



chicago park district

LAKEFRONT MAINTENANCE SERVICES APPLICATION

Internal Use Only
DNR initials
DNR date

INSTRUCTIONS: Please complete this application accurately. The information you provide will be used to create an accurate estimate. This application must be completed and submitted sixty (60) days prior to the event. NOTE: Maintenance Services are NOT available during the time period of November 15 - April 15. Use of a private contractor is required and subject to review of proposed services.

EVENT INFORMATION

EVENT NAME

PARK SPECIFIC LOCATION (GROVE NUMBER) DATE(S)

SPECIFIC LOCATION WHERE CANS SHOULD BE PLACED

EVENT TIMES STEP-OFF TIME (Applicable only for events with a route.)
Start Time: Finish Time:

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

SET-UP DATE(S) SET-UP TIME(S)
From: To:

TEAR DOWN DATE(S) TEAR DOWN TIME(S)
From: To:

NUMBER OF PARTICIPANTS NUMBER OF SPECTATORS

Please describe what type of refuse will be generated. (i.e., food service, cardboard, vendor, sponsors, etc.)

Will laborers be needed to remove garbage and garbage bags? (Please check all that apply)
Yes, during the event Yes, at the conclusion of the event

Will laborers be needed to provide clean-up services to the grounds? (Please check all that apply)
Yes, during the event Yes, at the conclusion of the event Yes, at Aid/Water Stations
Note: additional charges apply for clean up of small debris such as zip ties. (Please attach map of water station locations)

Special Services Note: If your event includes the use of garbage/recycling receptacles, the Chicago Park District will deliver receptacles to one location and are expected to be returned to the same location by event organizer at conclusion of event.

Which of the following special services will be needed? (Please check all that apply)
Garbage Truck Available Onsite Recycling Receptacles Other:
Garbage Receptacles Recycling Receptacle Liners
Garbage Receptacle Liners Coal Receptacles Number of Charcoal Grills:

APPLICANT INFORMATION

NAME OF EVENT ORGANIZER/PRODUCER

ORGANIZATION/PRODUCTION COMPANY (if applicable)

STREET ADDRESS

APT/UNIT/SUITE

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT *(if different from event organizer)*

DAYTIME PHONE

CELL PHONE

SUBMISSION AND PAYMENT

Please complete and fax this form to:

Department of Revenue

Fax: (312) 742-6038

Phone: (312) 742-5369

Once you are invoiced, please mail all payments for Maintenance Services to **(must be received 30 days prior to the event for Picnic, Commemorative and Promotion Level Permits and 45 days prior to the event for Athletic, Corporate and Festivals/Concerts Level Permits):**

Department of Revenue

Chicago Park District

541 N. Fairbanks Ct., 4th Floor

Chicago, IL 60611

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