CHICAGO PARK DISTRICT

SPECIAL EVENT PERMIT RESOURCE GUIDE

Thank you for your interest in hosting an event with the Chicago Park District!

Please review this Chicago Park District Special Event Permit Resource Guide for detailed information about Special Event Permits issued by the Chicago Park District. This Resource Guide includes helpful information for various stages of the permit process, whether you are just looking to apply or submitting required documents to obtain an approved permit. Please note the information in this Resource Guide is subject to change at the sole discretion of the Chicago Park District.

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Frequently Asked Questions (FAQs)

How long does it take to get a permit?

The permit process takes at least 14 days. It is recommended that applications are submitted at least one month prior to the requested event date, or even further in advance if possible.

How much does a permit cost?

To determine the cost of a permit you will first need to know 1.) which park you would like to have your event at and 2.) the maximum number of people you anticipate will be in attendance at the event. With this information, you will then determine what park cluster and event level will apply for your event to determine your permit fees. Lastly, check if any of your planned event features or activities have an additional fee. Common additional fees are for events with routes and events having alcohol. For a full list of additional fees, please refer to the Permit Fees and Fines section in this Resource Guide.

How will I know if the space I am requesting is available?

Availability of a space cannot be confirmed until after an application is received and initial processing is completed. This is because permits are continuously being approved, which means

the availability of park spaces changes constantly. Additionally, other circumstances can impact availability such as park programs and ground repairs or construction. Applicants may contact the park directly to find out if there are any pre-existing park conflicts before applying (this still may not guarantee availability).

What documents will be required if my permit is conditionally approved?

Please review the information provided in the Event Features section of this Resource Guide for any event features that are planned for your event. Each event feature has a list with the required documents that must be submitted to your permit coordinator for your permit to include that event feature for approval. Please note that most events require general liability insurance.

Are there any covered areas, shelters, or picnic tables that I can reserve for my event?

The Park District does not currently have a list of all the covered areas, shelters, or picnic tables across all of the parks. If you know of a shelter or picnic tables in a park that you would like to host an event at, please contact the park directly about a rental and/or apply for a Special Event Permit and include the specific location and a site map.

Will there be restrooms in the park that my event attendees can utilize?

The Park District does NOT provide amenities such as portable toilets. Public spaces with restrooms may be available for use by event attendees but is not guaranteed. Park fieldhouses are not required to be open to accommodate events. If you plan to utilize a park's fieldhouse restrooms, please contact the park directly for fieldhouse hours. Weekend hours are commonly limited, and/or not available.

Will parking for my event attendees be included with my permit?

No. Parking is not included for any permitted events in the park. To determine rates for parking closest to your event, please visit Online Parking Reservations for Chicago Park District. To inquire about parking lot rentals, please contact SP+ Parking at 844-472-7577.

What if the space I request is not available?

If the space or date you requested is not available, we will check the availability for the second or third choice location or dates next if provided on the application. The permit coordinator will send an email to the applicant with any updates. If possible, the permit coordinator will work with the applicant to try to find a comparable location or alternative dates the requested location is available instead.

I submitted my application. What happens now?

The application review process takes at least 14 days. A permit coordinator will contact the applicant via email with any questions, concerns, or updates after the initial processing period. If the requested date/location is available, the permit coordinator will provide a pending permit which is a conditional approval, along with required documents to submit and payment instructions for the permit fees. If the requested date/location is unavailable, the applicant will be contacted via email for alternate options. If the request cannot be fulfilled, the applicant will receive an email notification that the application has been denied and the reason why.

I want to have my event on the beach...

Generally, only events that are commemorative or athletic in nature can be permitted on the beach. No picnic type activities or DJs will be permitted on the beach. For more information,

review “Beach Events and Water-Based Activities” in the Event Features section of this Resource Guide.

I want to rent a sport court...

To rent a sport court/field for sports related activities only with no event features, please contact the park directly. To find sports courts/fields, please visit the website here Facilities | Chicago Park District. Click on a park name to find contact information.

I want to rent an indoor classroom/event space in a park...

For indoor space rentals, please contact the park you are looking to rent from directly. Parks with meeting and event spaces can be found here: https://www.chicagoparkdistrict.com/facilities/fieldhouses. Click on a park name to find contact information.

I want to sell food during the summer in a park...

To sell food in a park, not associated with a one-time event, please contact UCG Concession Management to learn more about becoming a vendor. UCG Concession Management: 312-988-3360.

I want to do an activation or promotional event for a company...

Promotions can include one-time retail displays, product/service sampling and other visibility options. Call the Chicago Park District New Business Development Department for rates, 312-742-4744. To view common locations for promotional activities, visit the website here https://www.chicagoparkdistrict.com/advertising-sponsorship-promotions.

I want to have my event in the park on the 4th of July/Memorial Day/Labor Day...

To prevent further strain on Chicago Park District and City of Chicago resources, no/very limited Special Event Permits are issued in the parks during these holidays. You may go out to enjoy the parks on these holidays, but please refrain from activities/event features that require a Special Event Permit.

Special Event Permit Application Information

General Permit Process Information

- The review and approval of a Special Event Permit application is coordinated through the Department of Revenue of the Chicago Park District.
- Communication regarding a permit application is sent via email to the email address provided on the Special Event Permit Application.
- Incomplete applications will not be entered in the processing queue and will only be entered in the processing queue as of the date/time they are resubmitted completely and correctly.
- Applications for permits shall be processed in order of receipt; and the use of a particular park or part thereof shall be allocated upon receipt of fully executed applications accompanied by the application fee.
- Submitting an application and/or paying the Permit Application Fee does not grant a permit nor confirmation to conduct a planned event.

- Please note that the event name on the application will become public information and can be obtained through a Freedom of Information Act (FOIA) Request.
- The Chicago Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself. Moreover, the Chicago Park District may postpone approval/conditional approval of permits until receipt of additional information or document. Failure to submit requested information or documentation in a timely manner may be cause for denial of a Special Event Permit Application.
- Some events must also need to complete the Department of Cultural Affairs and Special Events (DCASE) Special Event Permit Package: City of Chicago :: Special Events Permit Application.
- Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit from the Chicago Park District and any changes/modifications relative to the event from the Chicago Park District and/or DCASE and other City of Chicago departments, are at the sole expense and risk of the event organizer.

Before Applying

- A Special Event Permit is required for **outdoor** activities and events which include any of the features listed below:
    - 50 or more people*
    - Advertising or sponsorship activities
    - Alcohol
    - Amplified sound (e.g. loudspeakers, amplifiers, powered megaphones)
    - Animals (e.g. petting zoos, pony rides, horses)
    - A religious or partisan event (such as ceremonies, baptisms, dedications, weddings & other services)
    - Running Groups
    - Exercise classes or boot camps
    - Flying Machines (e.g. drones)
    - Generators
    - Inflatables
    - Selling and/or distributing merchandise, services, or food (e.g. vendors)
    - Stages
    - Tents/canopies (e.g. 10x10 popup)
    - Walk/Run/Bike or Parade Route

  *For athletic games, practices, & tournaments (regardless of size) and gatherings of 49 people or fewer that do not include any of the features listed above, call the park fieldhouse directly for facility rental information.

  - Indoor events, such as a room rental in a park fieldhouse, go directly through the park you are looking to rent from. A Special Event Permit may still be required if any portion of your event will take place outdoors in the park and includes any of the features listed above.

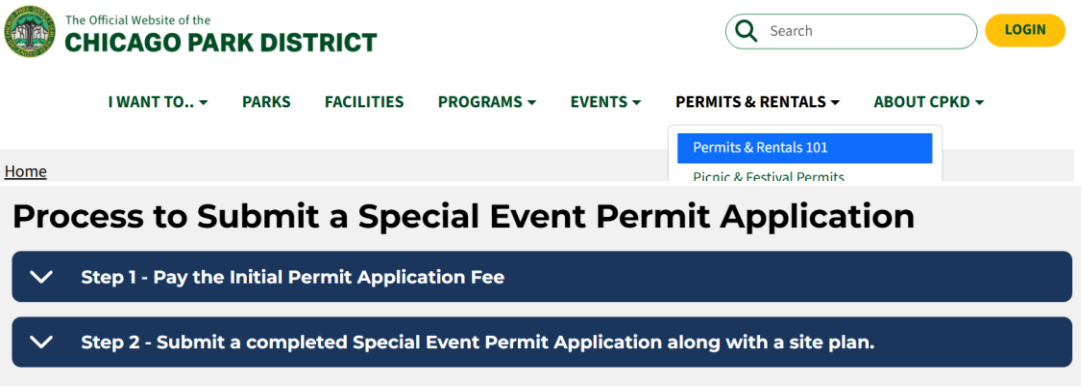
- Please review the Location-Specific Guidelines in this Resource Guide for more information about independently managed locations, Special Event Venues, and locations that do not allow permits.
- Before beginning an application, please have prepared i.) up to 3 park locations and dates, ii.) at least 14 days before the requested event date, and iii.) review this Permit Resource Guide for information including the permit process, permit fees, and required documents.

When to Apply

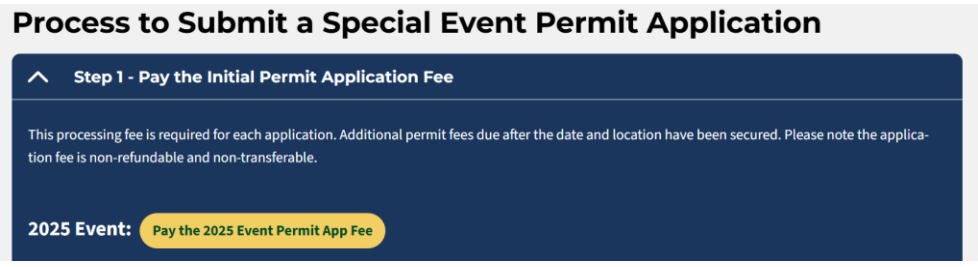
- Applications for a Special Event Permit **must be submitted at least 14 days prior** to the requested event date. It is recommended that applications are submitted at least one month prior to the requested event date, or even further in advance if possible.
- Applications for the upcoming calendar year open on the first Friday of November of the preceding year. For example, applications for 2027 will open on November 6, 2026.
- Please note that if you are submitting an application 14 days from the requested event date, ALL required documents must be submitted with your application. If all required documents are not submitted at least 14 days prior to the event date, late fees (per the Fee & Document Deadlines section) may be applied to your permit fee balance.

How to Apply for a Special Event Permit

1. Go to www.chicagoparkdistrict.com and on the top right-hand side, there is a yellow Login button. Below the Sign In button, you will want to click Join to create your account (if you already have an account, you can skip this step)
2. Go to the Permits & Rentals tab. Select "Permits & Rentals 101" and scroll down to where it says "Process to Submit a Special Event Permit Application" with two steps listed below.

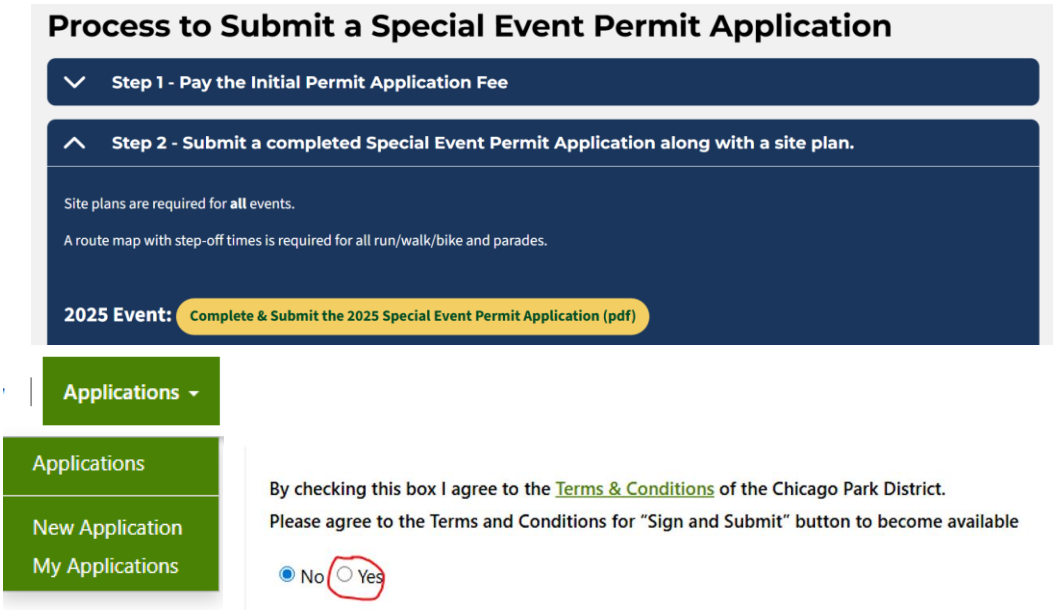


3. Pay the $45 Permit Application Fee by clicking the yellow button under Step 1. You will need to Login or Create an Account if you don't have one yet to complete this step. A confirmation email will be sent after you have successfully paid the application fee.



4. Complete the ENTIRE Special Event Permit Application by applying through the online portal or downloading and saving the PDF application.

Please Note: You will need to register an account on the online portal website too. Once logged in, select "Applications" and submit a new application. Please be sure to click the "yes" button for the Terms and Conditions on the Signature Page to be able to submit your application. You will receive a confirmation email when successfully submitted.



5. Submit the completed application through the online portal or email the completed PDF application to PermitApp@ChicagoParkDistrict.com.

For in-person assistance submitting an application, the region offices below can accept paper application submissions. It is recommended to call the region office prior to going to the park. Correspondence after a permit application is submitted will be sent via email.

Department of Revenue	North Region Office	Central Region Office	South Region Office
Soldier Field 1410 Special Olympics Dr Chicago, IL 60605	**Warren (Laurence) Park** 6601 N. Western Ave Chicago, IL 60645	**Garfield (James) Park** 100 N Central Park Dr Chicago, IL 60624	**Tarkington Park** *(Located within Marquette Park)* 3344 W 71st St Chicago, IL 60629
Phone: 312-763-6710	Phone: 773-262-6314	Phone: 312-746-5092	Phone: 312-747-6136

Intake Period (November-February)

- During the application intake period (November-February), the $45 application fee payment receipt number is only valid for 3 business days to complete and submit the Special Event Permit Application.
- Intake of applications for the next year's applications begins on the first Friday in November (Intake Day) before the upcoming year at 9:00 AM. The online payment of the Permit Application Fee is the only method to enter the processing queue that will be honored on Intake Day. In-person payment of the Permit Application Fee will be available beginning the Monday after Intake Day at the region office locations.

- After submitting the Special Event Permit Application during the intake period, the permit coordinators will review all applications received and then the permit coordinators will reach out to applicants in February with any updates and next steps.

What to Expect After Applying

- Correspondence regarding availability is sent via email from your assigned permit coordinator to the email address used to purchase the Special Event Permit Application Fee / provided on the application.
- The application review process takes a minimum of 14 days.
- If the requested date/location is available, the applicant will receive an email with a link to the pending permit which is a conditional approval.
    - Upon receipt of the pending permit, additional fees and documents (such as insurance) are due according to the deadlines provided in the application and this Resource Guide.
    - Once all the Chicago Park District's requirements have been fulfilled, the Chicago Park District will issue its Special Event Permit for the event via email.
- If the requested date/location is unavailable, the applicant will be contacted via email for alternate options.
- If the request cannot be fulfilled, the applicant will receive an email notification that the application has been denied and the reason why.

Permit Status Throughout Process

PENDING – An application is "pending" after submission, while the permit coordinator reviews the application details, checks for potential scheduling conflicts, and works to confirm availability of the requested date(s) and location.

CONDITIONAL APPROVAL – If the Chicago Park District conditionally approves a permit application, this means the availability of the requested date(s) and location has been confirmed and the application can move forward. The permit coordinator will send an email with a link to the pending permit, which includes the permit fees, any additional fees, and a checklist with all documents that are required to be submitted with deadlines for receipt of documents and payment in order for the permit to be approved.

FINAL REVIEW – Project Manager verifies payment and receipt of all checklist items.

ON HOLD – A permit is on hold when documents and/or fees are past due. The event application is considered denied until fees are paid and all documents are submitted and approved.

DENIED - Indicates that (i) the Special Event Permit Application is incomplete, (ii) the applicant has previously damaged Park District property, (iii) the applicant made misrepresentations, (iv) the applicant has an outstanding balance, (v) the event date/location conflicts with a previously scheduled event, or (vi) the event violates the Code of the Chicago Park District, or the laws, rules, and/or regulations of the City of Chicago, State of Illinois, and/or Federal laws/ordinances.

PERMITTED – Once all the Chicago Park District requirements have been fulfilled (including those of all applicable City, State and/or Federal agencies), all required documents were submitted and approved, and fees are paid, and an approved Special Event Permit has been issued for the event.

Permit Fees and Fines

Special Event Permit Fee Schedule

2027 PERMIT RENTAL FEE SCHEDULE FOR SPECIAL EVENT PERMITS								
Event Type/Level	**Attendance**	**Security** Deposit	**Base Rental Fee Cluster 1 Parks**	**Base Rental Fee Cluster 2 Parks**	**Base Rental Fee Cluster 3 Parks**	**Alcohol Add-on Service ONLY**	**Alcohol Add-on Service & Sales**	**Route Add-on**
Event 1*	Up to 200	$0	$131	$175	$218	$1,092	$1,092	$328
Event 2	201-500	$0**	$645	$852	$1,060	$1,092	$2,184	$383
Event 3	501-1000	$2,000	$2,140	$2,872	$3,604	$1,638	$3,276	$1,092
Event 4	1001-3000	$3,000	$4,270	$5,734	$7,175	$2,184	$4,368	$2,730
Event 5	3001-10,000	$10,000	$7,753	$10,352	$12,941	$2,730	$5,460	$2,730
Event 6	10,000+	$20,805	($0.022 per square foot per day for entire reservation+ $1.07 per person per event day) x cluster factor			Included	Included	Included
2 hour Commemorative*	N/A	$200	$437	$546	$682	Prohibited	Prohibited	N/A
4 hour Commemorative*	N/A	$200	$595	$791	$988	Prohibited	Prohibited	N/A
4 hour Recurring Classes*	Up to 200	$0	$328	$437	$546	Prohibited	Prohibited	N/A
Promotions	Please contact New Business Development at 312-742-4744. Refundable security deposit required.							
2027 PERMIT FEES ARE SUBJECT TO APPROVAL BY CHICAGO PARK DISTRICT BOARD OF COMMISSIONERS								
*Event 1 without additional features may not require insurance or have a late fee.								
**New events may be required to pay security deposit.								

Park Cluster List

Chicago Park District parks are assigned a cluster number based on variables such as demand, amenities, and location. Pricing structures vary by event features. Total permit fees are calculated by adding the security deposit plus the base rental fee plus add-ons and are charged per date.

To view the full park cluster list, please visit the website here: Permit Pricing Park Cluster List | Chicago Park District.

ADDITIONAL FEES *These are set fees as listed, not based on event attendance.*	
AID STATIONS	$500 PER BASIC STATION | $4,700 PER EXPANDED STATION
ANIMALS	$150 PER DATE
BEACH VOLLEYBALL COURTS	$30 PER COURT
EARLY ENTRY / LATE EXIT (Park Hours: 6am-11pm)	$450 PER HOUR
PYROTECHNICS (e.g. fireworks)	$500 PER DATE
ADDITIONAL INFORMATION	
Athletic Training, Commemorative Events and Event 1 without route are not eligible for discounts.	
Athletic Training permit rental fees are charged in 4 Hour increments per day of the week (not per date).	
Promotional events call New Business Development Department | 312.742.4744	

FEE AND DOCUMENT DEADLINE		
ITEM	**DUE DATE**	**LATE FEE**
Document Submission Payment of Balance	14 Days Prior to Event Date **Regardless of when application was submitted*	$150 for Event Level 1 and Level 2 $250 for Event Level 3 and Level 4 $750 for Event Level 5 and Level 6 AND/OR Potential Denial of Application

- **Athletic Training Permits** are non-exclusive permits that are typically issued for boot camps, fitness classes, marathon training, and other recurring athletic training programs. Each permit is valid for the calendar year. Each location requires a separate application. Permit rental fees are charged in 4-hour increments.
- **Commemorative Level permits** are typically issued for ceremonies such as weddings, baptisms and dedications.
- **Promotional Permits** are typically issued for events that are open to the public and engage individuals with the intent to publicize a product, brand, company, organization, or cause so as to increase sales or public awareness.
- **Event Levels 1-6** Permit Fees are based on the number of expected attendees.

Add-On Definitions

- **Aid Station:** For events with a route.
  Basic Aid Station – Hydration and/or First Aid only
  Expanded Aid Station – Hydration and/or First Aid **with** amplified sound or additional features
- **Animals:** Live animal exhibits, petting zoos, pony rides, etc.
- **Beach Volleyball Courts:** If your event includes the use of beach volleyball courts, the additional court fee applies per court.
- **Early Entry/Late Exit:** Park hours are from 6:00 a.m. to 11:00 p.m. unless otherwise posted. If access to the park is necessary for set-up or tear-down either before or after public hours, then the applicant may be subject to an hourly rental rate of $450/hour, if approved.
- **Pyrotechnics:** Involves the use, display, fire discharge, or set off any rocket, cracker, torpedo, or other fireworks, or any substance of any explosive or pyrotechnic nature (Code of the Chicago Park District Chapter 7 Section III).
- **Alcohol Service ONLY:** Alcoholic beverages served at your event at no charge and/or sampling of alcoholic beverages at your event at no charge.
- **Alcohol Service & Sales:** Serving/Selling alcoholic beverages at your event for a charge.
- **Route:** For run, walk, bike or other activity in which participants will be following a course (e.g. a parade or procession).

Discount Requests

- Non-profit discounts are applied to the base fee only. Discount does not apply to any additional fees.
- In requesting a non-profit discount, the applicant attests that 100% net proceeds shall inure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person.
- The Chicago Park District reserves the right to request all documents deemed necessary including proof of non-profit status, Form 990s, etc. to be used in determining to which Tier an organization will be assigned.
- The Chicago Park District at its sole discretion may require the submission of reports and settlement statements by the applicant and sponsoring organization to substantiate the revenues received and the costs associated with this event. If the applicant and sponsoring organization fail to produce documents at the request of the Chicago Park District and/or the documents are falsified, the applicant will be responsible for payment of 100% of the permit rental fee and all applicable penalties (refer to Permit Violations). In addition, the Chicago Park District may deny future Special Event Permit requests if an outstanding balance exists (Code of the Chicago Park District, Chapter VII, Section C).
- Discounts for non-profit organizations are based on the organization's annual income. The discount is determined by reviewing the Total Revenue on line 12 of Form 990.
- Non-Profit Status will be verified and must have an active and in good standing Not for Profit status through the IRS and State of Illinois to be eligible for the permit base fee discount.
    - Newly formed non-profits that do not yet have an active 990 Form through the IRS will be asked for their current annual budget.
- There are no discounts offered for individual/private events hosted by employees of the Chicago Park District, City of Chicago, or Chicago Public Schools, that are not hosted in conjunction with their employer.

Not Eligible for Discounts

- Commemorative Event Permits
- Event Level 1 (up to 200 people) without a route
- Recurring Events such as Athletic Trainings
- Additional Fees (i.e. Route Fee, Animal Fee, Pyrotechnics Fee, etc.)
- Late Fees/Violation Fines

Non-Profit Discount Chart

NON-PROFIT DISCOUNT TIERS DETERMINED BY AN ORGANIZATIONS ANNUAL INCOME	
Tier 1 ($5 MILLION+)	25%
Tier 2 ($1,00,001-$5 MILLION)	50%
Tier 3 ($1,000,000 or less)	75%

Non-Profit Discount Required Documents Checklist

☐ IRS Form 990

☐ 5013c EIN Number

OR

☐ Recent Yearly Budget

Cancellation

- Cancellations received 90 days prior to the reservation start date will result in a refund of the entire security deposit; however, the Chicago Park District will retain 15% of the permit fees.
- Cancellations made fewer than 90 days prior to the reservation start date will result in a refund of entire deposit only.
- All application fees are non-refundable and non-transferable.

Payment

- Payment may be made by cash, business, organization or personal check, cashier's check, money order, Visa, Master Card, Discover and American Express.
- Card payments are preferred. Please note there is a processing fee of $2.06 to all card transactions. The processing fee rate is subject to change.
- Business, organization and personal checks are accepted up to 14 days prior to event start date.
- Payment made after posted due date may incur a late fee. See "Fee and Document Deadlines" section in this Resource Guide for details.
- Make checks payable to the Chicago Park District and mail to the address below:

  Chicago Park District
  Attn: Department of Revenue
  4830 S Western Ave.
  Chicago, IL 60632

Security Deposit

- Security deposit refunds will be automatically submitted for processing within 30 business days after the event, presuming there are no damages or violations. Refunds are made to the original form of payment. If deposit is paid with cash, a check will be mailed. Checks will be mailed to the address listed on the permit holder's account. If payment was made by check, the address listed on that check will be used instead, unless the permittee provides an alternate mailing address.
- 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.
- The Park District will conduct a post-event review and if all rules and regulations have been observed and the park is returned in a clean condition without damage, then the entire security deposit will be submitted for processing within 30 business days after the event.
- Circumstances where the Park District may retain a portion or all of the security deposit include: 1) damage to park property; 2) additional cleanup costs; 3) operation of vehicles on grass, athletic fields or beaches; 4) misuse of park facilities; 5) grilling in prohibited areas; 6) leaving or setting up event equipment on park property before the permit set-up time, or after the permit tear-down time; 7) misrepresenting in the Special Event Permit application or correspondence, the event attendance features, activities or plans; and 8) failure to abide by all local, state, and federal laws, statutes, ordinances, rules, regulations, codes and executive orders including those of the Park District, the City of Chicago, and the State of Illinois.

- Promotion Permits – A refundable security deposit is required. Please contact New Business Development at 312-742-4744 for details.

Security Deposits Chart

Special Event Permits Security Deposits		
Event Type/Level	**Attendance**	**Security Deposit**
Event 1*	Up to 200	$0
Event 2*	201-500	$0
Event 3	501-1000	$2,000
Event 4	1001-3000	$3,000
Event 5	3001-10,000	$10,000
Event 6	10,000+	$20,805
2 hour Commemorative*	N/A	$200
4 hour Commemorative*	N/A	$200
4 hour Recurring Classes*	Up to 200	$0

*A security deposit may be required for new events and Event Level 2 (201–500 attendees).

Violations

Please be aware that each permit will be monitored by the Chicago Police Department and/or Chicago Park District staff

Violations will be subject to enforcement measures which can include permit violation fines, security deposit forfeiture and denial of future permit applications.

All events and the applicant's staff working the event, including but not limited to volunteers, guests, vendors, concessionaires and exhibitors are subject to and must abide by all local, state, and federal codes, rules, regulations, ordinances, statues, and laws including those of the Chicago Park District, the City of Chicago and the State of Illinois.

Refer to the table below for a listing of common violations and their respective penalty. All penalties will be deducted from the applicant security deposit and/or will be applied to the permit on the applicant's Chicago Park District account, unless other arrangements are made with the Chicago Park District in writing. Penalties that exceed the security deposit paid to the Chicago 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).

Penalties for Permit Violations

Violation	Penalty
Damage or garbage left on Park District property for events without a security deposit	25% of base permit fee and recover costs of repair and possible denial of future events
Unauthorized vehicles on grass, beaches, athletic fields, pathways or service roads	$100 per axel
Equipment left in park space	$50 per day
Dumping coals on base of trees, grass, beach or disposed in unauthorized container	25% of base permit fee
Damage to Park District property	The lesser of 50% of the security deposit or the base permit fee, plus recovery of repair costs
Misrepresentation	The lesser of 100% of security deposit or base permit fee, and/or denial of future requests
Failure to provide the appropriate quantity/ratio of accessible portable toilets	100% of security deposit or base permit fee
Failure to observe approved route and/or step off time	25% of security deposit or base permit fee
Failure to observe approved hours of amplified sound	100% of security deposit or base permit fee
Missing Park District Meeting	50% of security deposit or base permit fee
Misrepresentation of non-profit discount policies	100% of security deposit or base permit fee
Dumpster on grass/beach	$250 per dumpster
Failure to obtain required permits issued by CDOT, DOB, OEMC or other city agencies prior to the event day	100% of security deposit or base permit fee

Permit Requirements and Event Planning

Event Types

SPECIAL EVENT – A Special Event Permit is required for outdoor activities and events (picnics, festivals, 5K, etc.) which include the following features:

- 50 or more people*
- Advertising or sponsorship activities
- Alcohol
- Amplified sound (e.g. loudspeakers, amplifiers, powered megaphones)
- Animals (e.g. petting zoo, pony rides, horses)
- A religious or partisan event (such as ceremonies, baptisms, dedications, weddings & other services)
- Running groups
- Exercise classes or boot camps
- Flying machines (e.g. drones)
- Generators
- Inflatables
- Selling and/or distributing merchandise, services, or food (e.g. vendors)
- Stages
- Tent/canopies (e.g. 10x10 popup)
- Walk/Run/Bike or Parade Route

*For athletic games, practices & tournaments (regardless of size) and gatherings of 49 people or fewer that do not include any of the features listed above, call the park fieldhouse directly for facility rental information.

COMMEMORATIVE – Outdoor ceremonies such as baptisms, dedications, memorials, religious services, and weddings (not located at a Special Event Venue) would require a Special Event Permit – Commemorative level. This permit allows for use of designated outdoor space for a 2 or 4-hour time frame.

PROMOTIONAL – Promotions can include one-time retail displays, product/service sampling and other visibility options. Call the Chicago Park District New Business Development Department for rates, 312-742-4744.

RECURRING EVENTS (FARMERS MARKET, FITNESS CLASS, ETC.) - Boot camps, fitness classes, marathon training, and other recurring athletic training programs would require a Special Event Permit – Recurring Events level. These are non-exclusive permits valid for the calendar year. Permit rental fees for this level are charged in 4-hour increments per location per day of the week.

FILMING & PHOTOGRAPHY – A media permit (different from a Special Event Permit) is required for the following types of filming and photography:

- Non-commercial use, such as engagement, wedding, and other special occasions

- Commercial, such as advertising, catalog photos, publications
- Documentary
- Web-based media
- Student projects – Student applications will be required to submit proof of enrollment in an accredited school, working on a class project, to qualify for a student rate.

Event Levels

The following requirements are based only on the expected total attendance. For additional requirements based on event features (e.g. tents, inflatables, routes, etc.) please review the Event Features section in this Resource Guide.

EVENT LEVEL 1 – Attendance up to 200 people

No specific requirements based only on event attendance. Please review event features for any applicable requirements.

EVENT LEVEL 2 – Attendance between 201-500 people

- May require a security deposit

EVENT LEVEL 3 – Attendance between 501-1000 people

- Security Deposit
- Security Plan & Contract a security company
- Contract a maintenance company and submit a copy of the invoice

EVENT LEVEL 4 – Attendance between 1001-3000 people

- Security Deposit
- Security Plan & Contract a security company
- Contract a maintenance company and submit a copy of the invoice

EVENT LEVEL 5 – Attendance between 3001-10,000 people

- Security Deposit
- Security Plan & Contract a security company
- Contract a maintenance company and submit a copy of the invoice

EVENT LEVEL 6 – Attendance of over 10,000 people

- Security Deposit
- Security Plan & Contract a security company
- Contract a maintenance company and submit a copy of the invoice
- Large Event Community Engagement

Event Hours

- Events are restricted to the public hours of the park. Park hours are from 6:00 a.m. to 11:00 p.m., unless otherwise posted.
- If access to the park is necessary for set-up or tear-down either before or after public hours, then the applicant may be subject to an hourly rental rate of $450/hour, if approved.
- Events taking place after hours, or leaving an event setup overnight, may be required to have security.

Fee & Document Deadlines

FEE AND DOCUMENT DEADLINE		
ITEM	**DUE DATE**	**LATE FEE**
Document Submission Payment of Balance	14 Days Prior to Event Date **Regardless of when application was submitted*	$150 for Event Level 1 and Level 2 $250 for Event Level 3 and Level 4 $750 for Event Level 5 and Level 6 AND/OR Potential Denial of Application

*Please note that if you are submitting an application 14 days from the requested event date, ALL required documents must be submitted with your application. If all required documents are not submitted at least 14 days prior to the event date, late fees may be applied to your permit fee balance.

Amenities and Event Features

- The Park District does NOT provide event features and/or guaranteed use of park amenities such as portable toilets, inflatables, sound systems, stages, tables, chairs, tents, canopies, shelter/covering, fencing or other equipment.
- Park fieldhouses are not required to be open to accommodate events. If you plan to utilize the indoor facilities in the fieldhouse (e.g. restrooms), please note that weekend hours are commonly limited and/or not available. Please contact the park fieldhouse for their hours.
- The applicant or event organizer is responsible for all costs directly and indirectly related to providing amenities and event features.
- Amenities and event features require approval from the Chicago Park District and should be included on the submitted Special Event Permit Application.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Chicago Park District, the City of Chicago and the State of Illinois, are at the sole expense and risk of the applicant or event organizer.

Location-Specific Guidelines

- Prior to starting the application process, organizers must choose a location for their event. Because site availability information cannot be obtained prior to submitting an application, it is recommended that organizers provide as many alternative dates and/or locations in the space provided on the Special Event Permit Application.
- Indoor space rentals go through the park directly. Find contact information for the parks here: Park Finder.
- Sport court rentals go through the park directly if being used for regular play. Find contact information for the parks here: Park Finder.
- View information about Special Event Venues here: Special Event Venues.
- Grilling is not allowed in all parks. To view Approved Grilling Area, please check here: Approved Grilling Areas.
- View common Promotional locations in the parks here: Chicago Park District Promotional Opportunity Sites.

AREAS WE DO NOT ISSUE OUTDOOR PERMITS FOR INCLUDE:

- Osaka Garden
- Promontory Point
- South Shore Cultural Center
- Beaches (No permits for picnic type activities or DJs)

INDEPENDENTLY MANAGED LOCATIONS:

- Alfred Caldwell Lily Pool | (773) 883-7275
- Lincoln Park Zoo | (312)742-2000
- Maggie Daley Park & Cancer Survivors Garden | (312) 552-3000
- Millennium Park | (312)296-9025
- Milton Lee Olive Park | (312)744-6635

Transportation and Parking

- On the Special Event Permit Application, please explain how participants/spectators will get to and from the proposed event location. This 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 Chicago Park District property other than at parking lots and designated street parking.
- Parking is not included with a Special Event Permit. Paid parking lots are not included in permit fees, nor covered/waived by an approved Special Event Permit. Paid parking lot rates will also apply.
- To inquire about renting out a parking lot for an event, please contact SP+ Parking Customer Service at 844-472-7577. Availability of parking lot rentals is not guaranteed.
- Vehicle passes are granted for set-up and tear-down of equipment and supplies only.
- As a green initiative, the Chicago Park District recommends event organizer's 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.

Street Closures or Use of Public Way

- Since the public way is controlled by the City of Chicago, the Chicago Park District does not permit use of the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, crosswalks, 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 (DCASE) or Department of Transportation (CDOT).
    - DCASE: SEPermits@cityofchicago.org
    - CDOT: 312-744-3600

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.
- If you are interested in including Chicago Park District logo/branding for event advertising, please contact New Business Development, Development Manager, for approval.

Site Condition

- The Chicago Park District makes no representations as to the condition of the Site or its fitness for a particular purpose. Permittee accepts the Site "as is," "where is," and "with all faults." The Permittee is responsible for examining and knowing the condition of the Site and acknowledges that the same is in clean, sightly, and safe condition.
- Throughout the duration of the permit, the Permittee is responsible for cleaning and maintaining the site. The Chicago Park District does not guarantee the availability of cans/liners at the site.
- The Permittee must have the Site returned to the condition in which it was delivered (collectively, the "Site Condition Baseline") by the Permit tear-down time.
- Site Condition may be documented by the Permittee. At its sole discretion, the Chicago Park District may require a pre-event site visit as a condition of permit approval.

Site Restoration After an Event

- All costs and fees of damages or repairs necessary to restore the site to the Site Condition Baseline are the sole responsibility of the Permittee. At the Chicago Park District's sole discretion, if the Chicago Park District has both the capacity and availability, the Permittee may have the option to hire the Chicago Park District to perform the work. Alternatively, the Permittee must hire its own forces to make all repairs and site restoration, at the sole expense of the Permittee. The Chicago Park District must approve (which approval shall not be unreasonably withheld, OR delayed) any scope of work and any contractors, labor, etc. hired by the Permittee prior to any restoration and repair.
- The Permittee is responsible for all costs incurred by the Chicago Park District arising from emergency repairs due to the Permittee's activities in order to return the site to a clean, sightly, and safe condition for the duration of the permittee's event or any subsequent event.
- The Permittee is responsible to pay all invoices arising from repairs and/or restoration within 30 days of receipt of invoice from Chicago Park District or any Chicago Park District contractors.

Special Event Permit

- A copy of the Special Event Permit must be present on-site for inspection for the entire duration of the event (including setup and teardown).
- Permit Applications and Permits are not assignable and are non-transferable.

Required Documents

- Required documents are determined based on Event Level, Permit Type, and Event Features. In the Event Features section of this Resource Guide, a required documents checklist can be found under each event feature. All required documents must be submitted to your permit coordinator by the posted due date before a Special Event Permit is issued. During the permit process, a checklist of required documents is provided with the conditional approval and pending permit.
- The Chicago Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself.
- For additional information on required documents and example documents, a Special Event Permit Application Document Guide is available to view by clicking here or upon request.

Insurance

General Liability Insurance

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 personal and bodily injury or property damage may arise out of, or in connection with use or occupancy of Chicago Park District property for 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. Please refer to the insurance requirements listed below.
Applicants must submit two documents to satisfy insurance requirements.

1. **Certificate of Insurance** in the amount of $1,000,000 per occurrence / $2,000,000 aggregate General Liability coverage, including coverage for real and personal business property damage while the permittee 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 with a waiver of subrogation 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 for 10 days' notice for non-payment of premium.
    - Please reference EVENT NAME on insurance certificate, if applicable.

2. **Endorsement** issued under the 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 provider under this policy.
- If the Certificate and/or Endorsement are not received 48 hours prior to the event, a permit may not be issued.

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

NOTES:

- The Chicago Park District maintains the right to modify, delete, alter, or change these requirements.
- 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 on a primary non-contributory basis with a waiver of subrogation.
- The Chicago Park District's preferred insurance provider is Risk Management Information Systems CPKD Tulip Insurance. Applicants may contact them for insurance requirements at (312)729-5233, (312)729-5050, or email at TulipEventsApp@rmisinc.com.

Additional Event Feature Insurance

Amusement Liability Insurance: Amusement Liability Insurance (for bouncy houses, rides, and other recreational activity with heightened risk) is also required in the amount of $1,000,000 per occurrence and $5,000,000 aggregate naming the Chicago Park District as additional insured.

Alcohol: Liquor liability and contingent liquor liability insurance are required in the amount of $1,000,000 per occurrence and $2,000,000 aggregate naming the Chicago Park District as additional insured on a primary non-contributory basis with a waiver of subrogation.

Drone: Drone Liability insurance is required. No specific amounts are outlined $1,000,000 to $2,000,000 depending on the crowd size with Chicago Park District named as an additional insured on a primary non-contributory basis with a waiver of subrogation. For commercial drone activity, a copy of a valid FAA Part 107 Remote Pilot Certificate (drone license) is also required.

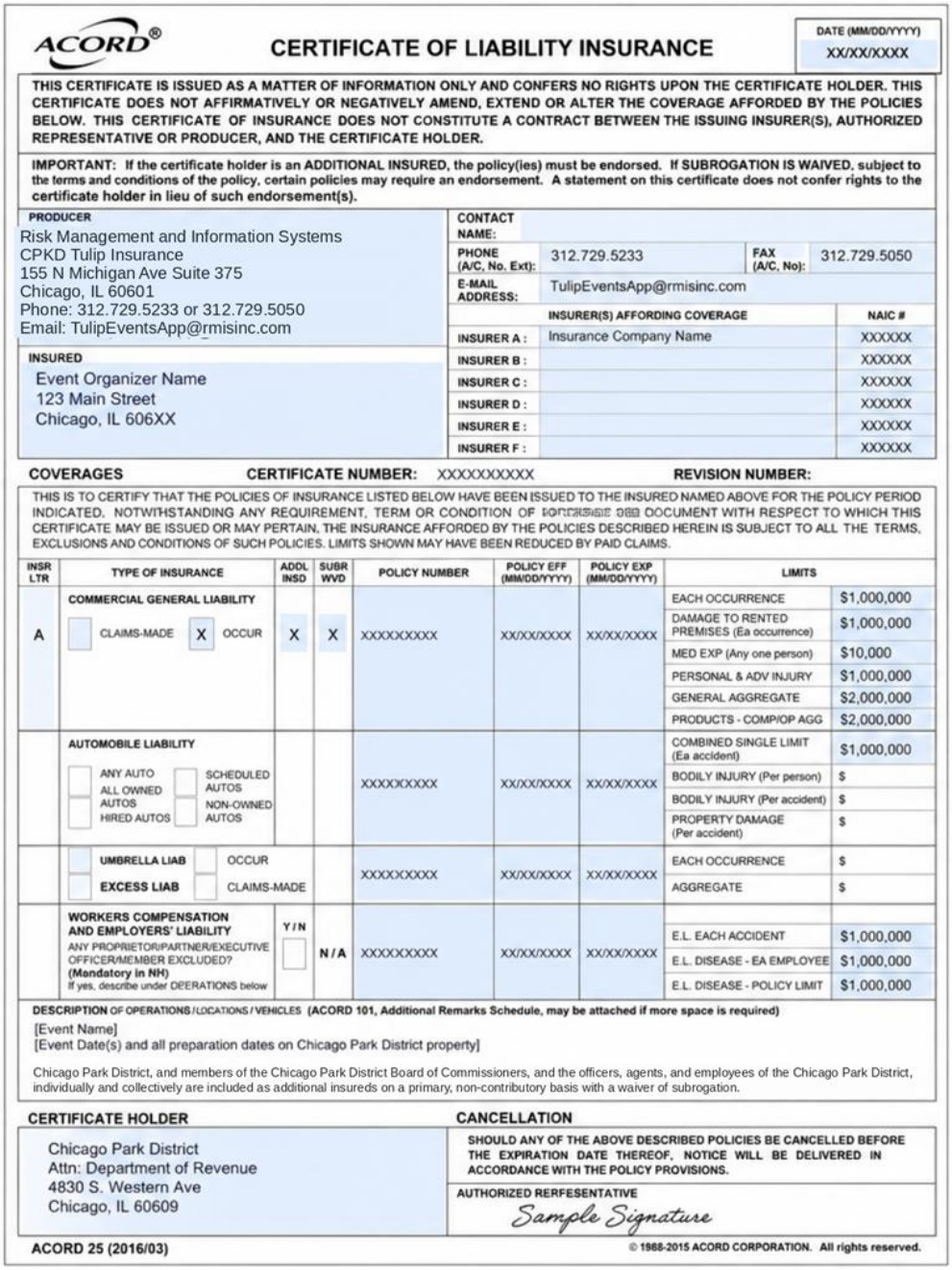
Security: The coverage should be in the amount of $1,000,000 per occurrence / $2,000,000 aggregate General Liability coverage, naming the Chicago Park District as additional insured on a primary non-contributory basis with a waiver of subrogation.

Pyro: Insurance - Pyro Company w/ CPD Endorsement. No specific amounts are outlined $1,000,000 per occurrence / $2,000,000 aggregate (minimum; may increase based on activity and location) with Chicago Park District named as an additional insured on a primary non-contributory basis with a waiver of subrogation. For commercial drone activity, a copy of a valid IL State Fire Marshall issued pyrotechnic operator license is also required.

Animal: proof of insurance and endorsement. Depending on the animals involved, may require vaccination, veterinary records, and/or proof of USDA licensing. No specific amounts are outlined $1,000,000 per occurrence / $2,000,000 aggregate

Medical: When any medical services are performed in connection with the Event, Medical/Professional Liability Insurance must be provided to include coverage for errors, omissions and negligent acts related to the rendering or failure to render professional, medical or health services with limits of not less than $1,000,000 per occurrence. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work under this Permit. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Example Certificate of Insurance (COI)



ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): XX/XX/XXXX

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Management and Information Systems CPKD Tulip Insurance 155 N Michigan Ave Suite 375 Chicago, IL 60601 Phone: 312.729.5233 or 312.729.5050 Email: TulipEventsApp@rmisinc.com	CONTACT NAME: PHONE (A/C, No. Ext): 312.729.5233 FAX (A/C, No): 312.729.5050 E-MAIL ADDRESS: TulipEventsApp@rmisinc.com
INSURED Event Organizer Name 123 Main Street Chicago, IL 606XX	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Insurance Company Name XXXXXX INSURER B : XXXXXX INSURER C : XXXXXX INSURER D : XXXXXX INSURER E : XXXXXX INSURER F : XXXXXX

COVERAGES CERTIFICATE NUMBER: XXXXXXXXXX REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	X	X	XXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ SCHEDULED AUTOS ☐ ALL OWNED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS			XXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE			XXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	EACH OCCURRENCE	$
							AGGREGATE	$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTIONS below	Y / N ☐	N / A	XXXXXXXXX	XX/XX/XXXX	XX/XX/XXXX	E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

[Event Name]
[Event Date(s) and all preparation dates on Chicago Park District property]

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 are included as additional insureds on a primary, non-contributory basis with a waiver of subrogation.

CERTIFICATE HOLDER	CANCELLATION
Chicago Park District Attn: Department of Revenue 4830 S. Western Ave Chicago, IL 60609	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sample Signature

ACORD 25 (2016/03)

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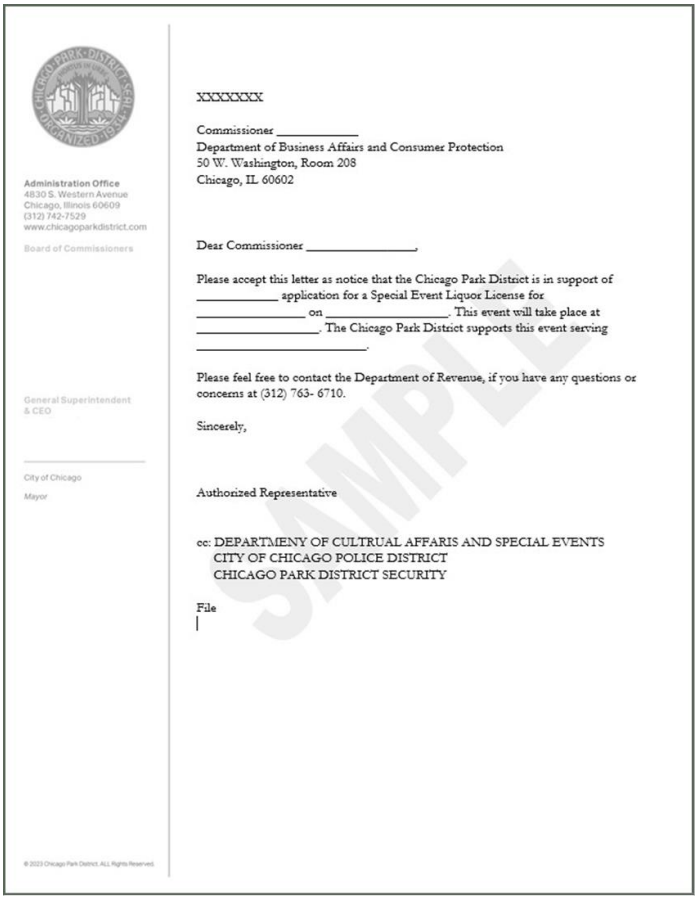
Support Letters

Tents/Canopies and/or Stages/Platforms: Tents and canopies over 400 square feet or stages and platforms over 2 feet high or with roof or wings are required to be permitted from the City of Chicago Department of Buildings (DOB). Prior to applying for a Tent/Canopy/Platform permit from the DOB, applicants must obtain a letter from the Chicago Park District acknowledging the number and size of ALL tents, canopies, and/or platforms. The DOB will not review an application for erecting such structures on Chicago 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, you must notify the Chicago Park District immediately. All amendments/revisions must be made in writing, which can be sent via email.

Alcohol: A City of Chicago Special Event Liquor License issued by DCASE is required. If you are applying for a City of Chicago Special Event Liquor License with DCASE, then your DCASE application package must include the Chicago Police Commander's and local Alderson's review letters. Both the District Commander and Alderperson need time to review your plan and may make recommendations to your event plan to ensure participant and public safety. It is the applicant's responsibility to submit the required documentation/information to the appropriate Chicago Police District Commander and Alderperson office a minimum of 45 days prior to your event, however, the Chicago Park District suggests that you submit your paperwork to DCASE more than 60 days prior to your event to ensure timely processing and adherence to Chicago Park District deadlines.

Example Acknowledgement Letters



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

Board of Commissioners

General Superintendent & CEO

City of Chicago
Mayor

XXXXXXX

Commissioner _____
Department of Business Affairs and Consumer Protection
50 W. Washington, Room 208
Chicago, IL 60602

Dear Commissioner _____,

Please accept this letter as notice that the Chicago Park District is in support of _____ application for a Special Event Liquor License for _____ on _____. This event will take place at _____. The Chicago Park District supports this event serving _____.

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

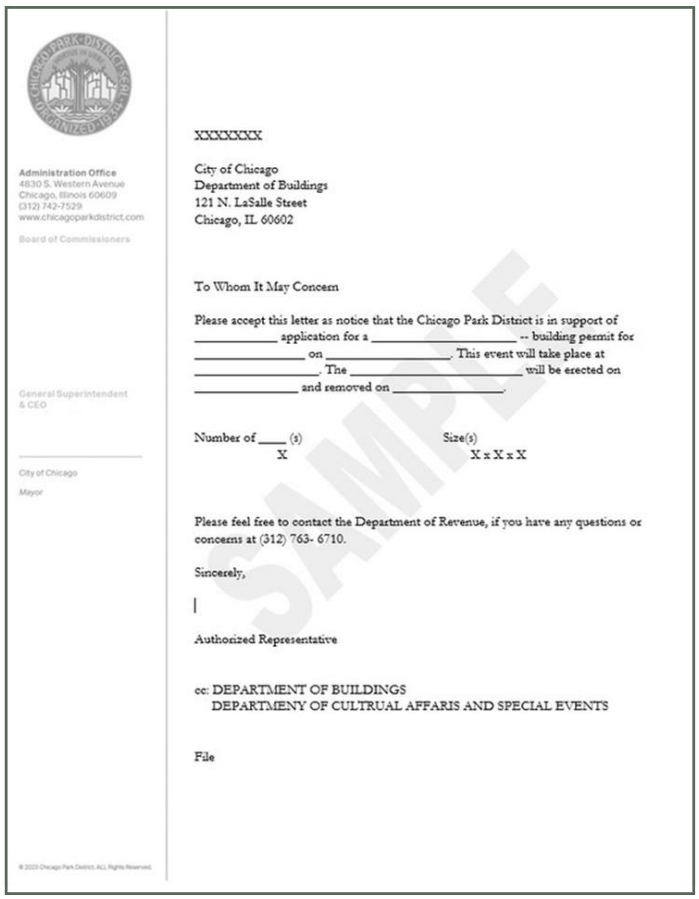
Sincerely,

Authorized Representative

cc: DEPARTMENY OF CULTRUAL AFFARIS AND SPECIAL EVENTS
CITY OF CHICAGO POLICE DISTRICT
CHICAGO PARK DISTRICT SECURITY

File

SAMPLE



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

Board of Commissioners

General Superintendent & CEO

City of Chicago
Mayor

XXXXXXX

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

To Whom It May Concern

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

Number of ____ (s) X

Size(s) X x X x X

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

Sincerely,

Authorized Representative

cc: DEPARTMENT OF BUILDINGS
DEPARTMENY OF CULTRUAL AFFARIS AND SPECIAL EVENTS

File

SAMPLE

Site Map

A site map should be included with your application. All events will require a site map of the proposed location of your event. This map will be used to indicate the placement of all event features and should clearly indicate the layout of the permitted space. All Site Maps are subject to the approval of the Park District.

Site Map must:

- Identify the specific location within the park that you are requesting to use for your event
- Show where any of the following event features would be setup:

☐ Amplified Sound	☐ Generators	☐ Tents/Canopies
☐ Portable Toilets	☐ Inflatables	☐ Stages/Platforms
☐ Dumpsters	☐ Route, if applicable	☐ Any and all other structures

How to create a Site Map through Google Maps

1.) Login to My Maps on Google. Link: My Maps

2.) Click "Create a New Map"

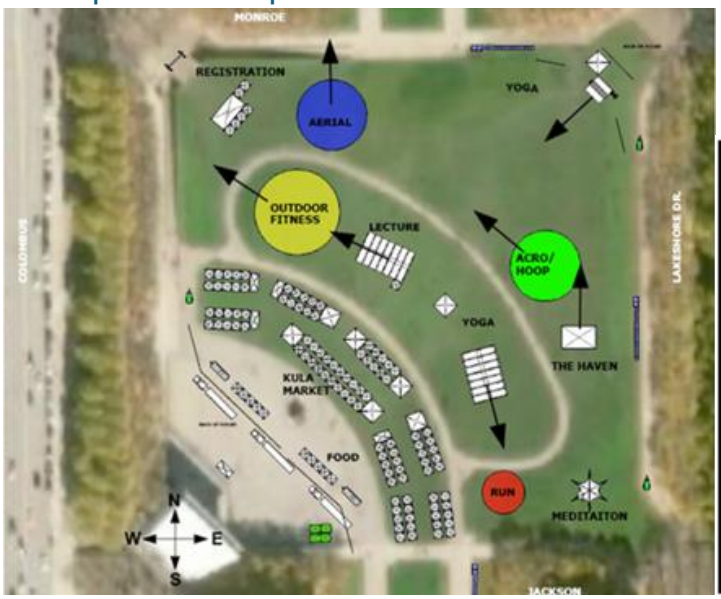
3.) Locate the area you want to create your map
Tip: Change the Base Map view to Satellite for more accuracy when adding elements to your map.

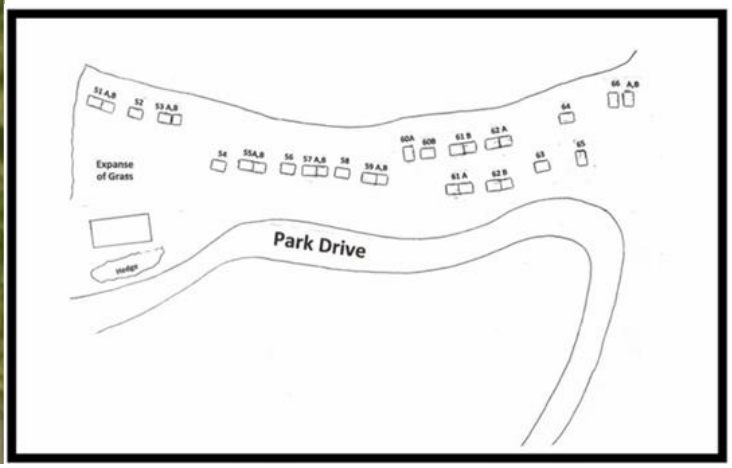
4.) Click "Add line or shape" and add points around the area you want to highlight until the dots all connect.

5.) Click the pinpoint icon and click where you want it to go. This can be used to show where each event item would be placed.
Tip: You can change the icon and color of the pinpoint by clicking the paint bucket next to the markers name.

6.) Change the title from “Untitled map” to match your event name and download a PDF of the map.

Example Site Maps





Route Map

Events including a run, walk, bike, parade, etc. are required to submit a map of the route which participants will be following. The location of all water/aid stations included in the event must be identified on the route map. Routes crossing live streets must have the location of Course Marshalls designated on the map.

Example Route Map

Changes to Event – Updates, Rescheduling, Cancellation

Amendments or Revisions to Permit or Application

General Information and Policies

- It is the responsibility of the applicant to properly inform the Chicago Park District in writing, which may be sent via email, of any and all revisions that the applicant would like to make to the original application or permit.
    - Amendments include date and location change and/or requests to change the event level. Examples:
        - Adding or removing an event feature such as tents or bouncy house
        - Adjusting the number of attendees
        - Changing the date or times of the event
- The applicant must immediately inform the Chicago Park District of the need for a revision to the original application or permit.
- **All revisions must be made in writing** and are subject to the review and approval of the Chicago Park District. Revisions should be sent via email to the assigned permit coordinator or permitapp@chicagoparkdistrict.com.
- Requests must be received 90 days prior to the reservation start date. Requests made fewer than 90 days prior to the reservation date may not be honored.
- Revisions may result in additional fees.

Additional Fees

Amendment Fees *Fees applied for changes made to application after submission.*		
Event 1-2, Reoccurring Events, Commemorative, Promotion	30 days prior to reservation	$35 per occurrence
Event 3-6	90 days prior to reservation	$250 per occurrence

Cancellation

General Information and Policies

- All cancellations must be made in writing, which may be sent via email.
- Cancellations received 90 days prior to the reservation start date will result in a refund of the entire security deposit and a refund of the permit rental fee; however, the Chicago Park District will retain 15% of the permit fee.
- Cancellations made fewer than 90 days prior to the reservation start date will result in a refund of entire deposit only.
- All application fees are non-refundable and non-transferable.

Inclement Weather

General Information, Policies and Restrictions

- The Park District reserves the right to cancel or relocate an event due to poor weather and/or turf/water conditions prior to or on the day of the event.
- Lifeguards can cancel an event based on the conditions of the water prior to the event, on the day of the event, and/or at any point during the event.
- No rain dates will be issued.
- Refund of permit fees will not be granted for a cancellation or relocation due to inclement weather or water conditions.
- 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.

Event Features

This section provides a summary of the Chicago Park District's Event Rules and Regulations based on various event features. The permittee is responsible for the actions and conduct of their guests, invitees, participants, spectators, vendors, contractors, and for assuring compliance with all applicable rules and regulations pertaining to the permit. Failure to abide by all local, state, and federal codes, rules, regulations, ordinances, statues and laws including those of the Chicago Park District, the City of Chicago, and the State of Illinois, including the rules and regulations that follow, may result in a fine and/or denial of the current and/or future permit requests.

The Chicago Park District reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities or the event itself.

Please note the information in this Resource Guide is subject to change at the sole discretion of the Chicago Park District.

Amplified Sound

General Information, Rules and Restrictions

- Amplified sound is not allowed in all parks.
- All requests for amplified sound must be approved by the Chicago Park District and comply with Chapter 8-32 ("Noise and Vibration Control") of the Municipal Code of Chicago.
- Amplified sound is not permitted near bird sanctuaries, harbors, and may be restricted near residential areas.

- Amplified sounds must be directed away from residences.
- Applicants must provide an overview of the purpose and plans for amplified sound, a description of the sound system, and a description of how they will minimize the impact of any generators used for the amplified sound system. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

Required Documents Checklist:

☐ Site Map – *Identify the proposed location of the sound system/speakers and direction of sound*
☐ General Liability Insurance Certificate & Endorsement

Animals, Exhibitions and Petting Zoos

General Information, Rules, and Restrictions

- Animals may be allowed on Chicago Park District property if all of the following conditions are satisfied.
- 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 City of Chicago Department of Business Affairs and Consumer Protection and must comply with section 4- 384-010 through 4-384-170 of the Municipal Code of Chicago.
- All requests are subject to the approval of the Chicago Park District. All documentation and payment must comply with the Fees and Deadlines section or late fees and/or denial of the request may result.
- Depending on the animals involved, may require vaccination, veterinary records, and/or proof of USDA licensing.
- General Liability Insurance required in the amount of $1,000,000 per occurrence / $2,000,000 aggregate.

Additional Fee

- Animals/petting zoos may be added to any event permit level for an additional fee of $150.

Required Documents Checklist:

☐ Site Map
☐ General Liability Insurance Certificate & Endorsement
☐ City of Chicago Business Affairs and Consumer Protection License
☐ U.S. Department of Agriculture License

AND/OR

☐ Proof of ownership of animals - *Provided by rental company*
☐ Vaccination/veterinary records of animals - *Provided by rental company*

Athletic Turf and Courts

General Information, Rules, and Restrictions

- Athletic turf and courts must be previously approved for event use.
- Additional fees may apply for use of turf/courts.

- For turf being used for a non-athletic event, a turf coverage quote will be requested.
- Coverage quote will be sent to DCNR to ensure correct material is appropriate, professional grade coverage for turf.
- Setup and teardown cannot interfere with any park programming on turf/courts.
- Event plans for protective covering on turf/courts must be approved by engineers/landscapers.
- For Turf/Courts Installed or Refinished After Jan 1, 2022: Fenced off and closed to all during event. Remain open to public as long as safely possible.
- For Turf/Courts Installed or Refinished Prior to 2022: Foot traffic only, tents ok with protection under ballast. No heavy machinery, stages or equipment on court.

Alcohol

General Information, Rules and Restrictions

Alcohol Service - Alcoholic beverages served at event at no charge and/or sampling of alcoholic beverages at event at no charge.
Alcohol Sale - Serving/selling alcoholic beverages at event for a charge. Additional documents required. *

- Events that include alcohol require the alcohol add-on fee regardless of location or number of participants.
- Alcohol is not allowed on Chciago Park District property unless stated in an approved permit.
- Permittee and event attendees are not allowed to bring their own alcohol to the park (e.g. a picnic event may not bring alcoholic beverages in a cooler).
- Alcohol must be provided by a company (such as a caterer) that is properly licensed by the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Consumer Protection.
- The practice commonly known as "Bottle Service" is strictly prohibited on Chicago Park District property or at any DCASE special event. Violation of this provision may result in a fine or the denial of future special event permits pursuant to MCC 10-8-335 (j).
- A security plan is required for all events including alcohol.
- A licensed security company is required at all events with alcohol services and/or sales.
- Liquor liability and contingent liquor liability insurance are required in the amount of $1,000,000 per occurrence and $2,000,000 aggregate naming the Chicago Park District as additional insured on a primary non-contributory basis with a waiver of subrogation.
- A City of Chicago Special Event Liquor License issued by DCASE is required.
    - When applying for a City of Chicago Special Event Liquor License with DCASE, your DCASE application package must include the Chicago Police Commander’s and local Alderson’s review letters. Both the District Commander and Alderperson need time to review your plan and may make recommendations to your event plan to ensure participant and public safety. It is the applicant’s responsibility to submit the required documentation/information to the appropriate Chicago Police District Commander and Alderperson office a minimum of 45 days prior to your event, however, the Chicago Park District suggests that you submit your paperwork to DCASE more than 60 days prior to your event to ensure timely processing and adherence to Chicago Park District deadlines.

Alcohol Additional Fee

Alcohol Additional Fees		
Event Level	**Alcohol Service Only**	**Alcohol Service/Sales**
Level 1 (up to 200 people)	$1,050	$1,050
Level 2 (201-500 people)	$1,050	$2,100
Level 3 (501-1000 people)	$1,575	$3,150
Level 4 (1001-3000 people)	$2,100	$4,200
Level 5 (3001-10,000 people)	$2,625	$5,250

Required Documents Checklist for ALL events with Alcohol:

- Insurance
  - ☐ Liquor Liability Insurance Certificate & Endorsement – *can be provided by caterer*
  - ☐ General Liability Insurance Certificate & Endorsement
- License
  - ☐ Caterer's City/State Liquor License
  - ***OR***
  - ☐ Caterer's Off-Premises Liquor License
- Permits
  - ☐ Department of Cultural Affairs and Special Events (DCASE) Permit
  - ☐ Request – Liquor Support Letter from Park District Permit Coordinator
- Security
  - ☐ Signed Contract / Agreement / Paid Invoice
  - ☐ Security Firm - Business License
  - ☐ Security – Proof of Insurance Certificate and Endorsement
  - ☐ Security Plan

*Additional Document Requirements for Alcohol Sales Events Only:

- ☐ Department of Cultural Affairs and Special Events (DCASE) Permit
- ☐ Special Event Liquor License - City of Chicago or State of IL

Amusement Rides and Other Structures

General Information, Rules, and Restrictions

- All rides and other structures must be approved by the Chicago Park District. Any and all structures must be included on the Special Event Permit Application.
  Examples of "Other Structures":
  - Climbing Wall
  - Start/Finish Line Trusses
- Amusement Rides must be placed on hardscape and must have a current State of Illinois permit decal affixed.
- Amusement Liability Insurance is also required in the amount of $1,000,000 per occurrence and $5,000,000 aggregate naming the Chicago Park District as additional insured.
- Structures 15 feet or higher require a separate permit from City of Chicago Department of Buildings (DOB).

- If a DOB permit is required, a letter from the Chicago Park District verifying the number and dimensions will be needed before DOB will issue a permit.
- A copy of all permits issued by DOB must be submitted to the Park District prior to your event. Please plan accordingly by submitting all appropriate paperwork to DOB at least 60 days prior to your event day.
- The carnival company will need to apply for an inspection with the DOB Elevator Department.

- All carnival events require a permit from the City of Chicago Department of Cultural Affairs and Special Events (DCASE).

Required Documents Checklist:

☐ Site Map
☐ General Liability Insurance
☐ Amusement Liability Insurance
☐ Department of Buildings Permit – *Required for structures 15 feet and higher*
  ☐ Request – DOB Letter of Support from Park District Permit Coordinator
☐ City of Chicago Department of Buildings – Elevator Dept. Inspection – *Carnival company needs to apply for inspection*
☐ Department of Cultural Affairs and Special Events Permit – *Required for carnival events*

Beach Events and Water-Based Activities

General Information, Rules, and Restrictions

- Generally, only events that are commemorative or athletic in nature can be permitted on the beach. No picnic type activities or DJs will be permitted on the beach. All proposed activity subject to approval by the Chicago Park District.
- If your event occurs on a beach or near a body of water, you may be required to have Chicago Park District lifeguards present; additional fees apply.
- Baptisms are required to be hosted before swimming hours, and lifeguards are required for an additional fee. Liability insurance is required.
- The Chicago Park District makes no guarantee regarding the size, shape, or expected usable area of any particular Site. Factors including, but not limited to, varying lake water level and/or beach parameters may affect Sites.
- Please be sensitive of the plant life that resides on the beach and in adjacent dunes.
- Kayaking, paddle boarding and other water sports are allowed only at designated beaches.
- Portable toilets, display vehicles and catering support vehicles must be on pavement in a pre-approved location.
- Grilling or any type of open flame is prohibited in the sand. Grills must be on pavement in a pre-approved location.
- Do not disturb, remove or relocate any volleyball pole. Pole removal/replacement service may be requested and is approved based on availability. Request should be made no later than two weeks from the event start date or earlier. Additional fees apply.
- Floatation devices of any kind are prohibited in the water. Please be mindful of event giveaways and items for sale.
- Snorkeling and scuba diving are prohibited.

- Events that utilize Lake Michigan (e.g. swimming, paddle boarding, boating, etc.) are required to contact the U.S. Coast Guard Marine Safety Unit to ensure compliance with marine event permitting requirements.
- When you apply for a Special Event Permit that includes a water-based activity, you will be required to submit an application for approval of a marine event to the U.S. Coast Guard: Form CG-4423.
    - For information regarding the marine event permitting process please refer to the U.S. Coast Guard website or contact the Marine Safety Unit (MSU) Chicago Waterways Division. Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Chicago Park District) to the U.S. Coast Guard at least 60 days prior to your event day.
    - A copy of all permits issued by the U.S. Coast Guard must be submitted to the Chicago Park District prior to your event; otherwise, late fees may apply.
        - MSU Chicago Waterways Division (206) 815-6711

Required Documents Checklist:

☐ Site Map

☐ General Liability Insurance - *Provided by event permit holder*

☐ Submit an application to U.S. Coast Guard for approval of a Marine Event (Form CG-4423)

☐ Copy of all permits issued by U.S. Coast Guard must be submitted to Chicago Park District

Lifeguards for Events Using a Body of Water

General Policies

- Events, such as swimming competitions, in which participants enter Lake Michigan or other body of water, require Chicago Park District Lifeguards for an additional fee.

Additional Fee

- Lifeguard Fees are charged per aquatic staff, per hour. Rates vary depending on needs to safely staff an event.

Commemorative Events

What is a commemorative event?
A commemorative event must meet the following criteria:

- A religious or partisan event with a ceremony, memorial, dedication
    - Baptism, wedding ceremony, memorial service, etc.
- Commemorative Event Level 1 (up to 200 people) must not exceed 2 hours (including time for set-up, tear-down, deliveries and pick-ups).
  Allowable event features contracted through a preferred professional will ONLY include:
    - Chairs
    - Trellis (1)
- Commemorative Event Level 2 (201-500 people) must not exceed 4 hours (including time for set-up, tear-down, deliveries and pick-ups).
  Allowable event features contracted through a preferred professional include:
    - Chairs
    - Trellis (1)
    - Amplified Sound
    - Small Tents (not to exceed 15’x15’)
    - Small Risers/Platforms

General Information, Rules, and Restrictions

- Commemorative Events on Chicago Park District property require a permit, regardless of location and number of people.
- Baptisms are required to be hosted before swimming hours, and lifeguards are required for an additional fee. Liability Insurance is required.
- Outdoor Special Event Venues (SEV) can be reserved for a Commemorative Event. (Outdoor SEVs include Tiffany Garden, Lincoln Park Formal and Grandmother's Gardens, and Waveland Clock Tower.)
- Commemorative events may also be hosted on our beaches following the same guidelines as Levels 1 and 2. The Chicago Park District recommends that you plan your ceremony before swimming hours in order to reserve the exact location of your choice.
- Rentals of items such as chairs and tents must be contracted through our Preferred Professionals List. Visit Special Event Venues | Chicago Park District for the list.
- All food and beverage will be permitted for only a 4-hour commemorative permit. The 4-hour permit would include set up, event and tear down.
- Depending on the location, a limited number of vehicle passes may be issued for equipment drop-off/pick-up. No vehicles are allowed to remain on-site. Parking is not included with a commemorative permit.
- Comfort stations are not guaranteed to be open.
- The not-for-profit discount is not applicable.
- Other restrictions may apply.

Required Documents Checklist:

All Required Documents Checklist Items are due 30 days prior to the scheduled event.

☐ Site Map
☐ General Liability Insurance
☐ Security Deposit (refundable if the area has not sustained any damages and left in the same condition as when arrived)

Drones

General Information, Rules, and Restrictions

- Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (14 CFR Part 107) rules and requirements.
    - Drones must be registered through the FAA per 14 CFR Part 107.
    - A copy of a valid FAA Part 107 Remote Pilot Certificate (drone license) is also required.
- Drone Liability insurance is required in the amount of $1,000,000 to $2,000,000, depending on the crowd size, with Chicago Park District named as an additional insured on a primary non-contributory basis with a waiver of subrogation.
- Depending on the flight path, you may be required to obtain additional permits from the City of Chciago, U.S. Coast Guard, etc.

- No person shall, without a permit bring, land or cause to ascend or descend or alight within the Park District, any airplane, helicopter, flying machine, balloon, parachute or other apparatus for aviation pursuant to chapter 7, section c, 3 of the Chicago Park District code.

Required Document Checklist:

☐ Flight Plan (map showing takeoff/landing spot, and flight path for the drone)
☐ General Liability Insurance
☐ Drone Liability Insurance
☐ FAA Part 107 Remote Pilot Certificate
☐ FAA Part 107 Drone Registration

Food and Non-Alcoholic Beverages

General Information, Policies, and Restrictions

- Sales, sampling, serving, or giveaways of food or non-alcoholic beverages may require separate permits from the City of Chicago prior to Chicago Park District approval of the request.
- Under Illinois law, sale of goods and/or services must comply with the Retailers' Occupation Tax Act (35 ILCS 120/1 et seq.). Organizers shall ensure vendors' compliance with same and shall be liable for vendors' failure to do so.
- For Special Event Permits where food vendors will be selling or sampling foo, the Permittee is responsible for ensuring all food vendors have a valid Food Safety Manager Certification and/or Summer Food Service Sanitation Certificate, as applicable, on the date of the event.
- Propane gas cylinders should be properly secured, have proper valves, and be at least 10 feet away from tents. Tents, booths, and canopies should be made of fire-retardant material.
- Additional approval and permits from the City of Chicago may be required for onsite food preparation. Therefore, please plan accordingly by submitting all required paperwork to DCASE at least 20 days prior to your permit date.

Required Documents Checklist:

☐ Site Map
☐ Vendor List
☐ General Liability Insurance
☐ City of Chicago Permits may be required

Grilling

General Information, Rules, and Restrictions

- If your event plans to use grills to prepare/cook food, this should be indicated on the Special Event Permit Application.
- Grilling is not allowed in all parks/all areas of parks. To view the list of Approved Grilling Areas in the parks, please check here: Approved Grilling Areas.
- Grilling must be confined to enclosed metal containers and hot coals must be cooled or doused with water after use and must be disposed of in red containers located in the park.

- Grilling or any type of open flame is prohibited in the sand. Grills must be on pavement in a pre-approved location.
- In the event red coal containers are not available, coals must be placed in an appropriate container and disposed of off-site. Disposing of coals on grass, at the base of a tree or at any other location other than a red coal container is strictly prohibited.

Required Documents Checklist:

☐ Site Map - *Grilling Only Allowed in Approved Areas*
☐ General Liability Insurance

Garbage / Trash / Recycling Clean-Up

General Information, Rules, and Restrictions

- Event organizers are responsible for cleaning and maintaining the site throughout the duration of the permit. The Chicago Park District does not guarantee the availability of cans/liners at your event site; please plan accordingly by providing your own or hiring a professional trash hauler*.
- After an event, the Permittee is responsible for all costs incurred by the Chicago Park District arising from emergency repairs/maintenance due to the Permittee's activities in order to return the site to a clean, sightly, and safe condition.
- A written description prepared outlining a plan for removal of refuse/recyclables before, during, and after the event from the Chicago Park District property in a safe and legal manner should be submitted with the Special Event Permit Application. The plan should also detail materials that will be recycled or composted and plan to provide sufficient collection infrastructure.
- Dumpsters must be placed on a hard surface such as asphalt or concrete or other surface approved by the Chicago Park District in writing.
- Dumpsters must not be placed on grass, athletic fields or beaches.

Required Documents Checklist: **If hiring additional waste management services for your event*

☐ Site Map – *Indicate where waste bins/dumpsters would be placed*
☐ Invoice Receipt or Contract

Inflatables

General Information, Rules, and Restrictions

- Personal inflatables are prohibited and all inflatables must be contracted through a third-party company.
- Inflatable rides/devices must be monitored by an adult (18 years or older) at all times. At NO time shall the ride/device be left unattended.
- Inflatable rides/devices are provided at the sole risk and liability of the applicant.
- Water slides are prohibited.
- **Applicant must obtain separate general liability insurance for the inflatable from company from which they are renting.**

- Inflatable Liability Insurance (for bouncy houses, rides, and other recreational activity with heightened risk) is required in the amount of $1,000,000 per occurrence and $5,000,000 aggregate naming the Chicago Park District as additional insured.

Required Documents Checklist:

☐ Site Map
☐ Inflatable Insurance – *Provided by inflatable rental company*
☐ General Liability Insurance – *Provided by event permit holder*

Generators

General Information, Rules, and Restrictions

- Use of generators may require additional permitting according to the Municipal Code of Chicago.
- If your event will use generators, please include the total number of generators and if the generators need to be grounded or bonded on the Special Event Permit Applciation.

Required Documents Checklist:

☐ Site Map
☐ General Liability Insurance

Portable Toilets

General Information, Rules, and Restrictions

- All portable toilets must be installed and removed from Chicago Park District property during the permit times or at a time specified by the Chicago Park District.
- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood.
- All portable toilets must be clearly identified on a Site Map, and the location must be approved by the Chicago Park District prior to delivery.
- Please review the Accessibility Guidelines to ensure compliance with event portable toilets.
- Field houses may not be open and are not required to be open to accommodate events. Please plan accordingly.
- Beach Events - Portable toilets must be on pavement in a pre-approved location.

Required Documents Checklist:

☐ Site Map
☐ Portable Toilet Contract/Invoice
☐ General Liability Insurance – provided by permit holder

Pyrotechnics & Fireworks

General Information, Rules, and Restrictions

- Proof of Insurance from the pyrotechnic company with Chicago Park District Endorsement is required in the amount of $1,000,000 per occurrence / $2,000,000 aggregate (minimum; may increase based on activity and location) with Chicago Park District named as an additional insured on a primary non-contributory basis with a waiver of subrogation.

- Proof of compliance with the Pyrotechnic Use Act (425 ILCS 35/0.1 et seq.) and Fireworks Regulation Act of Illinois (425 ILCS 30/1 et seq.) must be attached to the Special Event Permit application.
- A copy of a valid IL State Fire Marshall issued pyrotechnic operator license is also required.
- No person shall without a permit use, display, fire discharge, or set off any rocket, cracker, torpedo, or other fireworks, or any substance of any explosive or pyrotechnic nature within the Park District, unless a permit has been issued pursuant to Chapter VII, Section B, 16.
- Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Chicago Park District.
    - Department of Fire (Pyrotechnics) 312-745-3705

Pyrotechnics Additional Fee

- There is an additional fee of $500 per date with pyrotechnics.

Required Documents Checklist:

☐ Site Map
☐ General Liability Insurance - *Provided by event permit holder*
☐ Additional Pyrotechnics Fee
☐ Proof of compliance with the Pyrotechnic Use Act (425 ILCS 35/0.01 et seq.) and Fireworks Regulation Act of Illinois (425 ILCS 30/1 et seq.)
☐ Separate Chicago Park District Pyrotechnics Application
☐ City of Chicago Permit from the division marshal in charge of Bureau of Fire Prevention
☐ Letter of Support from Alderman Office of district where the pyro display is physically occurring
☐ Proof of Insurance

Routes – Run, Walk, Bike, Procession

General Information, Rules, and Restrictions

- All proposed routes are subject to Chicago Park District approval and use of the public way must be approved by the City of Chicago.
- Since the public way is controlled by the City of Chicago, the Chicago Park District does not permit use of the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, crosswalks, 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 Chicago Department of Transportation (CDOT).
- If your event is a run, walk, or other activity in which participants will be following a course (e.g. a parade or procession), then you must attach a map and a written description of the proposed route. The map must show 1.) aid stations and 2.) locations of course marshals. Failure to attach a map may result in a delay and/or denial of your application.
- The Chicago Park District is not responsible for any costs associated with the denial of a proposed route.
- Athletic events, including events with a run, walk, or bike route, are required to submit a participant waiver releasing the Chicago Park District from liability. Submit a blank copy of the waiver to your assigned permit coordinator. Please note that the signed waivers are not required to be submitted.
- Events must provide course marshals when route crosses any paths or streets.

- Route restrictions and sample routes can be viewed here: Route Restrictions and Sample Routes

Additional Fees

Events with Routes Additional Fees	
Add-On	**Fee**
Route Fee - Level 1 (up to 200 people)	$328
Route Fee - Level 2 (201-500 people)	$383
Route Fee - Level 3 (501-1000 people)	$1,092
Route Fee - Level 4 (1001-3000 people)	$2,730
Route Fee - Level 5 (3001-10,000 people)	$2,730
Basic Aid Station	$500 per station
Expanded Aid Station	$4,700 per station

Required Documents Checklist:

☐ Route Map – Include all aid/water stations and course marshals
☐ Route Written Description
☐ Aid Station Map – *if applicable*
☐ Course Marshal Map – *if applicable*
☐ Site Map – Include All Features/Amenities/Equipment
☐ General Liability Insurance
☐ Waiver – Event Participant Form that includes Chicago Park District
☐ Detour Plan – Including route, times, signs, and communication - *if applicable*
☐ City of Chicago Permits – *if applicable*

Aid / Water Stations

General Information, Rules, and Restrictions

- Basic Aid Station – Hydration and/or First Aid only
- Expanded Aid Station – Hydration and/or First Aid **with** amplified sound or additional features
- Basic and expanded aid/water stations on Park District property require a permit.

Additional Fees

Aid Station Additional Fees	
Basic Aid Station	$500 per station
Expanded Aid Station	$4,700 per station

Lakefront Trail Use

General Information, Rules, and Restrictions

- Walk/Run event routes may only utilize the designated walking/running path on the Lakefront Trail.
- Bike event routes may only utilize the designated bike path on the Lakefront Trail.
- Events must provide marshals when route crosses any paths.
- For information about the Lakefront Trail and Trail maps, please visit the Chicago Park District website here.

Security Services and Medical Services

General Information, Rules, and Restrictions

- Security and Medical services are required for all events with 500+ total attendance and/or events that include alcohol.
- Depending on the size and activities of your proposed event, the Chicago Park District may require the presence of security personnel. Additionally, the City of Chicago may require security services or make revisions to your security plans. Furthermore, you are responsible for all costs directly and indirectly related to security services and will reimburse the Chicago Park District and/or the City of Chicago for any costs incurred by the Chicago Park District and/or the City of Chicago.
- All security plans must be approved by the Chicago Park District Director of Public Safety or their designee. Additional information may be requested upon review of any and all security plans.

Required Documents Checklist:

☐ Signed Contract / Agreement / Paid Invoice
☐ Security Firm - Business License
☐ Security – Proof of Insurance Certificate and Endorsement
☐ Security Plan

Staking / Fencing & Barricades

General Information, Rules, and Restrictions

- There are several locations that require locates/designation of underground infrastructure to identify irrigation, plumbing or electrical lines in order to prevent injury or damage to the property.
- Identifying underground infrastructure takes place at a pre-event on-site meeting (Locates Meeting) scheduled in advance of event setup. Where irrigation lines are present, the irrigation system is turned on and inspected for leaks at the Locates Meeting prior to event setup. 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 Permittee. Additionally, the Permittee is responsible for Staff/Contracted Vendor costs to conduct locates and irrigation inspections. Staking of tents/fencing/barricades/other structures may be restricted or denied at the locations listed below. Additionally, securing tents/fencing/barricades/other structures 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 Permittee.
- On Special Event Permit Application, provide the total number of features/structures to be staked, the type and length of the stakes, and a description.

Locations that require located/on-site walk through include*:

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

**Other sites may be identified once site map is submitted.*

Required Documents Checklist:

☐ Site Map

☐ General Liability Insurance Certificate and Endorsement

Tents, Canopies, Stages and/or Platforms

General Information, Rules, and Restrictions

TENT: means a temporary structure covered with canvas or similar lightweight material and enclosed on one or more sides, and it is supported by poles, stakes, beams, ropes or cables (non-combustible).
CANOPY: A temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, rope or cables (non-combustible).

- The Permittee is responsible for any damage caused to park property/facility and must consult Chicago Park District staff prior to installation.
- If you plan to secure a tent/canopy or stage/platform by staking into the ground, please review information for Staking in the Event Features section of this Resource Guide.
- In certain locations staking of tents and canopies may be prohibited. In such locations, tents and canopies may be approved to be stabilized with ballasts. The applicant is responsible for all staff costs associated with the installation of tents and canopies (inspection, irrigation, turf damage, utility locates, etc.), if the request is approved by the Chicago Park District.
- Tents and canopies over 400 square feet or stages and platforms over 2 feet high or with roof or wings are required to be permitted from the City of Chicago Department of Buildings (DOB).
- When you apply for a permit with DOB, you will be required to submit a letter from the Chicago Park District verifying the number and dimensions of tents and/or canopies larger than 400 square feet and/or stages and platforms over 2 feet high or with roof or wings before DOB will issue a permit. This applicant must request this letter from the Park District and submit to DOB. *
    - Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Chicago Park District) to DOB at least 60 days prior to your permit date.
- A copy of all permits issued by DOB must be submitted to the Chicago Park District otherwise, late fees may apply if not submitted by due date outlined in the Fee and Document Deadline chart.
- Tents, booths, and canopies should be made of fire-retardant material. Propane gas cylinders should be properly secured, have proper valves, and be at least 10 feet away from tents.

Required Documents Checklist:

☐ Site Map

☐ General Liability Insurance - *Provided by event permit holder*

*Additional Documents Required for Tents Over 400 Square Feet and/or Stages over 2 Feet

☐ City of Chicago Department of Buildings (DOB) Permit

☐ Request – Tent/Canopy/Stage/Platform Support Letter from Park District Permit Coordinator

Vehicles

General Information, Rules, and Restrictions

- Parking and/or driving vehicles on grass, beaches, service roads or athletic fields is strictly prohibited. Permittee shall ensure that its participants, spectators, and all event-related personnel (including vendors, concessionaires, exhibitors, volunteers, and event coordinators/staff) shall comply with this rule. Failure to comply may result in violation fines and/or forfeiture of the security deposit.
- Permits do not include provisions for parking. Please review the Transportation & Parking information under the Permit Requirements & Event Planning section in this Resource Guide.
- Vehicles are only allowed on Chicago Park District property (excluding designated parking spaces) if a Vehicle Pass has been issued for the delivery of equipment and supplies for event set-up and tear-down. Passes are granted on a case-by-case basis. A Vehicle Pass does not grant permission to park or drive on grass, athletic fields or beaches.
    - Any vehicle pass that has been provided to the Permittee must be clearly displayed on the dashboard of the vehicle. Any vehicle not properly displaying the appropriate vehicle pass is prohibited and may result in a permit violation fine, issuance of a warning and/or citation and/or towed from Chicago Park District property.
- Idling of vehicles is strictly prohibited, except where permitted by the Municipal Code of Chicago Section 9-80-095.

Vendors

General Information, Rules, and Restrictions

- Vendors are organizations and businesses that may sell or advertise products and/or services to event participants, including information, merchandise, food, vaccinations, health screenings, and/or other health-related activities.
- Sales, merchandise, sampling or giveaways of food, or non-alcoholic beverages require separate permits from the City of Chicago prior to Chicago Park District approval of the request. Under Illinois law, vendors must comply with Retailers' Occupation Tax Act (35 ILCS 120/1 *et seq*.).
- The Permittee/Event Organizer is responsible to ensure that all food and beverage vendors comply with all applicable provisions of the Chicago Park District Code and with the laws and regulations of the City of Chicago.
- The environmental impact of any merchandise that is distributed should be minimized. Merchandise should be packaged in environmentally responsible material.
- If your event includes vaccines, health screenings, or other health-related activities, please review the information below for additional requirements for Vaccinations/Health Screenings.

<u>Required Documents Checklist:</u>

☐ Site Map
☐ General Liability Insurance - *Provided by event permit holder*
☐ Vendor List
☐ City of Chicago Permits, as applicable

Vaccinations/Health Screenings

General Information, Rules, and Restrictions

- If your event includes vaccines, you are responsible for hiring ONLY the Illinois Department of Public Health (CDPH) or Chicago Department of Public Health (CDPH) to administer the vaccines. You will be required to obtain and submit a signed letter of support from the IDPH or CDPH verifying their involvement as well as a safety and clean-up plan.
- When any medical services are performed in connection with an event, Medical/Professional Liability Insurance must be provided to include coverage for errors, omissions and negligent acts related to the rendering or failure to render professional, medical or health services with limits of not less than $1,000,000 per occurrence. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work under the Permit. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Required Documents Checklist:

☐ Signed Letter of Support from the IDPH or CDPH
☐ Safety and Clean-Up Plan
☐ Medical/Professional Liability Insurance
☐ Entity Providing the Vaccinations Details: Medical Company, Contact Name, Phone Number, Email Address, Onsite Contact Name, Onsite Contact Phone Number

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Prohibited Activities

This following list provides a summary of prohibited activities in the Chicago Park District. Please refer to the Code of the Chicago Park District for additional information at Chicago Park District Code | Chicago Park District. Failure to abide by all local, state, and federal codes, rules, regulations, ordinances, statues and laws including those of the Chicago Park District, the City of Chicago, and the State of Illinois, including the rules and regulations that follow, may result in a fine and/or denial of the current and/or future permit requests.

- Zip lines
- Dunk Tanks
- Water Slides
- Personal inflatables (*Inflatables must be provided by an insured third-party company*)
- Bonfires or open flames (*except for grilling in approved park locations with proper portable containment*)
- Releasing of balloons or similar items
- Artificial floatation devices in park waters (*except Coast Guard approved life jackets*)
- Snorkeling and scuba diving
- Feeding birds or wild/stray animals at beaches
- Fastening or attaching any rope, sign, banner, flyers or other object to any tree or shrub in the Chicago Park District
- Spreading or scattering ashes and/or human or animal remains
- Tobacco, e-cigarette or vaping service and sale, including tobacco sponsors (*Generally not allowed on Chicago Park District property*)

- No cannabis or cannabis-infused products are to be smoked, consumed, promoted through signage, sampled or sold. (*As used herein, "cannabis" and "cannabis-infused products" have the meanings set forth in the Cannabis Regulation and Tax Act, 410 ILCS 705/1-1 et seq.)*
- No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on park property, except with an approved permit for alcohol
- The practice commonly known as “bottle service” is strictly prohibited on Chicago Park District property or at any DCASE special event.
- Parking and/or driving vehicles on grass, athletic fields, beaches, is prohibited. No parking and/or driving on recreation courts, service roads and pathways without vehicle passes.

Sustainability Guidelines

- Vendors that minimize their environmental impact, sustainable product vendors and/or local vendors are preferred. Vendors should reduce the amount of packaging that they bring onsite and use sustainable packaging and/or products whenever possible (i.e. compostable or recyclable – polystyrene / Styrofoam, single use plastic, and glass are not allowed). Vendors should recycle, reuse or compost all possible materials.
- Use of hybrid, alternative vehicle, electric or other vehicles with a reduced emissions / environmental impact is preferred. Electric or propane powered golf carts are preferred.
- If tents or canopies are used, and the tents or canopies are illuminated, all lighting must be energy efficient lights such as Light Emitting Diodes (LEDs), compact fluorescent light bulbs, fluorescent, or other energy efficient lighting.
- Use of paper, compostable biodegradable, recyclable products or other environmentally responsible materials when serving food and non-alcoholic beverages is preferred.
- Generators that minimize the impact to the environment are preferred (i.e. generators that run on biodiesel or other renewable or low-emission fuels).
- If using paper products, these products should contain recycled content. Glass, single use plastic and polystyrene (Styrofoam) containers or cups are not allowed. Every effort should be made to minimize food waste and/or compost food waste from the event.

Accessibility Guidelines

All events and applicant’s guests, vendors, concessionaires and exhibitors are subject to and must ensure compliance with federal, state, and local disability rights laws and regulations, such as the Americans with Disabilities Act, the Illinois Accessibility Code and the accessibility portions of the Chicago Building Code. Please visit the Mayor’s Office for People with Disabilities website for additional resources: City of Chicago :: Disability Rights Resources - Accessibility Compliance Unit. Below is a summary of some of the applicable provisions.

PORTABLE TOILETS

- 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 for a public event, it shall be accessible.
- If only one portable toilet is to be provided for a private/non-public event, 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.

Park Advisory Council (PAC) Special Event Permit Guide

The Chicago Park District recognizes that many Park Advisory Council (PAC) 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 aligns with the Park Advisory Council's activities to support the Chicago Park District.

Park Advisory Council's planning events in the parks should follow the steps outlined below...

1. Submit Activity Request Form with supporting documents to the Park Supervisor/Area Manager.
   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.
2. Submit Special Event Permit Application to the Department of Revenue.

APPROVAL PROCESS: Submit the required form with supporting documents to the Park Supervisor/Area Manager who will submit the form to the Region Office for approval. Upon Regional approval, the form is sent to the Director of the Legislative and Community Affairs Unit for review, and a recommendation is

made as to whether the event aligns with the Park Advisory Council's activities to support the Chicago Park District. If so, a recommendation for the appropriate rate will be submitted to the General Superintendent & CEO for review and final approval. If it is determined that the event is not aligned with the Park Advisory Council's support of the Chicago Park District, the full or reduced rate may be required.

TIMELINE: 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. Late fees will be applied to applications/documents submitted fewer than 14 days prior to an event.

LIABILITY INSURANCE

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

> **LIMITATION OF COVERAGE** 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.

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 (e.g. amplified sound, tents, 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 Chicago Park District Special Event Permit Resource Guide.

COMPLETING THE APPLICATION: On the Special Event Permit application, please provide a detailed description of your event and attach (or sketch) a site map, which should include the location of all sources of amplified sound, tents/canopies with sizes, inflatables, portable toilets, and other structures.

APPLICANT INFORMATION: The name of the applicant provided on the application will be listed as the permit holder. The Park Advisory Council should be listed as the applicant, unless the event is being sponsored by a local elected official, business, or other organization, in which case, that entity should be listed as the applicant and appropriate contact information must be provided on the application.
*Remember to sign the application

PARK ADVISORY COUNCIL CONTACT

If you have any questions, please contact:

> **Maria Stone**
> Community Relations Manager
> (312) 742-2797
> lca@chicagoparkdistrict.com

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

Additional Resources

PAC Activity Request Form	Microsoft Word - Activity Request Form-Draft_v2
Special Event Permit Application	[insert hyperlink]
Park Advisory Council Guidelines	download
Partnership FAQs	download
Website Page – Advisory Councils	Advisory Councils | Chicago Park District

Terms & Definitions

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

GENERAL DEFINITIONS

- APPLICANT – The individual, organization, or production company who submits an application for a Chicago Park District Special Event Permit.
- CDOT – The City of Chicago's Department of Transportation.
- CLUSTER – Chicago Park District Parks are assigned a cluster number based on variables such as demand, amenities, and location. For a list of parks and their assigned cluster, please visit the website here: Permit Pricing Park Cluster List | Chicago Park District.
- CONDITIONAL APPROVAL – If the Chicago Park District conditionally approves a permit application, this means the availability of the requested date(s) and location has been confirmed and the application can move forward. The permit coordinator will send an email with a link to the pending permit, which includes the permit fees, any additional fees, and a checklist with all documents that are required to be submitted with deadlines for receipt of documents and payment in order for the permit to be approved.
- CORPORATE SPONSOR – The individual or company that provides support and is separate from the event producer/production company and/or sponsoring organization.
- CORPORATE SPONSORSHIP – Support, either financially or in-kind (products/services) given to an event.
- DCASE – The City of Chicago's Department of Cultural Affairs and Special Events.
- DENIAL NOTIFICATION – Indicates that (i) the Special Event Permit Application is incomplete, (ii) the applicant has previously damaged Park District property, (iii) the applicant made misrepresentations, (iv) the applicant has an outstanding balance, (v) the event date/location conflicts with a previously scheduled event, or (vi) the event violates the Code of the Chicago Park District, or the laws, rules, and/or regulations of the City of Chicago, State of Illinois, and/or Federal laws/ordinances.
- DOB - The City of Chicago's Department of Buildings.
- ENDORSEMENT – The document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate.
- EVENT PRODUCER/PRODUCTION COMPANY – An individual or company that is producing/organizing the event either on their own behalf or as a hired contractor on behalf of another organization (i.e., sponsoring organization).

- FINAL REVIEW – Project Manager verifies payment and receipt of all checklist items.
- NON-EXCLUSIVE USE: When use of a site is not reserved solely for one permit holder, and multiple permits may be issued for that site and/or others may have access to that site while a permit is in effect.
- OEMC – The City of Chicago's Office of Emergency Management and Communication.
- ON HOLD – The event status assigned when documents and/or fees are past due. The event applicant is considered denied until fees are paid and all documents are submitted and approved.
- PENDING PERMIT STATUS – An application is "pending" after submission, while the permit coordinator reviews the application details, checks for potential scheduling conflicts, and works to confirm availability of the requested date(s) and location.
- PERMITEE: The individual or organization who is the holder of an approved Chicago Park District Special Event Permit.
- PERMITTED – Once all the Chicago Park District requirements have been fulfilled (including those of all applicable City, State and/or Federal agencies), all required documents were submitted and approved, and fees are paid, and an approved Special Event Permit has been issued for the event.
- PROMOTIONS – Events that are open to the public and engage individuals with the intent to publicize a product, brand, company, organization, or cause so as to increase sales or public awareness.
- RESERVATION – The dates booked for an event inclusive of set-up and tear-down days and/or hours.
- SAMPLING – 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.
- SITE: The space(s) requested and/or approved for use with a Special Event Permit.
- SPECTATOR – A person who attends the event (within the event footprint) as an on-looker or observer. Spectators should be included in the total for event attendance.
- SPONSORING ORGANIZATION – The organization that is hosting the event. The sponsoring organization is not the event producer/production company that may be hired by the sponsoring organization to produce/organize the event.
- VEHICLE – Any equipment used for transporting people or goods including but not limited to cars, trucks, vans, scissor lifts, forklifts, etc.

Helpful Contact Information

HELPFUL CONTACT INFORMATION		
FIND CHICAGO POLICE DEPARTMENT DISTRICT OFFICE CONTACT INFORMATION HERE: Chicago Police Department - Find My District, Beat or Station		
FIND WARD AND ALDERMAN CONTACT INFORMATION HERE: City of Chicago :: Find Your Ward and Alderman		
CITY OF CHICAGO DEPARTMENTS		
ORGANIZATION	**WEBSITE**	**CONTACT**
Department of Buildings (DOB) - Tent/Stage/Structure Permits	DOB PERMITS	312-744-3449 dob-info@cityofchicago.org
Department of Business Affairs & Consumer Protection	BACP	312-744-6060 bacpoutreach@cityofchicago.org
Department of Cultural Affairs & Special Events (DCASE)	DCASE	SEPermits@cityofchicago.org
Department of Fire (Pyrotechnics)	Pyrotechnics	312-744-4762
Department of Health (Health Inspections)	Food Protection Services - Special Events	312-746-8030 cdphfood@cityofchicago.org healthychicago@cityofchicago.org
United States Coast Guard	Coast Guard / NAVCEN Services | Navigation Center	Contact Form
Marine Safety Unit (MSU) Chicago Waterways Division	MSU Chicago	(206) 815-6711
Department of Streets and Sanitation	Streets and Sanitation	312-744-4611
Department of Transportation	CDOT	312-744-3600 CDOTPermitsupport@cityofchicago.org
Office of Emergency Management & Communication (OEMC)	OEMC	312-746-9111
Chicago Film Office	Chicago Film Office	312-744-6415
City of Chicago – Farmers Markets	Farmers Market	312-744-4276 CityMarkets@CityofChicago.org
City of Chicago Digger Hotline	811 Chicago (Digger)	312-744-700 811 - JULIE
STATE OF ILLINOIS OFFICES		
Illinois Department of Revenue (Bingo License)	Bingo License	217-558-7425 rev.bptcg@illinois.gov
Illinois Liquor Control Commission	ILCC	312-814-2206 Contact Form
Illinois Secretary of State	ILSOS	800-252-8980 OR 312-793-3380 Contact Form
CHICAGO PARK DISTRICT OFFICES		
Aquatics - Beaches and Pools	Beaches	beaches3@chicagoparkdistrict.com
Department of Revenue (Media Permits)	Filming & Photography Permits	(312) 763-6710 mediaapp@chicagoparkdistrict.com

Department of Revenue (Special Event Venues)	Venues	773-256-0159 ext. 1 venues@chicagoparkdistrict.com
New Business Development (Promotional Permits)	Promotions	312-742-4744 permitapp@chicagoparkdistrict.com
New Business Development (ARCS Program/Partnerships)	ARCS Program	312-742-0909 Contact Form or partnerships.app@chicagoparkdistrict.com
Dog Friendly Area Permits	Pet Permits	dfa@chicagoparkdistrict.com
Harbors Westrec	Chicago Harbors	312-741-3601 westrec@westrecchicago.com
Park Concession Management	UCG Concession	312-988-3360 parkconcessions@unison-ucg.com
Park Operations Center - Public Safety		312-747-2193 POC@chicagoparkdistrict.com
Standard Parking Plus	Find Parking	844-472-7577 Contact Form
OTHER LOCATIONS & OFFICES		
Alfred Caldwell Lily Pool	Lily Pool	773-883-7275 permits@lincolnparkconservancy.org
Lincoln Park Zoo	LP Zoo	312-742-2000 Contact Form
Peoples' Gas Education Pavilion/"Honeycomb"	The Honeycomb Pavilion	312-742-2300 Contact Form or groupsales@lpzoo.org
Osaka Garden	Osaka Garden	osaka.garden@chicagoparkdistrict.com
Maggie Daley Park & Cancer Survivors Garden	Maggie Daley Park	312-552-3000 info@maggiedaleypark.com
Millennium Park	Millennium Park	(312)296-9025 MPCCCEvents@spaantech.com or dcase@cityofchicago.org
Milton Lee Olive Park	City of Chicago :: Olive Park	312-744-6635
Tulip Insurance	Tulip Insurance Program	312-729-5233 or 312-729-5050 TulipEventsApp@rmisinc.com
Forest Preserves of Cook Country	Forest Preserves	800-870-3666 Contact Form

Notice of Human Trafficking

If this event is open to the general public (e.g., ticketed purchase or not), Applicant acknowledges the requirements of the Illinois Human Trafficking Resources Center Notice Act, as amended, (775 ILCS 50/5d, Act). Applicant agrees to comply with the statutory Notices required under the Act and the provision to post required Notices in conspicuous and accessible areas. The Act provides specifics as to the languages and wording required. A link to such Notices is provided here: https://www.dhs.state.il.us/page.aspx?item=82023.