Picnic, Commemorative and Promotion Level Permits and 45 days prior to the event for Athletic, Corporate and Festivals/Performances Level Permits**. Failure to submit fees and requested documentation no later than the deadlines listed above may result in a **late fee (\$35 for Athletic T-2, Picnic, Commemorative and Promotion Level Permits, and \$500 for Athletic 3-6, Corporate and Festivals/Concerts Level Permits)** or denial of a permit application request.
-

GARBAGE/TRASH/RECYCLING CLEAN-UP

- Please refer to the Fee Schedule on page 10 to determine whether or not your event may need to provide trash/recycling removal service. Organizers may hire a professional waste hauler or submit a Chicago Park District Maintenance Services Application to hire CPD. Fees may apply. Chicago Park District services are not available November 15th - April 15th.
 - 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.
-

GRILLING

- Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. 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 14.
-

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 that may cause excessive damage to Park District property.
 - No rain dates will be issued. Refunds will not be granted for inclement weather.
 - Larger events are required to submit an inclement weather plan for review. Plan is to include contingencies for extreme heat/cold, high winds and severe storms.
 - 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 event organizer.
-

LIFEGUARDS

- If your event occurs on a beach or near a body of water, you may be required to have Park District lifeguards present.
 - Additional fees apply
-

PAYMENT

- Payment may be made by cash, cashier's check, money order, Visa, Master Card, Discover and American Express. Additionally, business, organization and personal checks are accepted up to 14 days prior to event set-up date. Per "Fees and Fee Deadlines" (page 8), payment made after posted due date may incur a late fee.
- Personal checks require a state issued ID and phone number.

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 19) and the location must be approved by the Park District prior to delivery. See Addendum F for Accessibility Guidelines.

PROHIBITED ACTIVITIES

- No bonfires or open flame: "No person shall light or make use of any fire in the Park District except that fires for cooking purposes may be made in portable metal containers or grills under such regulation as may be prescribed by the General Superintendent." (Chicago Park District Code, Chapter VII, Section B, 6.)
- No parking and/or driving vehicles on grass, athletic fields, beaches, recreation courts, service roads and pathways.
- Balloons or similar items may not be released.
- Please refer to the Code of the Chicago Park District for other prohibited activities at www.chicagoparkdistrict.com.

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 security deposit will be refunded within 30 business days after the event.
- Circumstances where the Park District may retain a portion or all of the security deposit include: 1) damage to park property; 2) additional clean up costs; 3) operation of vehicles on grass, athletic fields or beaches; 4) misuse of park facilities; 5) grilling in prohibited areas; 6) leaving event equipment on park property after the Permit tear-down time; 7) misrepresenting in this application the event attendance or event features; and 8) failure to abide by all laws, statutes, ordinances, rules, regulations, codes and executive orders of the Park District, the City of Chicago, the State of Illinois and the United States of America.
- Applicant also agrees to reimburse the Park District for any costs for clean-up, restoration and permit violation fines that exceed the amount of the security deposit.
- Applicant is responsible for ensuring that all staff, participants, spectators, guests, vendors, concessionaires and exhibitors abide by all applicable rules. The applicant further understands that failure to comply may result in revocation of the permit and forfeiture of the security deposit.
- Refer to and complete the Security Deposit Refund section on page 21 to ensure that your refund is properly processed.

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 each vehicle. Any vehicle not properly displaying the appropriate vehicle pass are prohibited and may result in the issuance of a warning and/or citation and/or towed from Park District property.

TENTS AND CANOPIES

- Tents, canopies, stages and platforms over 400 square feet are required to be permitted from the City of Chicago Department of Buildings (DOB), (312) 744-3449.
- All tents and/or canopies must be clearly identified on the Site Map (refer to page 19).
- The event organizer 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 may be subject to cover all staff costs associated with the installation of tents and canopies (inspection, irrigation, turf damage, utility locates, etc.), if the request is approved (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 before DOB will issue a permit. **This applicant must request this letter from the Park District and submit to DOB.** Please refer to page 25 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 Fees and Fee Deadlines on page 8). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DOB at least 30 days prior to the event for Picnic, Commemorative and Promotion Level Permits and 45 days prior to the event for Athletic, Corporate and Festivals/Concerts Level Permits.

FEE SCHEDULE FOR SPECIAL EVENT PERMITS

TYPE OF SPECIAL EVENT PERMITS <i>(Refer to page 11 for definitions of each)</i>	REQUIRED FEES				EVENT FEATURES AND ACTIVITIES										
	Rental Fee (per day/ per location)	Application Fee	Security Deposit (per location)	Attendance	Amplified Sound	Tents	Inflatables only	Corporate Sponsorship	Product Sales and Sampling	Vendors	Alcohol Service and Sale	Insurance	Portable Restroom	Trash/ Recycling Removal Plan	Security Plan
PICNIC															
Level 1	\$140	\$35	\$200	50 - 100	NO***	400 ft ² or smaller	Inflatables only	NO	NO	NO	NO	YES	NO	NO	NO
Level 2	\$365	\$35	\$520	101 - 200	NO***	400 ft ² or smaller	Inflatables only	NO	NO	NO	NO	YES	NO	NO	NO
Level 3	\$675	\$35	\$520	201 - 500	YES	400 ft ² or smaller	Risers and platforms and inflatables only	NO	NO	NO	NO	YES	YES	YES	NO
Level 4	\$1,515	\$35	\$1,560	50 - 500	YES	400 ft ² or smaller	Risers and platforms and inflatables only	NO	NO	NO	YES (Service Only)	YES	YES	YES	YES
ATHLETIC															
Level T	\$386 (annual)	\$35	\$0	50 - 200	NO	One 10' x 10' or smaller	NO	NO	NO	NO	NO	YES	NO	NO	NO
Level 1 <i>(inc. Basic Aid Stations)</i>	\$385	\$35	\$520	50 - 200	YES (Announce- ments only, No Music)	400 ft ² or smaller	NO	NO	NO	NO	NO	YES	YES	NO	NO
Level 2	\$850	\$35	\$520	201 - 500	YES (Announce- ments only, No Music)	400 ft ² or smaller	Risers and platform only	NO	NO	NO	NO	YES	YES	YES	NO
Level 3 <i>(inc. Aid Sta- tions w/sound)</i>	\$2,872	\$35	\$1,560	501 - 900	YES	400 ft ² or smaller	Risers and platform, and inflatables only	YES	YES	NO	NO	YES	YES	YES	YES
Level 4	\$7217	\$35	\$3,120	901 - 3,000	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Level 5	\$12,038	\$35	\$5,200	3,001 - 12,000	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
CORPORATE															
Level 1	\$7217	\$35	\$1,560	50 - 800	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES
Level 2	\$9,724	\$35	\$3,120	801 - 3,000	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	YES
Level 3	\$12,038	\$35	\$5,200	3,001 - 12,000	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
FESTIVALS/ PERFORMANCES/ 12,001 +															
	Up to \$311,544*	\$35	\$20,805	N/A	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
COMMEMORATIVE**															
Level 1	\$460 (2 hours)	\$35	\$200	N/A	NO	NO	NO	NO	NO	NO	NO	Baptisms only	NO	NO	NO
Level 2	\$630 (4 hours)	\$35	\$200	N/A	YES	15' x 15' or smaller	Risers and platform only	NO	NO	NO	NO	YES	NO	NO	NO
Level 3 <i>(Tiffany Garden)</i>	\$680 (2 hours)	\$35	\$520	N/A	YES	15' x 15' or smaller	Risers and platform only	NO	NO	NO	NO	YES	NO	NO	NO
Level 4 <i>(Tiffany Garden)</i>	\$990 (4 hours)	\$35	\$520	N/A	YES	15' x 15' or smaller	Risers and platform only	NO	NO	NO	NO	YES	NO	NO	NO
PROMOTIONS															
		\$35													

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

For asterisk (*, ** and ***) definitions, please refer to Fee Schedule Terms and Definitions on page 11.

FEE SCHEDULE TERMS AND DEFINITIONS

Please refer to definitions below of asterisks on page 10, Special Event Permit Level Definitions and other terms often referred to throughout the Special Event Permit Application.

FOOTNOTES (from Fee Schedule on page 10)

- * Additional Fees and Documentation from the City of Chicago, Chicago Park District, and Sister City Agencies may apply.
- ** Additional Fees and Restrictions may apply. Please refer to “Commemorative Events” on page 7 of this application for additional information.
- *** Amplified sound can be added to Picnic Levels 1 and 2 at a cost of \$150.

SPECIAL EVENT PERMIT LEVEL DEFINITIONS

- **PICNIC:** Picnic level permits are small with few event features. Picnic level permits are typically issued for small group outings and special occasions.
- **ATHLETIC:** Athletic level permits feature a designated route or sports-related activity. Athletic level permits are typically issued for runs, walks, biking and sports tournament events. *Some Athletic Level Permits must complete the DCASE 2012 Special Event Permit Package (Refer to www.cityofchicago.org/specialevents or call 312-744-3315 to receive a copy of this Permit Package).*
- **ATHLETIC LEVEL “T”:** Athletic level T permits are required for marathon and other athletic training programs. Each permit is valid for the 2012 calendar year. One location per permit. Each location requires a separate application.
- **CORPORATE:** Corporate level permits generally include many features such as large tents, stages, sale or sampling of alcohol, music, etc. Corporate level permits are typically issued for company outings and sponsored public events.
- **FESTIVALS/PERFORMANCES:** Festival/Performances level permits are typically issued for large festivals/performances.
- **COMMEMORATIVE:** Commemorative level permits are typically issued for ceremonies such as weddings, baptisms and dedications.
- **PROMOTIONS:** Promotion level permits are typically issued for promoting products and services.

GENERAL DEFINITIONS

- **CANOPY:** A canopy is defined as 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 9, 10, 15 and 25]
- **CDOT:** Chicago Department of Transportation (City of Chicago) [Acronym used throughout application]
- **PERMIT PENDING NOTIFICATION:** A Permit Pending Notification indicates that the date and location requested is available and lists the required fees, documents and steps necessary to obtain an approved Special Event Permit.
- **CORPORATE SPONSORSHIP:** Corporate sponsorship is support, either financially or in-kind (products/services), given to an event. A corporate sponsor is the individual or company that provides this support and is separate from the event producer/production company and/or sponsoring organization. [See pages 10 and 15]
- **DENIAL NOTIFICATION:** A Denial Notification indicates that the Special Event Permit Application is either incomplete, the applicant has previously damaged Park District property or offered misrepresentations, applicant has an outstanding balance, applicant's date/location conflicts with a previously scheduled event, or violates the Chicago Park District Code or City of Chicago, State of Illinois and/or Federal laws/ordinances.
- **DOB:** Department of Buildings (City of Chicago) [Acronym used throughout application]
- **ENDORSEMENT:** An endorsement is a document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate. [See pages 6, 23 and 24]
- **EVENT PRODUCER/PRODUCTION COMPANY:** Refers to an individual or company that is producing/organizing an event either on their own accord or as a hired contractor on behalf of another organization (i.e., sponsoring organization). [See page 12]
- **EXTENDED REVIEW NOTIFICATION:** An Extended Review Notification indicates that more time is needed to review the Special Event Permit Application. This additional review process may take up to two weeks at which time a Permit Pending or Denial Notification will be issued.
- **OEMC:** Office of Emergency Management and Communication (City of Chicago) [Acronym used throughout application]
- **TRASH/RECYCLING REMOVAL PLAN:** Trash/recycling removal plan refers to the acquisition, by the event organizer, of Park District maintenance staff or a professional trash hauler (as determined by the Park District) to remove refuse/recyclables during and after the event from Park District property in a safe and legal manner. All permit levels not required to provide a trash/recycling removal plan must properly dispose of refuse/recyclables in the proper receptacles. Refer to the Fee Schedule on page 10 to determine whether you may be required to provide a trash/recycling removal plan (private trash hauler and/or submit a Lakefront Maintenance Services Application). [See page 10]
- **DCASE:** Department of Cultural Affairs and Special Events (City of Chicago) [Acronym used throughout application]
- **SAMPLING:** Sampling refers to 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 14, Product Sales and Sampling). [See pages 10 and 14]
- **SPONSORING ORGANIZATION:** Refers to the organization that is hosting the event. The sponsoring organization should not be misinterpreted as the event producer/production company that may be hired by the sponsoring organization to produce/organize the event. [See page 12]
- **TENT:** A tent is defined as a temporary structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes or cables (non-combustible). [See pages 9, 10, 15 and 25]



chicago park district

2013 SPECIAL EVENT PERMIT APPLICATION

INSTRUCTIONS: Please carefully read the "Event Rules and Regulations" (pages 6 through 9) and "Fee Schedule" (page 10) sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

APPLICANT INFORMATION

ACTIVE NET CUSTOMER NUMBER:

NAME OF APPLICANT/EVENT ORGANIZER/PRODUCER (same as individual's name listed in Signature section on page 21) DATE OF BIRTH MO/DAY/YEAR GENDER [] MALE [] FEMALE DRIVER'S/STATE ID# STREET ADDRESS/APT/UNIT/SUITE CITY STATE ZIP CODE E-MAIL ADDRESS DAYTIME PHONE FAX CELL PHONE

EMERGENCY CONTACT NAME EMERGENCY CONTACT ORGANIZATION E-MAIL ADDRESS DAYTIME PHONE FAX CELL PHONE

EVENT DAY ON-SITE CONTACT (if different from Applicant) DAYTIME PHONE CELL PHONE

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Definition located on page 11). (Please check No or Yes below. If Yes, please provide additional information as requested below. If No, please skip to Event Information section below.) [] No [] Yes -> Name of Organization?:

SPONSORING ORGANIZATION CONTACT NAME (if applicable) SPONSORING ORG. CONTACT PHONE

ADDRESS OF SPONSORING ORGANIZATION (if applicable) CITY ZIP CODE

2 Additional Documentation Required: If you checked "YES" above, please submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing this event.

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

[] Youth (0-17) [] Young Adult (18-34) [] Adult (35-59) [] Seniors (60+) [] All Ages/Family

EVENT INFORMATION

EVENT NAME NUMBER OF PARTICIPANTS NUMBER SPECTATORS 1ST CHOICE SET-UP DATE(S) EVENT DATE(S) TEAR-DOWN DATE(S) PARK SET-UP TIME EVENT TIME TEAR-DOWN TIME SPECIFIC LOCATION 2ND CHOICE SET-UP DATE(S) EVENT DATE(S) TEAR-DOWN DATE(S) PARK SET-UP TIME EVENT TIME TEAR-DOWN TIME SPECIFIC LOCATION

3 Additional Information Required: If your event includes multiple locations, days and/or varying times, please attach a schedule.

DEPARTMENT OF REVENUE

Is the applicant/organizer/sponsoring organization requesting a not-for-profit discount on the permit fee? *(Athletic, Corporate, and Festivals/Performances/12,001+ Level Permits Only. Please check No or Yes below. (Acceptable forms provided by US Federal Government or State of IL)*

No Yes → Please attach current verification of not-for-profit status. *(Acceptable forms provided by US Federal Government or State of IL)*

No Yes → Do 100% of net proceeds solely benefit a not-for-profit organization? *(If no, submit notarized affidavit of funds to be donated to not-for profit entity or notarized financial agreement with the not-for-profit entity.)*

50% reduction in rental fee is offered to events whose entire net proceeds directly benefit a 501(c)3 not-for-profit organization, where no part of the net earnings inure to the benefit of any private shareholder or person. Documentation required includes a current Secretary of State or other State/Federal proof of not-for-profit status.

25% reduction in rental fee is offered to events for which a portion of net proceeds are donated to a 501(c)3 not-for-profit organization. Documentation required includes proof of donation such as a notarized copy of the financial arrangement/agreement between the event organizer and the not-for-profit entity. The event organizer must also provide the not-for-profit entity's documentation of status such as a current Secretary of State or other State/Federal proof of not-for-profit status.

EVENT DESCRIPTION

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

⁴Additional Documentation Required: *If your event is a reoccurring athletic level event, please submit your final 2012 participant roster list identifying the number of participants. Do not include personal or confidential information.*

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?
(Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes⁴ →

Event Name:	_____
Location:	_____ Date: _____

ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS

Does your event plan to charge admission for entry?
(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No Yes → Admission Fee per Adult: _____ **AND/OR** Admission Fee per Child: _____
Description(s): _____

EVENT FEATURES

All event features are subject to the approval of the Park District. Additionally, certain event features such as street closures and those mentioned below may require separate permits from the City of Chicago and State of Illinois. For information regarding City of Chicago permits, please contact either the numbers noted below or the Department of Cultural Affairs and Special Events (DCASE) at (312) 744-3315.

ALCOHOL *(Picnic 4, Athletic 4 to 5, Corporate and Festivals/Performances/12,001+ Permits only)*

Alcohol is only allowed on Park District property when a Picnic 4 (service only), Athletic 4-5, Corporate, or Festivals/Performances/12,001+ 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 Licensing. 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 before the submission deadline; otherwise, late fees may apply (refer to Fees and Fee Deadlines on page 8). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DCASE at least 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 14 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**. However, the Park District suggests that you submit your paperwork prior to these dates to ensure timely processing and adherence to Park District deadlines (refer Fees and Deadlines on page 8).

ALCOHOL SERVICE: Are you requesting permission to serve beer or wine at your event?

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

No Yes⁶

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

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

No Yes⁶

⁶**Additional Documentation Required:** *If your event includes the sale or sampling of alcohol, please submit the necessary paperwork to the State of Illinois Liquor Commission and City of Chicago. A copy of the appropriate license(s) issued by the State of Illinois and/or the City of Chicago and appropriate insurance certificate must be submitted to the Park District 45 days prior to your event; otherwise, late fees may apply (refer to Fees and Fee Deadlines on page 8).*

PRODUCT SALES AND SAMPLING *(Athletic 3 to 5, Corporate, Promotions and Festivals/Performances/12,001+ Permits only)*

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.

FOOD AND NON-ALCOHOLIC BEVERAGES

Are you requesting permission to serve and/or sample food and/or beverages? *(Please check No or Yes. If Yes, please provide description.)* No Yes, to event participants only Yes, to the general public

Description(s): _____

Are you requesting permission to sell food and/or beverages?

(Please check No or Yes. If Yes, please provide description.)

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

Description(s): _____

MERCHANDISE

Are you requesting permission to give away/sample merchandise? *(Please check No or Yes below. If Yes, please provide description.)* No Yes, to event participants only Yes, to the general public

Description(s): _____

Are you requesting permission to sell merchandise?

(Please check No or Yes below. If Yes, please provide description.)

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

Description(s): _____

GRILLING

Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. 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.

Does your event plan to use grills to prepare/cook food?

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

No Yes  Number of Gas/Propane Grills: _____ **AND/OR** Number of Charcoal Grills: _____

 Description(s): _____

AMPLIFIED SOUND (Picnic 3 & 4, Athletic 3 to 5, Corporate, Commemorative 2 to 4, Promotions and Festivals/Performances/12,001+ Permits only)

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residences and must comply with section 11-4-2800 through 11-4-2920 of the Chicago Municipal Code. If you check "Yes" below, please describe your purpose and plans for amplified sound, including hours of sound. Amplified sound may be added to Picnic Levels 1 and 2 for a fee of \$150. Document(s) with this information may be attached. (Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes⁷ → Hours of Amplified Sound: _____ To _____
 (Please include hours for soundchecks.)
 Describe Sound System: _____
 (Please describe purpose and plans for amplified sound.)

⁷ **Additional Information Required:** If you checked "Yes" above, please identify the proposed location of sound system, direction of sound and location of all speakers on your Site Map. Speakers must face away from residences.

Are you planning to provide live entertainment as a feature of your event?
 (Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes⁸ → Description: _____

⁸ **Additional Information Required:** If you checked "Yes" above, please describe the artists/talent you plan to provide in the space provided above. Document(s) with this information may be attached.

TENTS AND CANOPIES

Tents and/or Canopies over 400 square feet are required to be permitted from the City of Chicago Department of Buildings (DOB), (312) 744-3449. If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map (refer to page 19). The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. In addition, 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 before DOB will issue a permit. A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (refer to Fees and Fee Deadlines on page 8). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DOB at least 45 days prior to your event day. (Refer to Addendum B for more information).

Will your event feature tents and/or canopies?
 (Please check No or Yes below. If Yes, please provide additional information as requested below.)

No Yes⁹ → Number of Tents/Canopies: _____
 Tent/Canopy Size(s): _____
 (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

⁹ **Additional Documentation Required:** If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document(s) with this information may be attached. All tents and/or canopies must be indicated on the Site Map. 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 Fees and Fee Deadlines on page 8).

VENDORS (Athletic 4 to 5, Corporate 3 and Festivals/Performances/12,001+ Permits only)

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. 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.

Will your event feature vendors?
 (Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No Yes → Description: _____

CORPORATE SPONSORSHIP (Athletic 3 to 5, Corporate, Promotions and Festivals/Performances/12,001+ Permits only)

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 additional information as requested below. Document(s) with this information may be attached.)

No Yes → Description: _____

VEHICLES (Athletic, Corporate, Commemorative, and Festivals/Performances/12,001+ Permits only)

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. **Driving and parking vehicles on grass, athletic fields and beaches is strictly prohibited.**

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 additional information as requested below. Document(s) with this information may be attached.)

No Yes¹⁰ → Number of Vehicles: _____
→ Vehicle Description(s): _____
(Please include the make, model and purpose for each vehicle.)

Are you requesting permission to retain vehicles on-site for the duration of the event?
(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No Yes¹⁰ → Number of Vehicles: _____
→ Vehicle Description(s): _____
(Please include the make, model and purpose for each vehicle.)

¹⁰Additional Information Required: If you checked "Yes" above, please include the make/model of each vehicle you are requesting permission to operate on Park District property. A ground protection plan is required if your request to operate vehicles on grass, athletic fields or beaches is approved.

PROMOTIONAL FEATURES (Athletic 3-5, Corporate, Promotions and Festivals/Performances/12,001+ Permits only)

Will your event feature any promotional vehicles, inflatables, banners, or other promotional elements? The **location and quantity** of all proposed promotional features must be identified on your Site Map.

PROMOTIONAL VEHICLES: Will your event feature promotional vehicles?

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

No Yes¹¹ → Number of Vehicles: _____
→ Description: _____

INFLATABLES: Will your event feature inflatables? (refer to Inflatables on page 8)

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

No Yes¹¹ → Number of Inflatables: _____
→ Description: _____

BANNERS: Will your event feature banners?

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

No Yes¹¹ → Number of Banners: _____
→ Description: _____

OTHER PROMOTIONAL ELEMENTS: Will your event feature other promotional elements?

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

No Yes¹¹ → Description: _____

¹¹Additional Information Required: If you checked "Yes" above, please identify the location of all promotional features on your Site Map.

ADVERTISING AND MARKETING

Please note that all 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 the Department of Cultural Affairs and Special Events and other City of Chicago departments is at the sole expense and risk of the Event Organizer.

How will your event attendees be notified or invited to the event?

(Please describe below. Document(s) with this information may be attached.)

Description: _____

Will your event be publicly advertised?

(Please check No or Yes below. If Yes, identify all methods/medias you intend to use and submit examples of all marketing materials. Document(s) with this information may be attached.)

No Yes → Description: _____

Will your event have a web page?

(Please check No or Yes below. If Yes, please write-in the web address. Document(s) with this information may be attached.)

No Yes → Link: _____

TRANSPORTATION

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

Description: _____

STREET CLOSURES OR USE OF PUBLIC WAY

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

No Yes → Description: _____

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 8 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.

Does your event plan to provide animals and/or an exhibition or petting zoo?

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

No Yes  Description(s): _____

MAPS

ROUTE MAP *(Required for all Athletic Level Permit requests; Please be sure to identify any/all aid/water stations, etc.)*

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a map (or sketch a map in the space provided below) and a written description of the proposed route. All proposed routes are subject to Park District approval and use of any space outside the park (such as a City street) 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.

SITE MAP *(Required for all Applicants)*

Attach a Site Map (or sketch a site map in the space provided below) if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative 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 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 PLAN AND MEDICAL SERVICES

Depending on the size and activities of your proposed event, Park District Security may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is responsible for and will bear all costs related to policing, cleaning and restoring the park upon conclusion of the event or activity and will reimburse the Park District for any such costs incurred by the Park District.

SECURITY PLAN *(Required for Picnic 4, Athletic 3-5, Corporate, and Festivals/Performances/12,001+ Permits)*

Have you made provisions for on-site security services? 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 5 of this application).

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

No Yes¹³ → Please provide the information requested below

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	

¹³ **Additional Documentation Required:** If you checked "YES" above, please provide a copy of the Security Company's license and certificate of insurance as required by the State of Illinois. Provide 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 contract. Document(s) with this information may be attached. Please note: all security plans must be approved by the Park District Director of Security or designee. Additional information may be requested upon review of any and all security plans.

MEDICAL SERVICES *(Required for Athletic 3-5, Corporate, and Festivals/Performances/12,001+ Permits)*

Have you made provisions for on-site medical services?

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

No Yes → Please provide the information requested below

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 10 to determine which type of Special Event Permit is suitable for the event you are planning. Check the appropriate box below.

PICNIC

- LEVEL 1
 LEVEL 2
 LEVEL 3
 LEVEL 4

ATHLETIC

- LEVEL T LEVEL 4
 LEVEL 1 LEVEL 5
 LEVEL 2
 LEVEL 3

CORPORATE

- LEVEL 1
 LEVEL 2
 LEVEL 3

COMMEMORATIVE

- LEVEL 1
 LEVEL 2
 LEVEL 3
 LEVEL 4

OTHER

- FESTIVALS/PERFORMANCES/
12,001+
 PROMOTIONS

GREEN EVENT: If you are holding a Green Event and are seeking a 10% reduction in your permit rental fee, please check this box to the left and refer to **Addendum E** for guidelines and information. This box may be checked in addition to the appropriate box above. *(Athletic, Corporate, Festivals/Concerts and Picnic Level Permits Only)*

SIGNATURE

Applicant will indemnify and defend the Park District, its officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and 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 the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or affirm) 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 outlined in this document and the Chicago Park District Code and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE

FORM OF PAYMENT

Please check the box or boxes below for payment of the application fee. Multiple forms of payment are allowed. For example, applicant may pay for the application and rental fees with cash and pay for the security deposit with a credit card. Personal and business checks will not be accepted 14 days prior to the event set-up date.

FOR PAYMENT BY CASH, MONEY ORDER OR CASHIER'S CHECK ONLY

CASH: \$, .

PERSONAL/BUSINESS CHECK: \$, .

MONEY ORDER: \$, .

FOR PAYMENT BY CREDIT CARD ONLY

PLEASE CHARGE MY (check one): VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CARDHOLDER'S NAME (print as it appears on card)

ACCOUNT NUMBER

AUTHORIZED SIGNATURE

/

EXPIRATION DATE

AMOUNT: \$, .

SECURITY DEPOSIT REFUND (PLEASE COMPLETE - FAILURE TO PROVIDE INFORMATION WILL RESULT IN DELAY OF REFUND PROCESSING)

NAME OF PAYEE OR ORGANIZATION

ATTN (INDIVIDUAL OR DEPARTMENT)

STREET ADDRESS

APT/UNIT/SUITE

CITY

STATE

ZIP CODE

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 event site map?** *(A route map must also be included for Athletic Level events.)*
- Provided all documents and information as requested throughout the application?**
- Included the \$35 non-refundable application fee?** *(If your application is submitted/received less than 30 days for Picnic, Commemorative and Promotion Level Permits or 45 days for Athletic, Corporate and Festivals/Concerts Level Permits prior to your event, a late fee may apply. Refer to Fees and Fee Deadlines on page 8.)*

Submit your completed Special Event Permit Application to the Department of Revenue or any of the Regional Offices below by fax, mail or you may bring your application to any Regional Office. Please do not email. All applications will be coordinated through the Department of Revenue.

DEPT. OF REVENUE

Administration Office
541 N. Fairbanks Ct., 4th Floor
Chicago, IL 60611
Phone: (312) 742-5369
Fax: (312) 742-6038
TTY: (312) 747-2001

NORTH REGION

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

CENTRAL REGION

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

SOUTH REGION

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

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 6 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 worth of General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property. This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Chicago Park District property.
 - **Cancellation Language:** The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.
 - Please reference 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 24.

***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 (312) 742-4622. The Chicago Park District maintains the right to modify, delete, alter or change these requirements.

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., 4th Floor

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT (continued)

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

<p>1. Policy Number must match Certificate. 2. Must list the Insured's Name as listed on Certificate.</p>	<p>POLICY NUMBER: XXXXXXXXXXXX COMMERCIAL GENERAL LIABILITY</p> <p>INSURED: XXXXXX XXXX XXXXXXXXX</p> <p>THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.</p> <p>ADDITIONAL INSURED - CHICAGO PARK DISTRICT, 541 N. FAIRBANKS CT., CHICAGO, IL 60611</p> <p>This endorsement modifies insurance provided under the following:</p> <p>COMMERCIAL GENERAL LIABILITY COVERAGE PART.</p> <p>SCHEDULE</p> <p>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.</p> <p>(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)</p> <p>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.</p> <p>PRIMARY INSURANCE</p> <p>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.</p>
<p>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.*</p>	
<p>Endorsement must also state that coverage afforded by the Endorsement shall apply as Primary, non-contributory (wording may vary).</p>	

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) 742-4622.

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 event organizer. Additionally, the event organizer is responsible for Staff/Contracted Vendor costs to conduct the 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 event organizer.

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

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

 <p>chicago park district</p> <p>Administration Office 541 North Fairbanks Chicago, Illinois 60611 t (312) 742-PLAY (312) 747-2001 TTY www.chicagoparkdistrict.com</p> <p>Board of Commissioners Bryan Traubert <i>President</i></p> <p>Benjamin Armstrong <i>Vice President</i></p> <p>Dr. Scott Hanlon, D.O. M. Laird Koldyke Avis LaVelle Juan Salgado Rouhy J. Shalabi</p> <p>General Superintendent & CEO Michael P. Kelly</p> <hr/> <p>City of Chicago Rahm Emanuel <i>Mayor</i></p> 	<p>November 3, 2012</p> <p>Department of Buildings Tent, Canopy and Platform Permits 121 N. LaSalle Street Chicago, Illinois 60602</p> <p>To Whom It May Concern:</p> <p>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.</p> <p>Number of Tents: 34 Tent Size: 10 (10x10), 6 (15x15), 5 (20x20), 4 (20x30), 3 (30x30), 3 (30x45), 1 (30x60), 1 (40x60), 1 (40x100)</p> <p>Number of Platforms: 2 Platform Size: 12x12</p> <p>Please feel free to contact the Department of Revenue, if you have any questions or concerns at (312) 742-5369.</p> <p>Sincerely,</p> <p>Authorized Representative</p> <p>cc: Department of Cultural Affairs and Special Events Appropriate Chicago Police District File</p>
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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/12,001+ 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 Fees and Fee Deadlines on page 8). 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**.

 chicago park district Administration Office 541 North Fairbanks Chicago, Illinois 60611 t (312) 742-PLAY (312) 747-2001 TTY www.chicagoparkdistrict.com Board of Commissioners Bryan Traubert <i>President</i> Benjamin Armstrong <i>Vice President</i> Dr. Scott Hanlon, D.O. M. Laird Kraljick Avis LaVelle Juan Salgado Rouby J. Shalabi General Superintendent & CEO Michael P. Kelly City of Chicago Rahm Emanuel <i>Mayor</i>	October 27, 2012 Rosemary Krimble, Commissioner Department of Business Affairs & Consumer Protection City Hall 121 N. LaSalle, Room 800 Chicago, Illinois 60602 VIA FAX: (312) 744-0254 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. Sincerely, Authorized Representative cc: Department of Cultural Affairs and Special Events Appropriate Chicago Police District File
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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 event organizer's 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	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

ADDENDUM E: GREEN EVENT GUIDELINES

The Chicago Park District is committed to being a good steward of the environment both through the over 8,100 acres of greenspace that we manage as well as our policies and practices. When you host your event at the Park District, you can be a good steward of the environment by following some simple green practices. Some practices are required while others are optional.

The Park District also offers the opportunity to host a “Certified Green Event.” Green Event certification is achieved by committing to a number of green practices, each with a corresponding point value. The minimum point total needed to achieve Green Event certification is 20. All certified Green Events will receive recognition, as well as a 10% reduction in the permit rental fee. Suggested green practices are listed below. Point values and the required point totals are listed on the Green Event Checklist. Park District staff is available to help explain these practices or offer guidance on greening your event.

If the event elects to host a “Certified Green Event,” a Green Event Checklist must be completed as part of your application process. **Green Event Checklist A** is for Picnic Event Permits Level 1, 2, 3 and 4; Athletic Event Permits Level T, 1, 2 and 3; and Corporate Event Permits Level 1, 2 and 3. For Athletic Events at this level, they may alternatively achieve Council for Responsible Sport Certification.

Athletic Event Permits Level 4,5 and 6 do not need to complete a Chicago Park District checklist to become a “Certified Green Event.” Rather, events at these levers must successfully complete the Council for Responsible Sport Certification.

See: www.councilforresponsiblesport.org/certification/how-to-certify/

Green Event Checklist B is for Festivals and Performances Event Permits.

At this time, we do not offer a Green Event Checklist for Commemorative or Promotions Permits. However, Park District staff are available to help green your event beyond the recycling requirement and polystyrene ban.

RECYCLING *(required)*

Recycling is **REQUIRED** at all events that occur on Park District property or in a Park District facility. Green waste containers or blue recycling containers are located throughout parks. Inside facilities, blue recycling containers are available. Any material that can be recycled should be recycled during an event. Acceptable materials include:

- Paper
- Glass jars and bottles
- Aluminum cans, foil and pie tins
- Tin or steel cans
- Cardboard (flatten all boxes)
- Plastic bottles and containers (#1-5, #7 accepted)
- Paper bags
- Programs, fliers or agendas
- Beverage cartons (milk, juice, soy cartons)

Participants should be encouraged to place waste in the green containers and recyclables in the blue containers. If you are obtaining services from a private waste hauler, ensure that they provide containers for recyclable materials.

FOOD AND BEVERAGE

- POLYSTYRENE (Styrofoam or #6 plastic) **IS NOT PERMITTED.**
- Reusable dishes, cups and utensils are encouraged. If disposable dishes, cups and/or utensils are used, they should be made from sustainable or recycled materials.
- If disposable napkins are used, they must be made from sustainable materials or contain recycled content.
- Use reusable tablecloths.
- Recyclable food and beverage packaging and containers are encouraged. Ensure that they are recycled in the blue Park District recycling containers.
- Provide fair trade organic coffee or tea, locally-grown (in season) produce, organic food, and free range chicken, eggs or meat.
- Offer condiments such as cream, sugar, salt, pepper, butter, jam, ketchup, mustard, mayonnaise, etc., in refillable containers instead of individual packets.
- Utilize multiple water fountains at the event as a substitute to handing out or selling plastic water bottles. Also, encourage participants to bring their own refillable/reusable bottles to the event.
- Allow participants to take leftover food or beverages home, in non-Styrofoam containers, or donate any NON-PERISHABLE food items to charities or other organizations.

ADDENDUM E: GREEN EVENT GUIDELINES (continued)

PRINTED MATERIAL AND SIGNAGE

- Minimize the amount of printed material you need for your event.
- Use paper with at least 30% post-consumer recycled content for any printed material, publicity, signage, or invitations.
- Use double-sided copying and soy based inks for all printed material.
- Do not pass out programs or agendas for participants. Instead, print the agenda on poster boards that are located strategically at the event.
- Use name badges printed on recycled paper and/or recycled name badge holders.
- Recycle or reuse name tag holders, lanyards, wristbands, ID cards, etc. Provide collection and pick up at booth space to encourage this practice.
- Utilize non-paper, i.e. non-print forms of media; including internet, radio or television, to advertise or communicate details of the event.

WASTE

- Develop a waste minimization plan prior to the event. The plan should identify all potential waste sources and plans for recycling or disposal.
- Reduce the amount of give away material.
- Do not distribute plastic bags to participants at the event.
- Place all recyclable materials in the blue Park District recycling containers. Recyclables include paper, plastics, glass and metals (see complete list on page 28).
- Place non-recyclables (garbage) in the green Park District waste containers.
- Ensure that suppliers/service providers will recycle all of their applicable materials and require them to provide a report of the amount that was recycled. Any amount of recycling at the event is encouraged to be reported to the Park District.
- Compost waste from your event. Amounts of composted waste are also encouraged to be reported to the Park District.
- Minimize the amount of packaging or wrapping for gifts, handouts, giveaway, etc., in order to use as little as possible.
- Reuse or donate any materials, goods or products utilized during the event.
- Accurately measure attendance for the event in order to eliminate as much waste as possible.

TRANSPORTATION

- Encourage participants to use public transit or car pool to get to the event.
- Encourage participants to walk or bicycle to the event when possible. Provide additional bike lock facilities and/or a bike valet.
- Limit the number of vehicles used during the event.
- In order to transport people to the event, use shuttle buses, golf carts, etc., to reduce transport needs.
- Employ local vendors to supply the majority of goods, materials and equipment used at the event in order to reduce transportation requirements.

ENERGY

- Offset energy use during the event by purchasing Renewable Energy Credits or donating funds to plant trees in the parks.
- At the event, fundraise towards (or purchase) carbon offsetting environmental projects or renewable energy credits.
- Use biodiesel for generators or other equipment.
- Rather than using several small generators, use one large, silent generator to supply power for the event. Also, ask all suppliers and/or service suppliers to link up to the main generator instead of using their own.
- Purchase or rent solar power systems/panels in order to supply power to the event.
- If lighting is needed, use energy efficient compact fluorescent lights or light emitting diode (LED) lights.

OTHER

- Describe other greening efforts in application.
- Employ suppliers and/or service providers who implement environmentally conscious strategies and coordinate with them to ensure that these strategies are utilized properly.
- Educate event participants and spectators about the event's green efforts.

ADDENDUM F: ACCESSIBILITY GUIDELINES

All events and applicant's guests, vendors, concessionaries and exhibitors are subject to and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Park District, the City of Chicago, the State of Illinois and the United States of America, **including 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 Park District's Event Rules and Regulations.

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

PARKING

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

SEATING

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

BOOTH COUNTERS

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

ADDENDUM G: PARK 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 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 Community Affairs Unit.**

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 Event Organizer/Producer. If the event is being sponsored by a local elected official, business, or other organization, this entity should be listed as the event sponsor 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 10 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:

Dana Andrews
Community Affairs Liaison
(312) 742-4762

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

ADDENDUM H: HELPFUL CONTACT INFORMATION

ORGANIZATION	TELEPHONE #	FAX #	TTY #
Chicago Police Department - District Offices			
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) 745-3696	(312) 747-5396	(312) 747-6656
District 003 (Grand Crossing) - 7040 S. Cottage Grove Ave. 60637	(312) 747-8201	(312) 747-8910	(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) - 100 S. Racine Ave. 60607	(312) 746-8396	(312) 746-7786	(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) 745-0792	(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 and Electrical Permits (City of Chicago)	(312) 744-3449	(312) 744-6525	
Department of Business Affairs & Consumer Protection - General and Raffle License (City of Chicago)	(312) 744-6249		
Department of Cultural Affairs and Special Events (DCASE) - Neighborhood Festivals & Sports	(312) 744-3315	(312) 744-7615	(312) 744-2964
Web Site: www.cityofchicago.org/CulturalAffairs			
Department of Fire (City of Chicago)	(312) 744-8955	(312) 744-1876	
Department of Health (City of Chicago)	(312) 746-8030	(312) 746-8040	
Department of Revenue (Chicago Park District)	(312) 742-5369	(312) 742-6038	(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
Web Site: www.state.il.us/LCC			
Illinois Secretary of State	(312) 793-3380		
LAZ Parking (Grant Park and Millennium Park Garages)	(312) 616-0600		
Web Site: www.millenniumgarages.com			
Media Permits (Chicago Park District)	(312) 742-5369	(312) 742-6038	(312) 747-2001
Millennium Park	(312) 744-6050		
Web Site: www.millenniumpark.org			
Office of Emergency Management & Communication (OEMC) (City of Chicago)	(312) 746-9111	(312) 746-9120	(312) 746-9911
Special Event Venues (Chicago Park District)	(312) 742-4847	(312) 742-6038	(312) 747-2001
Soldier Field	(312) 235-7000	(312) 235-7030	
Standard Parking	(312) 742-7667		