CHICAGO PARK DISTRICT

SPECIAL EVENT PERMIT APPLICATION

2027

DO I NEED A PERMIT ?

BEFORE APPLYING

Outdoor Activities and Events which include the features listed below require a Special Event Permit:

- 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
- 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 less that do not include any of the features listed above, call the park fieldhouse directly for facility rental information.
Click here to search for a park.

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

Alfred Caldwell Lily Pool | (773) 883-7275

Lincoln Park Zoo | (312) 742-2000

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

Millennium Park | (312) 296-9025

Olive Park | (312) 744-6635

Large Event Community Engagement

Large events (10,000 or more people daily attendance) are subject to additional community engagement requirements and Chicago Park District Board approvals. Please request the "Large Event Community Engagement Guidelines & Supplemental Information Form" for more information.

Any event not subject to this requirement but that will impact public access to park amenities is encouraged to take steps to notify and gather input from the community prior to submitting the permit application. Examples of such steps include contacting the local Alderperson, Park Advisory Council, Police Commander, community-based organizations, etc. Early community outreach is recommended to ensure the event's success.

PERMIT PROCESS GUIDE

Please allow at least 14 business days for your application to be reviewed.

Applications submitted fewer than 14 business days prior to the first reservation date may be denied.

Click here for the Special Event Permit Application Website

1 Pay the $45.00 Permit Application Fee.
NOTE: THIS IS NOT THE PAYMENT FOR THE PERMIT - there are additional fees for the permit once date and location are confirmed. Please refer to Permit Fee Schedule on the application or website.

2 Complete the **ENTIRE** Special Event Permit Application by applying online or downloading the application and saving it as a PDF.

3 Submit the completed online application, or email the completed application to PermitApp@ChicagoParkDistrict.com.

4 Correspondence regarding availability is sent via email from your assigned Permit Coordinator to the account used to purchase the Special Event Permit Application Fee.

If the request cannot be fulfilled, the applicant will receive an email notification.

5 Submit first payment. See the Permit Fees on the application or website.

6 Submit required documents for review.
NOTE: GENERAL LIABILITY INSURANCE IS REQUIRED FOR EVENTS
HAVING AN INFLATABLE MAY REQUIRE ADDITIONAL INSURANCE IN ADDITION TO GENERAL LIABILITY. ADDITIONAL INFORMATION CAN BE FOUND ON THE SPECIAL EVENT PERMIT RESOURCE GUIDE.

7 Submit final payment.

8 Once all the Chicago Park District requirements have been fulfilled and approved, and full payment is received, the Chicago Park District will issue a Special Event Permit via email.

Security deposit refund will be submitted for processing within 30 business days after the event.

CHICAGO PARK DISTRICT
SPECIAL EVENT PERMIT APPLICATION

2027 PERMIT RENTAL FEES

Chicago Park District parks are assigned a cluster number based on variables such as demand, amenities, and location. The list of parks cluster number can be found on the website or Special Event Permit Resource Guide. 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. See additional information below.

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	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.							
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								

ADDITONAL FEES: THESE ARE SET FEES AS LISTED, NOT ATTENDANCE BASED.	
AID STATION	$500 PER BASIC AID STATION / $4,700 PER EXPANDED STATION
AINIMALS (E.G. PETTING ZOO, PONY RIDES)	$150 PER DATE
BEACH VOLLEYBALL COURTS	$30 PER COURT
EARLY ENTRY (BEFORE 6AM)/LATE EXIT (AFTER 11PM)	$450 PER HOUR
PYROTECHNICS (E.G. FIREWORKS)	$500 PER DATE
ADDITONAL 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	312.742.4744

To view the full list of parks and their assigned cluster Click HERE.

FEE AND DOCUMENT DEADLINE		
ITEM	DUE DATE	PENALTY
- Document Submission -Payment of Balance	14 Days Prior to Reservation	-Late Fee of $150 for Event 1 and Event 2 $250 for Event 3 and Event 4 $750 for Event 5 and Event 6 And/or -Possible Denial of Application

To view the Chicago Park District Special Event Permit Resource Guide Click Here.

APPLICATION AMENDMENTS

Amendments include date and location change and/or requests for change of event level.

- Requests must be made in writing, which may be sent via email.
- Requests must be received 90 days prior to the reservation start date.
- Requests made fewer than 90 days prior to the reservation start date may not be honored.

CANCELLATION POLICY

- 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, 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.

CHICAGO PARK DISTRICT

SPECIAL EVENT PERMIT APPLICATION

The Special Event Permit Application is structured to address many types, sizes, and elements of special events. Please fill in all sections completely. If a section does not apply to your event select No.

Permit Application Fee Receipt Number
(Example: 1000234.001)

Purchase the permit application processing fee on the link below under "Submit a Special Event Permit Application".

Purchase the application fee

APPLICANT INFORMATION

Are you applying for the Special Event Permit as an individual or applying as an agent of an organization?

☐ Individual ☐ Organization: _____
Organization Name

_____
Organization Representative's Name

NAME OF APPLICANT/ORGANIZATION *(NAME TO BE LISTED ON PERMIT)*

DATE OF BIRTH

E-MAIL ADDRESS

CELL PHONE

ALTERNATE PHONE

ADDRESS

CITY

STATE

ZIP CODE

EVENT ORGANIZERS, PRODUCERS, AND SPONSORS

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

☐ Applicant producing/organizing event on their own behalf

☐ Non Profit Organization Sponsoring/Producing the event

NON PROFIT ORGANIZATION NAME

501(c)(3) EIN:

In requesting a Non-profit discount the applicant attests that 100% net proceeds shall inure exclusively to the benefit of the sponsoring organization and not to any private shareholder or person. Within 365 days after the completion of your event the Chicago Park District in 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 per the Penalties for Permit Violations in the Permit Resource Guide. In addition, The Chicago Park District may deny future Special Event Permit requests if an outstanding balance exists (Chicago Park District Code, Chapter VII, Section C).

☐ Sponsoring organization hired you, the applicant, to produce/organize the event

NAME OF SPONSORING ORGANIZATION

NAME OF CONTACT

CONTACT PHONE

Are you applying as any of the following as the host/organizer? ☐ No

If yes, submit a complete ACTIVITY REQUEST FORM to the Park Supervisor.

☐ Park Advisory Council (PAC) ☐ Chicago Public School ☐ Chicago Police Department

☐ City of Chicago Agency ☐ Other Government Agency ☐ Elected Official

EVENT INFORMATION

EVENT NAME

NUMBER OF PARTICIPANTS (PER DAY)

Total number of persons on site (include attendees, participants, spectators, vendors, personel, etc.)

EVENT DAY ON-SITE CONTACT

PHONE NUMBER

EVENT SUMMARY

Provide a detailed written description of your event. Supporting document(s) for your event can also be submitted with your application.

Has this event been previously held?

No Yes

Event Name

Location

Date(s)

Permit Number(s)

Is this event open to the public?

No Yes

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

No Yes

Admission Fee Participant Fee

Suggested Donation

$ Per Adult:

$ Per Child:

Optional: The Chicago Park District is interested in learning more about park users. Please select the age group(s) which best describes your event participants.

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

Please fill out the section below if applicable for your event.

ADVERTISING, MARKETING, AND PROMOTING

Describe in detail how you plan on marketing, promoting, and advertising your event. Include in the description (i) whether you are going to use social media, radio, TV, email, texting, web page, and/or other platforms, including which platforms and where, (ii) an explanation of the targeting demographic groups for the marketing, promoting, and advertising initiatives. Supporting documents can be attached on the final page of this application.

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

PROMOTIONS

Promotion 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. All proposed promotions are subject to Chicago Park District approval.

Contact the New Business Development Department for pricing.

New Business Development Department (312) 742-4744

Will your event include any of the following promotional activities?

Activations Installations

Advertising Pop Up Shops

Exhibits Samplings

Giveaways Other

Description:

EVENT INFORMATION CONTINUED

DATE(S) AND LOCATIONS LISTED IN PREFERENCE ORDER

- Please note that the first-choice details provided will be reviewed first. Second and third choice details will only be reviewed if the first or second choice dates/locations are not available.
- Any time required for your event (including setup or teardown time) occurring outside of park hours will incur an additional fee of $450/per hour. Park hours vary by each park and are listed on the Chicago Park District website.

In addition to the Park Name, the specific location/picnic grove you are requesting to use for your event within that park should be provided under "Specific Location" **and** identified on a site map that is submitted with this application.

1ST CHOICE

SET UP DATE(S):	DATE(S) OF EVENT:	TEAR DOWN DATE(S):	PARK NAME
SET UP TIME(S):	**EVENT TIME(S):**	**TEAR DOWN TIME(S):**	**SPECIFIC LOCATION**

2ND CHOICE

SET UP DATE(S):	DATE(S) OF EVENT:	TEAR DOWN DATE(S):	PARK NAME
SET UP TIME(S):	**EVENT TIME(S):**	**TEAR DOWN TIME(S):**	**SPECIFIC LOCATION**

3RD CHOICE

SET UP DATE(S):	DATE(S) OF EVENT:	TEAR DOWN DATE(S):	PARK NAME
SET UP TIME(S):	**EVENT TIME(S):**	**TEAR DOWN TIME(S):**	**SPECIFIC LOCATION**

RECURRING CLASSES Recurring classes and events must be in 4-hour blocks only. Each event must be the same features and event details. If any events will have different features or details, a separate application should be submitted. Please review the Permit Fees for recurring event pricing.

Is this a recurring class or event?

○ No ○ Yes

If yes, please list out the schedule with all dates, times, and locations. Supporting document(s) for your event can also be submitted with your application.

SITE MAP A site map should be included with your application. If applying through the online form, please include as an attachment. If you are submitting a PDF application via email, include the site map as an attachment with your application. All site maps are subject to the approval of the Chicago Park District.

Site Map must:

- Identify the specific location with the park that you are requesting to use for your event
- Show where any of the following event features would be set:
  - □ Amplified Sound
  - □ Portable Toilets
  - □ Generators
  - □ Inflatables
  - □ Tents/Canopies
  - □ Stages/Platforms
  - □ Dumpsters
  - □ 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.

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS

Please fill in all sections completely. If a section does not apply to your event, please select no. Please review the Chicago Park District Special Event Permit Resource Guide (Permit Resource Guide) for more information on event features, infrastructure, and details.

RUN, WALK, BIKE, PROCESSION

All proposed routes are subject to Chicago Park District approval and use of the public way must be approved by the City of Chicago. Additionally, the Chicago Park District is not responsible for any costs associated with the denial of a proposed route. For more information regarding City requirements, please contact the Department of Cultural Affairs and Special Events (DCASE).

For all run and walk requests. Please be sure to identify any/all basic and expanded aid/water stations, etc.) If your event is a run, walk, or other activity in which participants will be following a course (e.g. a parade or procession), then you must attach a map and a written description of the proposed route. The map must show first aid stations and locations of course marshals. Failure to attach a map may result in a delay and/or denial of your application.

City of Chicago DCASE: SEPermits@cityofchicago.org

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

- ☐ No
- ☐ Yes

First step off time: _____ Final step off time: _____

Note: Please contact the assigned permit coordinator if the step- off times should change.

Number of Basic Aid Stations with hydration and/or first aid only ($500 Per Station) : _____

Number of Expanded Aid Stations with amplified sound or additional features ($4,700 Per Station) : _____

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).

City of Chicago DCASE: SEPermits@cityofchicago.org

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

- ☐ No
- ☐ Yes

Description:

AMPLIFIED SOUND

Amplified sounds must be directed away from residences and must comply with Chapter 8-32 (“Noise and Vibration Control”) of the Municipal Code of Chicago. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

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

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

Are you requesting permission to have amplified sound?

- ☐ No
- ☐ Yes

Hours of amplified sound (including sound checks):

Start time: _____ End time: _____

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

GENERATORS

Use of generators may require additional permitting according to the Municipal Code of Chicago.

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

Will your event include the use of generators?

- ☐ No
- ☐ Yes

Number of Generators: _____

Will the generators need to be grounded or bonded?

- ☐ No
- ☐ Yes

Description:

FENCING AND BARRICADES

There are several locations that require locates/ designation of underground infrastructure to identify irrigation, plumbing or electrical lines in order to prevent injury or damage to the property. (See the Permit Resource Guide > Required Documents > Support Letters for more information).

Will your event include the use of fencing?

- ☐ No
- ☐ Yes

Will your event include the use of barricades?

- ☐ No
- ☐ Yes

If yes to either of the above, please provide a description:

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

INFLATABLES

Inflatable rides/devices must be monitored by an adult (18 years and older) at all times. Inflatable rides/devices are provided at the sole risk and liability of the applicant. (See Permit Resource Guide for more information.)

Personal inflatables and water slides are prohibited. Inflatables should be contracted through a third-party company. **Applicant must obtain separate general liability insurance for the inflatable from company they are renting from.**

Will your event include the use of inflatables?

Note: Personal inflatables and water slides are prohibited, and Inflatables must be covered by Liability Insurance.

- [ ] No
- [ ] Yes

Total quantity: _____

Description:

PORTABLE TOILETS

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 the Site Map and the location must be approved by the Chicago Park District prior to delivery. (See Permit Resource Guide for Accessibility Guidelines.)

Will your event include the use of portable toilets?

Note: Fieldhouses may not be open and are not required to be open to accommodate events. Please plan accordingly.

- [ ] No
- [ ] Yes

Number of portable toilets: _____

Number of accessible portable toilets: _____

DRONES

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) for drone operation rules and requirements. (See Permit Resource Guide for more information.)

Drone Liability Insurance is required.

Will your event include the use of drones?

- [ ] No
- [ ] Yes

Purpose:

Drone License Certificate Number:

TENTS AND CANOPIES

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

When you apply for a tent and/or canopy permit with the DOB, you will be required to submit a letter from the Chicago Park District verifying the number and dimensions of tents and/or canopies larger than 400 square feet. Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to DOB at least 60 days prior to your permit date. (See the Permit Resource Guide > Required Documents > Support Letters for more information).

The event organizer is responsible for any damage caused to park property/facility and must consult Chicago Park District staff prior to installation. (See Permit Resource Guide for more information.) A copy of all permits issued by DOB must be submitted to the Chicago Park District before the submission deadline; otherwise, late fees may apply. (See Fee and Document Deadlines).

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

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

- [ ] No
- [ ] Yes

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

If yes, please indicate the number of each:

10 x 10 _____ 15 x 15 _____ 20 x 20 _____

OTHER: _____

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

- [ ] No
- [ ] Yes

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

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

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

STAGES AND PLATFORMS

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

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

The event organizer is responsible for any damage caused to park property/facility and must consult Chicago Park District staff prior to installation. (See Permit Resource Guide for more information. A copy of all permits issued by DOB must be submitted to the Chicago Park District before the submission deadline; otherwise, late fees may apply. (See Fee and Document Deadlines).

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

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

- ☐ No
- ☐ Yes

Total number of platforms under 2 feet tall and/or with roofing/wings: _____

Please indicate the dimensions of each:

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

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

Documents with this information may be attached.

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

- ☐ No
- ☐ Yes

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

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

AMUSEMENT RIDES

Must be approved by the Chicago Park District and may require a separate building permit from the City of Chicago Department of Buildings (DOB). All rides must have a current State of Illinois permit decal affixed.

If a building 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 Chicago 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.

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 asadditional insured.

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

Will your event include the use of amusement rides?

- ☐ No
- ☐ Yes

Description:

RIDES MUST BE PLACED ON HARDSCAPE

OTHER STRUCTURES

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

If a building permit is required, a letter from the 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 Chicago Park District prior to your event. Please plan accordingly by submitting all appropriate paperwork to DOB at least 60 days prior to your event day.

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

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

- ☐ No
- ☐ Yes

Total Number: _____

Description:

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

STAKING

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

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

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

- [ ] No
- [ ] Yes

Type of stakes: _____ Length of stakes: _____

Total number of features and/or structures to be staked: _____

Description:

VENDORS

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

Sales, merchandise, sampling or giveaways of food, or non-alcoholic beverages require separate permits from the City of Chicago prior to Chicago Park District approval of the request. Under Illinois law, Vendors 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. (See Permit Resource Guide for more information.)

If your event includes vaccines, you are responsible for hiring ONLY the Illinois Department of Public Health (IDPH) 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.

Will your event include vendors?

- [ ] No
- [ ] Yes

If you selected yes, please select all that apply.

- [ ] Information Merchandise Food
- [ ] Vaccinations
- [ ] Health Screenings
- [ ] Other Health-Related Activities
- [ ] Other

Description:

ONSITE FOOD PREPARATION/ COOKING/NON-ALCOHOLIC BEVERAGES

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.

Sales, sampling, serving, or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to Chicago Park District approval of the request. Sale of goods and/or services must comply with the Retailers' Occupation Tax Act (35 ILCS 120/1 et seq.)

Grilling must be confined to enclosed metal containers and hot coals must be cooled or doused with water after use and must be disposed of in red coal containers. In the event red coal containers are not available, coals must be placed in an appropriate container and disposed of off-site. 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. (See Permit Resource Guide for more information.)

Use of paper, compostable biodegradable, recyclable products or other environmentally responsible materials when serving food and non-alcoholic beverages is preferred.

City of Chicago DCASE: SEPermits@cityofchicago.org

Will there be onsite food preparation and/or cooking and/or non-alcoholic beverages sold, served, given away or sampled at your event?

- [ ] No
- [ ] Yes

If yes, which of the following are you requesting permission to do?

- [ ] To Serve
- [ ] To Sample and/or Giveaway
- [ ] To Sell

If yes, which of the following are you requesting to sell, serve, giveaway and/or sample to:

- [ ] To Event Participants ONLY
- [ ] To the General Public

If you selected yes, please select ALL that apply.

- [ ] Pre-Packaged Food
- [ ] Non-Alcoholic Beverages
- [ ] Grilling/Food Preparation with Open Flame
- [ ] Food Truck(s)
- [ ] Other: _____

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

CORPORATE SPONSORS, MERCHANDISE, AND PROMOTIONAL VEHICLES

Corporate sponsor(s) means the individual or company that provides this support and is separate from the event producer / production company and/or sponsoring organization.

Sales, sampling, serving, or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to Chicago Park District approval of the request. Sale of goods and/or services must comply with the Retailers' Occupation Tax Act (35 ILCS 120/1 et seq.)

The environmental impact of any merchandise that is distributed should be minimized. Merchandise should be packaged in environmentally responsible material.

Vehicles are only allowed on Chicago Park District property (excluding designated parking spaces) when a Delivery or Parking pass has been issued.

Parking and/or driving vehicles on grass, athletic fields, beaches, is prohibited. No parking and/or driving on recreation courts, service roads and pathways is allowed without vehicle passes. (See Permit Resource Guide for more information.)

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

- ☐ No
- ☐ Yes

Description:

Are you requesting to sell, sample and/or giveaway merchandise at your event?

- ☐ No
- ☐ Yes

If you selected yes, please select ALL that apply.

- ☐ To Sample and/or Give Away
- ☐ To Sell

If you selected yes, please select ALL that apply.

- ☐ To Event Participants ONLY
- ☐ To the General Public

Will your event include promotional vehicles?

- ☐ No
- ☐ Yes

Total Number: _____
Description:

WATER BASED ACTIVITIES

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. In addition, when you apply for a Special Event Permit that includes a water-based activity you will be required to submit an application for approval of a marine event (Form CG-4423) to the U.S. Coast Guard.

For information regarding the marine event permitting process please refer to the U.S. Coast Guard website or contact the Marine Safety Unit Chicago Waterways Division. Please plan accordingly by submitting all appropriate paperwork (including the letter of support from the Park District) to the U.S. Coast Guard at least 60 days prior to your event day see Fee and Document Deadlines). 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

Are you planning on including activities that take place in Lake Michigan or another body of water for your event?

- ☐ No
- ☐ Yes

Number of Participants: _____

Description:

FIREWORKS AND PYROTECHNICS

Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Chicago Park District. (See Permit Resource Guide for more information.)

Department of Fire (Pyrotechnics) 312-745-3705

Will your event include any pyrotechnic devices?

- ☐ No
- ☐ Yes

Description:

Pyrotechnic Company: _____

Contact Name: _____

Contact Phone: _____

Onsite Contact Name: _____

Onsite Contact Phone: _____

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

ANIMALS, EXHIBITIONS, & PETTING ZOOS

Animals may be allowed on Chicago Park District property if the following conditions are satisfied:

(1) proof of insurance and endorsement, (2) proof of ownership, and (3) vaccination records. (See Permit Resource Guide for more information).

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. Animals/petting zoos may be added to any event permit level at a cost of $150. All requests are subject to the approval of the Chicago Park District and must comply with section 4-384 010 through 4-384-170 of the Municipal Code of Chicago.

Do you plan to include animals, exhibitions, and/or petting zoos at your event?

- [ ] No
- [ ] Yes

Description:

ALCOHOL

PLEASE READ CAREFULLY.

There are a lot of requirements involved in PERMISSION to serve or sell alcohol at your event so please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Chicago Park District provided by and/or requested from the Permit Coordinator) to DCASE at least 60 days prior to your event day. A licensed security company is required at all events with alcohol service and/or sales. The alcohol must be provided by a company that is properly licensed by the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Consumer Protection. (See Permit Resource Guide for more information).

- Additionally, a City of Chicago Special Event Liquor License issued by DCASE is required. If you're applying for a City of Chicago Special Event Liquor License with DCASE, then your DCASE application package must include the Chicago Police District Commander's and local Alderperson'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 your responsibility to submit the required documentation/information to the appropriate Chicago Police District Commander and Alderman office a minimum of 45 days prior to your event, however, the 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 (refer to Fees and Deadlines).
- Liquor liability and contingent liquor liability insurance are required in the amount of $1,000,000 per occurrence and $2,000,000 aggregate naming the Chicago Park District as additional insured.
- A security plan is required for all events including alcohol.
- 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).

Are you requesting permission to serve, host, sample, and/or sell alcohol at your event?

- [ ] No
- [ ] Yes

IF YOU SELECTED YES, PLEASE SELECT ALL THAT APPLY.

- [ ] Host, Serve, and/or Sample
- [ ] Sell/Sales

Which of the following are you requesting to distribute alcohol to?

- [ ] To Event Participants ONLY
- [ ] To the General Public

Please select the types of alcohol you are requesting permission to distribute at your event.

- [ ] Beer
- [ ] Wine
- [ ] Spirits

The alcohol will be provided by a company that is properly licensed by the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Consumer Protection?

- [ ] I agree

Alcohol Service : Alcoholic beverages served at your event at no charge and/or sampling of alcoholic beverages at your event at no charge.

Alcohol Sale: Serving/Selling alcoholic beverages at your event for a charge.

EVENT FEATURES, INFRASTRUCTURE, AND DETAILS CONT.

Please fill in all sections completely. If a section does not apply to your event, please select no.

SECURITY SERVICES AND MEDICAL SERVICES

REQUIRED FOR 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, the permittee 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.

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

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

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.

SECURITY COMPANY: EMAIL ADDRESS:

CONTACT NAME: ONSITE CONTACT NAME:

CONTACT PHONE: ONSITE CONTACT PHONE:

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

PLEASE PROVIDE THE INFORMATION REQUESTED BELOW.

MEDICAL COMPANY: EMAIL ADDRESS:

CONTACT NAME: ONSITE CONTACT NAME:

CONTACT PHONE: ONSITE CONTACT PHONE:

TRANSPORTATION

Explain how participants/spectators will get to and from the proposed event location. As a green initiative, the Chicago Park District recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as the bus, train, bicycle, car-pooling, shuttles, etc. Visit www.transitchicago.com for more information about public transportation alternatives.

DESCRIBE PROPOSED PARKING LOCATIONS WITH RECOMMENDED ROUTES, PUBLIC TRANSPORTATION MODES AND ROUTES, AND ALTERNATIVE MODES OF TRAVEL.

Written description prepared by event organizer detailing how participants/spectators will be informed about appropriate travel recommendations that will easily and safely guide the, to the proposed location. For 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. Vehicle passes are granted for set-up and tear-down of equipment and supplies only.

MAINTENANCE AND RESTORATION

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

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.

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

Written description prepared by the event organizer outlining a plan for removal of refuse/recyclables before, during, and after the event from Chicago Park District property in a safe and legal manner. The plan should also detail materials that will be recycled or composted and plan to provide sufficient collection infrastructure.

SIGNATURE

By signing this Special Event Permit application:

- Applicant acknowledges that they have read and agree to abide by the Code of the Chicago Park District and the Chicago Park District Special Event Permit Resource Guide rules, regulations, and policies including the cancellation policy;
- Applicant also agrees that they are solely 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 my permit;
- Applicant understands and agrees that their security deposit shall be forfeited for any violation of this agreement;
- Applicant hereby assumes all responsibility for and agrees to indemnify, save and hold harmless, and at the Chicago Park District's option, defend the Chicago Park District, its Commissioners, officers, employees, volunteers, contractors and agents (collectively, the "Indemnitees") against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that the Indemnitees may suffer, incur or sustain or for which it or they may become liable resulting from, arising out of or relating to any acts or omissions by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this permit application. The Applicant's obligation to indemnify the Indemnitees shall survive the expiration or termination of the permit issued pursuant to this application;
- Applicant solemnly swears that all answers given and statements made on this application are full and true;
- I am 18 years of age or older and I have read the terms and conditions set forth in this application and the Code of the Chicago Park District and agree to abide by them;
- For Special Event Permits where food vendors will be selling or sampling food, Applicant acknowledges and agrees that all food vendors must have a valid Food Safety Manager Certification and/or Summer Food Service Sanitation Certificate, as applicable, on the date of the event.

_____

NAME OF APPLICANT/ORGANIZATION (PLEASE PRINT)

_____

SIGNATURE OF APPLICANT/ ORGANIZATION REPRESENTATIVE DATE

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

- ☐ PAID THE $45 APPLICATION PROCESSING FEE
- ☐ SIGN TERMS AND CONDITIONS SIGNATURE PAGE
- ☐ ATTACHED YOUR SITE MAP AND ALL AVAILABLE/SUPPORTING DOCUMENTS

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

PERMITAPP@CHICAGOPARKDISTRICT.COM

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

OR SUBMIT BY FAX TO: 312-742-5339