

CHICAGO PARK DISTRICT
**MEDIA PERMIT
APPLICATION**



DO I NEED A PERMIT ?

A 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
- ✔ Student projects - For permit levels 1 and 2 only
student applicants will be required to submit proof of enrollment in an accredited school working on a class project, to qualify for a student rate.
- ✔ Documentary
- ✔ Web-based media

To conduct a professional journalism-based activity on park property an approved News Media Confirmation Form is required. To obtain this form, contact the Chicago Park District Department of Communications at
(312) 742-4786

Fees do not apply for news media filming & photography.

NON-COMMERCIAL PHOTOGRAPHY AT THE FOLLOWING LOCATIONS

PLEASE BOOK DIRECTLY ONLINE.

[CLICK HERE TO BOOK NOW](#)

- Buckingham Fountain
- Garfield Park Conservatory
- Humboldt Park Formal Garden
- Lincoln Park Conservatory
- Lincoln Park Conservatory Great Garden
- Lincoln Park North Pond Laughter Gazebo
- Lincoln Park Plaza W. of North Pond Restaurant
- Lincoln Park Rosenbaum Gazebo
- Montrose Harbor Dr. Skyline View
- North Avenue Beach Chess Pavilion
- Ping Tom Pagoda

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 | [\(312\) 650-8309 or \[maria.bernal@transwestern.com\]\(mailto:maria.bernal@transwestern.com\)](tel:(312)650-8309)

 Olive Park | (312) 744-6635

PERMIT PROCESS GUIDE

Please allow at least 7 business days for your application to be reviewed.

Applications submitted LESS than 3 business days prior to the first reservation date may be denied.

NOTE: The Chicago Park District Observes all Federal Holidays. Please plan your submission accordingly.

GET STARTED

Click here for the [Media Permit Application Website](#)

1

Purchase the \$35.00 Permit Application Fee under “Reserve a Permit”

NOTE: THIS IS NOT THE PAYMENT FOR THE PERMIT - there are additional fees for the permit once date and location are confirmed. Permit fees are listed on page 2 of the application.

2

Complete the **ENTIRE** Media Permit Application and save as a PDF.

3

Email the completed application to mediaapp@chicagoparkdistrict.com.

4

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

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

It is highly recommended production companies contact the Park Supervisor to confirm (outdoor or indoor) accommodations.

5

Submit first payment. See page 2 for permit fees and deadlines.

6

Submit required documents for review. See Icon Index on Page 2

NOTE: GENERAL LIABILITY INSURANCE IS REQUIRED FOR ALL COMMERCIAL AND STUDENT FILMING AND PHOTOGRAPHY

Additional information can be found in Appendix B and Addendum A.

7

Submit final payment.



Once all the Park District requirements have been fulfilled and approved, the Chicago Park District will issue a MEDIA Permit via email.

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



CHICAGO PARK DISTRICT MEDIA PERMIT APPLICATION

MEDIA PERMIT TYPES, FEES AND INSURANCE REQUIREMENT

PERMIT TYPE	PERMIT FEES	SECURITY DEPOSIT	INSURANCE REQUIRED
NON-COMMERCIAL FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER HOUR)	\$0	NO
STUDENT FILMING/PHOTOGRAPHY (Only Levels 1 and 2)	\$45 (PER LOCATION, PER DATE)	\$0	YES
COMMERCIAL PHOTOGRAPHY	\$890 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 1 (1-5 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$315 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 2 (6-12 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$510 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 3 (13-20 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$1,150 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 4 (21+ CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$2,150 (PER LOCATION, PER DATE)	\$5,200	YES

Subject to approval by Chicago Park District Board of Commissioners

Lakefront: Permits requested on weekends between Memorial Day and Labor Day are subject to approval by the Department of Reueve

NON-COMMERCIAL FILMING/PHOTOGRAPHY

- Personal use filming and photography (e.g., Wedding Photos)

STUDENT FILMING/PHOTOGRAPHY

- Available to currently enrolled students with a media assignment.
- Insurance and a letter from a school official verifying the applicant's enrollment status and that the shoot is related to course work is required.

Note: Media Permit availability may be limited during peak hours. Additional fees may apply for indoor locations which vary by site.

ICON INDEX

If a section contains an icon; including use of that feature will require additional documents to be submitted and/or additional fees to be paid. See the Icon Index below. A permit will not be issued until ALL requirements are fulfilled and approved.



FEE AND DOCUMENT DEADLINE

ITEM	DUE DATE	PENALTY
• RESERVATION DOWN PAYMENT • PAYMENT OF BALANCE	3 BUSINESS DAYS PRIOR TO RESERVATION	• *LATE FEE (1% OF BASE FEE) PER DAY AND/OR • POSSIBLE DENIAL OF APPLICATION
• DOCUMENT SUBMISSION • PAYMENT OF BALANCE	3 BUSINESS DAY PRIOR TO RESERVATION	• POSSIBLE DENIAL OF APPLICATION

*Non-Commercial Filming/Photography, including student projects, are exempt from late fee charges.

CANCELLATION

- All cancellations must be made in writing via email to mediaapp@chicagoparkdistrict.com.
- Media Permit cancellations must be received no later than 7 days prior to the event for a full refund of the security deposit, however, the Chicago Park District will retain 15% of the permit fee.
- All application fees are non-refundable and non-transferable.

DEPARTMENT OF REVENUE

Phone (312) 763-6710 | Fax (312) 742-5339 | www.chicagoparkdistrict.com
Mailing Address: 4830 S Western Ave | Chicago, IL 60609 | Office Location: 1410 Special Olympics Drive | Chicago, IL 60605



CHICAGO PARK DISTRICT MEDIA PERMIT APPLICATION

NON-COMMERCIAL PHOTOGRAPHY

Can be booked directly online.
See page 1 for locations.

[BOOK ONLINE](#)

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) 744-6050
Olive Park | (312) 744-6635

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

Permit Application Fee Receipt Number
(Example: 000000.000)

Purchase the permit application processing
fee on the link below under "RESERVE A
PERMIT".

[CHICAGO PARK DISTRICT WEBSITE](#)

APPLICANT INFORMATION

NAME OF APPLICANT

DATE OF BIRTH

DRIVERS/STATE ID #

E-MAIL ADDRESS

CELL PHONE

ALTERNATE PHONE

PREFERRED CONTACT METHOD

Email

Text Message

Phone Call

ORGANIZATION/PRODUCTION COMPANY

ON-SITE CONTACT

CONTACT NUMBER

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

Applicant producing/organizing event on their own accord

TYPE OF MEDIA PERMIT

Please choose the type of Media Permit you are requesting by checking the appropriate box below.

Non-commercial filming/photography

Commercial Photography

Student filming/photography (Only Levels
1 and 2)

Filming Level 1
(1-5 crew, talent, vendors, volunteers, etc.)

Filming Level 2
(6-12 crew, talent, vendors, volunteers, etc.)

Filming Level 3
(13-20 crew, talent, vendors, volunteers, etc.)

Filming Level 4
(21+ crew, talent, vendors, volunteers, etc.)

FILMING/PHOTOGRAPHY SHOOT INFORMATION

DATE(S) OF SHOOT AND LOCATION(S) LISTED IN PREFERENCE ORDER

1ST CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME:

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION:

2ND CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME:

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION:

3RD CHOICE

SET UP DATE(S): DATE(S) OF SHOOT: TEAR DOWN DATE(S): PARK NAME:

SET UP TIME(S): SHOOT TIME(S): TEAR DOWN TIME(S): SPECIFIC LOCATION:

NAME OF SHOOT

NUMBER OF PARTICIPANTS

(Include crew, talent, volunteers, vendors, etc)

NUMBER OF PRODUCTION VEHICLES

PRODUCTION TYPE:

- Commercial Documentary Photo Shoot Pilot
 Series (TV/Web/Mini) Short Film Student Film Movie
 Other (Please describe):

If series please choose from the options below:

- New
 Returning

MEDIA OUTLETS/DISTRIBUTION/AUDIENCE DESCRIPTION:

Describe the intended distribution of the film/photographs & all media outlets where the film/photographs will be published.

EQUIPMENT & PROP LIST:

DETAILED SHOOT SCENE/CONTENT DESCRIPTION:

PROPOSED ACTIVITIES:

VEHICLES & DRIVING

Picture vehicles: YES NO

Driving route (actor driven/camera car/process trailer): YES NO

STUNT WORK

Fight/fall/wire work/ratchet pull/ weapons play: YES NO

Precision driving (chase/swerving/near misses/etc.): YES NO

Visible prop weapons - any cast and/or performers (principle/background) dressed as police or army: YES NO

SPECIAL EFFECTS

Exterior artificial smoke and/or fog: YES NO

Squibs/stimulated gun fires: YES NO

Rain towers/street wetdowns: YES NO

Artificial snow: YES NO

ADDITIONAL DETAILS

Helicopter use: YES NO

Construction on property: YES NO

Ground disturbances (digging/etc.): YES NO

DRONES



Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements. (See Appendix C for more information.)

Drone Liability Insurance is required.

Will your shoot include the use of drones?

- No
 Yes

Purpose:

Drone License Certificate Number:

AMPLIFIED SOUND



Amplified sounds must be directed away from residences and must comply with Sections 8-32-010 through 8-32-170 of the Chicago Municipal Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.

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.)

STREET CLOSURES OR USE OF PUBLIC WAY



Since the public way is controlled by the City of Chicago, the Park District does not permit use of the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, 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.

Department of Cultural Affairs and Special Events (DCASE) (312) 744-3315

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

- No
 Yes

Description:

NOISE LEVEL

Noise levels are not guaranteed. However, the Park District requests this information with the intent to avoid disruptions of other large events taking place.

Will your shoot require a location that is uninterrupted by sound/other events?

- No
 Yes

Description:

GENERATORS



Use of generators may require additional permitting according to Chapter 4-355 of the Chicago Municipal Code.

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

Will your shoot include the use of generators?

- No
 Yes

Number of Generators:

Will the generators need to be grounded or bonded?

- No
 Yes

Description:

FACILITY REQUESTS



Ex: Request for electricians, carpenters, plumbers, removing or adding items to the park, etc.)

Requests will be fulfilled at the discretion of the Park District.

Requests must be submitted at least 7 days prior to the shoot date.

Will your shoot include any special facility requests?

- No
 Yes

Description:

Please select the type of request:

- Indoor Electrician Outdoor Electrician
 Engineer Other:



INSURANCE



PERMIT



SITE MAP



CONTRACT/PLAN



LETTER



LICENSE



ADDITIONAL FEE

FIREWORKS AND PYROTECHNICS



Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Park District.

Proof of compliance with the Illinois Pyrotechnic Operator Licensing Act must be attached to this application. (See Appendix C for more information.)

Department of Fire (Pyrotechnics) 312-745-3705

Will your shoot include any pyrotechnic devices?

- No
 Yes

Description:

Pyrotechnic Company:

Contact Name:

Contact Phone:

Onsite Contact Name:

Onsite Contact Phone:

PORTABLE TOILETS



All portable toilets must be installed and removed from Park District property during the permit times or at a time specified by the 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 Park District prior to delivery. (See Addendum F for Accessibility Guidelines.)

Will your shoot include the use of portable toilets?

Note: Field houses 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:

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 Addendum B for more information).

Will your shoot include the use of fencing?

- No
 Yes

Description:

Will your shoot include the use of barricades?

- No
 Yes

Description:

MAINTENANCE

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.

Permittee is responsible for all costs incurred by the 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/RECYCLING REMOVAL AND MAINTENANCE PLAN BELOW.

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

MAINTENANCE COMPANY:

CONTACT NAME: CONTACT PHONE:

Description:



TENTS AND CANOPIES



Tents and/or canopies over 400 square feet are only allowed on 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 Park District verifying the quantity 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 Addendum B for more information.)

The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. (See Appendix C for more information.) A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply. (See Fee and Document Deadlines on page.18.)

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

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

- No
 Yes

Total quantity 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.

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

- No
 Yes

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

Please indicate the quantity of each:

10 x 10 15 x 15 20 x 20 OTHER:

Documents with this information may be attached. Please add sheets if necessary.

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 Park District property with a permit from the City of Chicago Department of Buildings (DOB). Also note Chapter 4-355 of the Chicago Municipal Code 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 Park District verifying the quantity 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 Addendum B for more information.)

The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. (See Appendix C for more information.) A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply. (See Fee and Document Deadlines on page.18)

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

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 quantity 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.

Will your event include the use of platforms under 2 feet tall and/or without any roofing/wings?

- No
 Yes

Total quantity 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. Please add sheets if necessary.



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 Park District verifying the number and dimensions will be needed before THE DOB will issue a permit. A copy of all permits issued by THE 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.

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

Will your shoot include the use of other structures (e.g. climbing walls, rides, etc.)? No Yes

Total Quantity:

Description:

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 Addendum B for more information.)

Will any of the shoot features or structures be staked in the ground? No Yes

Type of stakes: Length of stakes:

Total quantity of features and/or structures to be staked:

Description:

WATER BASED ACTIVITIES



If your event occurs on a beach or near a body of water, you may be required to have park district lifeguards present; additional fees apply. If use of beach impacts public access, you may incur a beach impact fee of \$40,000. 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 coast guard.

For information regarding the marine event permitting process please refer to the U.S. Coast Guard website or contact the MSU 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 on p. 15). A copy of all permits issued by the U.S. Coast Guard must be submitted to the Park District prior to your event; otherwise, late fees may apply

MSU Chicago Waterways Division 630-986-2155

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:

SECURITY SERVICES



Depending on the size and activities of your proposed shoot, the 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 Park District and/or the City of Chicago for any costs incurred by the Park District and/or the City of Chicago.

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

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:

MEDICAL SERVICES

Depending on the size and activities of your proposed shoot, the Park District may require the presence of medical personnel. Additionally, the City of Chicago may require medical services or make revisions to your medical plans. Furthermore, you are responsible for all costs directly and indirectly related to medical services and will reimburse the Park District and/or the City of Chicago for any costs incurred by the Park District and/or the City of Chicago.

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:



SITE MAP AND FLOOR PLAN INCLUDING LEGEND

Attach a site map or create a site map below that indicates the location of the following: all sources of amplified sound and direction of sound; tents and canopies with sizes; stages, promotional vehicles, portable toilets, dumpsters, fences & barricades, generators, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on Park District property during the shoot; and proposed street closures. All Site Maps are subject to the approval of the Park District. Installed or Refinished After Jan 1, 2022: Fenced off and closed to all during shoot. Remain open to public as long as safely possible. Installed or Refinished Prior to 2022: Foot traffic only, tents ok with protection under ballast. No heavy machinery, stages or equipment on court.

MAP KEY



AMPLIFIED SOUND



VEHICLES



FENCING & BARRICADES



STAGES & PLATFORMS



GENERATORS



STREET CLOSURES



TENTS, CANOPIES, & MEMBRANES



PORTABLE TOILETS



OTHER EQUIPMENT



OTHER STRUCTURES



DUMPSTERS

EMAIL THE PDF SITE MAP ALONG WITH THE COMPLETED APPLICATION TO MEDIAAPP@CHICAGOPARKDISTRICT.COM.

SEE MORE INFORMATION ON SUBMITTING THE FORMS ON PAGE 10.

SIGNATURE

By signing this Media Permit reservation application, I acknowledge that I have read and agree to abide by all Chicago Park District permit rules and regulations, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all applicable rules and regulations pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to indemnify, save and hold harmless, and at the Chicago Park District's option, defend the Park District, its Commissioners, officers, employees, volunteers, contractors and agents (collectively, the "Indemnitees") against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that the Indemnitees may suffer, incur or sustain or for which it or they may become liable resulting from, arising out of or relating to any negligence or intentional misconduct by myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this permit. My obligation to indemnify the Park District Indemnitees shall survive the expiration or termination of this permit.

I do solemnly swear that all answers given and statements made on this application are full and true to the best of my knowledge. I am 18 years of age or older and I have read the terms and conditions set forth in this document and the Chicago Park District Code and agree to abide by them.

NAME OF APPLICANT (PLEASE PRINT)

SIGNATURE OF APPLICANT

DATE

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

HAVE YOU?

SIGNED AND DATED YOUR APPLICATION?

ATTACHED YOUR SITE MAP?

PROVIDED ALL DOCUMENTS AND INFORMATION REQUESTED THROUGHOUT THE APPLICATION?

PAID THE \$35 APPLICATION FEE?

SUBMIT THE APPLICATION VIA EMAIL TO:

MEDIAAPP@CHICAGOPARKDISTRICT.COM

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

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

APPENDICES

	PAGE NO.
<u>APPENDIX A. SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION</u>	12
<u>APPENDIX B. PERMIT APPLICATION PROCESS</u>	12
<u>APPENDIX C. RULES AND REGULATIONS</u>	13
AMENDMENTS OR REVISIONS	13
AMENITIES AND SHOOT FEATURES	13
AMPLIFIED SOUND	13
ASSIGNMENT	13
BEACH EVENTS	13
CANCELLATION	13
DISCOUNTS	13
DRONES	14
FACILITY REQUESTS	14
FEE & DOCUMENT DEADLINES	14
GARBAGE/TRASH/RECYCLING CLEAN-UP	14
HOURS	14
INCLEMENT WEATHER	14
LIFEGUARDS FOR EVENTS USING A BODY OF WATER	14
NOTICE OF HUMAN TRAFFICKING	14
PAYMENT	14
PORTABLE TOILETS	14
PROHIBITED ACTIVITIES	14
PYROTECHNICS	15
SECURITY DEPOSIT	15
SIGNAGE	15
SITE CONDITION	15
TENTS AND CANOPIES STAGES AND/OR PLATFORMS	15
VEHICLE PASSES	16
<u>APPENDIX D. PERMIT LEVEL, FEE SCHEDULE AND DEADLINES</u>	16
MEDIA PERMIT LEVEL	16
FEE SCHEDULE AND DEADLINES	16
<u>APPENDIX E. TERMS AND DEFINITIONS</u>	17

ADDENDUMS

<u>ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT</u>	18
<u>ADDENDUM B: TENT/CANOPY/STAGE/PLATFORM ERECTION & ACKNOWLEDGEMENT LETTER</u>	20
<u>ADDENDUM C: PENALTIES FOR PERMIT VIOLATIONS</u>	21
<u>ADDENDUM D: ACCESSIBILITY GUIDELINES</u>	22
<u>ADDENDUM E: HELPFUL CONTACT INFORMATION</u>	23

APPENDIX A. SUBMITTING YOUR MEDIA PERMIT APPLICATION

The review and approval of a Media Permit application is coordinated through the Department of Revenue (hereinafter "Revenue"). If you are unsure whether or not a permit is required for your Shoot (hereinafter "Event") please refer to the Chicago Park District Code at chicagoparkdistrict.com or call Revenue at (312) 763-6710. The Application may be emailed, mailed, delivered in-person, or faxed at least 3 business days prior to the film or photo shoot to the following addresses:

EMAIL:
MEDIAAPP@CHICAGOPARKDISTRICT.COM

MAILING ADDRESS:
Chicago Park District Attn: Department of Revenue
4830 S. Western Ave
Chicago, IL 60609

OFFICE: SOLDIER FIELD
1410 Special Olympics Dr.
Chicago, IL 60605
Phone: (312) 763-6710
Fax: (312) 742-5339
TTY: (312) 747-2001

APPENDIX B. PERMIT APPLICATION PROCESS

1. Visit www.chicagoparkdistrict.com/permits-rentals. Purchase the \$35.00, "Permit Application Fee." This payment is valid for 3 business days and secures your spot in the processing queue.

2. After your payment of the "Permit Application Fee," you have 3 business days to complete and submit this application. Include the Receipt Number for your "Permit Application Fee" payment with your application and submit your application VIA EMAIL. Incomplete applications will not be processed, be re-entered in the processing queue as of the date/time they are submitted correctly.

3. Upon receipt of the Media Permit Application and payment of "Permit Application Fee," the Park District will review your application. **Submitting or paying your application "Permit Application Fee" does not grant you a permit.** The Department of Revenue will review your request and follow-up with you regarding the status of your application via email to inform you of the status of your application. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements.

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 or denial of permits until receipt of additional requested information or documentation. **Failure to submit requested information or documentation in a timely manner may be cause for denial of a Media Permit.**

4. Media Permit applicants must submit two documents to satisfy the insurance requirements:

(1) a "Certificate of Insurance in the amount of \$1,000,000.00 worth of General Liability coverage that names the Chicago Park District as additional insured on a primary, non-contributory basis" must be submitted for the event and the date(s) of all set-up and tear-down for such event occurring on Chicago Park District property; and (2) an Endorsement issued under their General Liability policy of insurance for the event that reflects that the Chicago Park District is an additional insured for the event.

Additional insurance requirements apply based on proposed activities. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received and approved 48 hours prior to an event set-up.

NO EXCEPTIONS. PLEASE REFER TO ADDENDUM A FOR MORE DETAILED INFORMATION REGARDING THE CERTIFICATE OF INSURANCE AND ENDORSEMENT.

5. Applicants are required to inform the Chicago Park District, in writing, of any and all amendments to the original application prior to the date of your shoot.

6. Once all the Chicago Park District's requirements have been fulfilled, including receipt of all documents and full payment, an approved Media Permit will be issued. The Chicago Park District will email you a copy of your approved Media Permit that should be present on-site at the filming/photo shoot.

APPENDIX C. RULES AND REGULATIONS

All film and photography shoots and the applicant, applicant's guests, and subcontractors are subject to and must abide by all codes, rules, regulations, ordinances, statutes and laws of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States of America. Below is a summary of some of the Chicago Park District's Rules and Regulations.

Failure to adhere to the Park District's rules and regulations, including those that follow, may result in a fine and/or denial of the current and/or future permit requests. Lastly, see page 21 for a listing of common violations and their respective penalty.

AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Park District in writing of any and all revisions that the applicant would like to make to the original application or permit. The applicant must immediately inform the Park District of the need for a revision to the original application or permit. All revisions must be made in writing and are subject to the review and approval of the Park District. Revisions may result in additional fees.

AMENITIES AND SHOOT FEATURES

- The Park District does **NOT** provide amenities and SHOOT features such as portable toilets, inflatables, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment. Further, the applicant or SHOOT organizer is responsible for all costs directly and indirectly related to providing amenities and SHOOT features.
- Amenities and SHOOT features require approval from the Park District.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Chicago Park District, the City of Chicago and the State of Illinois, are at the sole expense and risk of the applicant or event organizer.

AMPLIFIED SOUND

- Amplified sound must be directed away from residences and must comply with section 8-32-070 of the Chicago Municipal Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your Site Map.
- All requests for amplified sound must be approved by the Chicago Park District and comply with section 8-32-010 through 8-32-170 of the Chicago Municipal Code

ASSIGNMENT

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

ATHLETIC TURF AND COURTS (IF APPROVED FOR SHOOT USE)

- Turf needs coverage quote if being used for a non-athletic event.
- Correct material appropriate professional grade coverage for turf.
- Setup and teardown cannot interfere with any programming.
- Plan for covering must be approved by engineers/landscapers.
- Installed or Refinished After Jan 1, 2022: Fenced off and closed to all during event. Remain open to public as long as safely possible.
- Installed or Refinished Prior to 2022: Foot traffic only, tents ok with protection under ballast. No heavy machinery, stages or equipment on court.

BEACH EVENTS

- Proposed activity subject to approval.
- The 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.
- If your event occurs on a beach or near a body of water, you may be required to have Park District lifeguards present; additional fees apply.
- Events that utilize Lake Michigan (e.g. swimming, paddle boarding, boating, etc.) are required to obtain a permit for used waterway from the U.S. Coast Guard. <https://homeport.uscg.mi>
- Please be sensitive of the plant life that resides on the beach and in adjacent dunes.
- Portable toilets, display vehicles and catering support vehicles 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.
- 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.
- Kayaking, paddle boarding and other water sports are allowed only at designated beaches
- Events taking place on the beach between Memorial Day and Labor Day will incur an impact fee of \$40,000 added to the permit.

CANCELLATION

- All cancellations must be made in writing via email to mediaapp@chicagoparkdistrict.com.
- Media Permit cancellations must be received no later than 7 days prior to the event for a full refund of the security deposit, however, the Chicago Park District will retain 15% of the permit fee.
- All application fees are non-refundable

DRONES

- Drones must be operated by a licensed and certified FAA pilot according to the FAA Small Unmanned Aircraft Systems (UAS) Regulations (Part 107) for drone operation rules and requirements.
- 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.

FACILITY REQUESTS

- Requests will be fulfilled at the discretion of the Chicago Park District.
- Requests must be made a minimum of 7 days prior to the shoot date.

FEE & DOCUMENT DEADLINES

- Applicant will be charged the applicable rental fee for each day of set-up and tear down.
- All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation must be submitted no later than 3 business days prior to the event. Failure to submit fees and requested documentation no later than 3 business days prior to the event may result in a late fee or denial of a permit application.

GARBAGE/TRASH/RECYCLING CLEAN-UP

- Event organizers are responsible for cleaning and maintaining the site throughout the event. 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.
- Dumpsters must be placed on a hard surface such as asphalt or concrete or other surface approved by the Park District in writing.
- Dumpsters must not be placed on grass, athletic fields or beaches.

HOURS

- Shoot activity is restricted to the public hours of the parks (6:00am – 11:00pm). - unless otherwise SPECIFIED BY THE PARK DISTRICT.
- If access to the park is necessary for set-up or tear down either before or after public hours, then the applicant may be charged a fee to cover all cost associated with the request if approved.

INCLEMENT WEATHER

- The Park District reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event.
- No rain dates will be issued. Refunds will not be granted for a cancellation or relocation due to inclement weather.
- The Chicago Park District observes a predetermined snow/ice removal route to clear prioritized driveways, paths and areas. Many spaces are not serviced. There are limited resources and the Chicago Park District is not able to clear undesignated driveways, paths/areas or to disrupt the regular schedule for a privately organized event. Please be advised that, in the event of snow/icy conditions, your event participants are utilizing Chicago Park District paths, trails and open areas AT THEIR OWN RISK.

LIFEGUARDS FOR EVENTS USING A BODY OF WATER

- If your event occurs on a beach or near a body of water, you may be required to have Park District lifeguards present; additional fees apply.
- Events that utilize Lake Michigan (e.g. swimming, paddle boarding, boating, etc.) are required to obtain a permit for use of waterway from the U.S. Coast Guard. <http://homeport.uscg.mil>

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>

PAYMENT

- Payment may be made by cash, business, organization or personal check, cashier's check, money order, Visa, Master Card, Discover and American Express.
- Business, organization and personal checks are accepted up to 14 days prior to event start date. Per "Fee and Document Deadlines," payment made after posted due date may incur a late fee.
- Personal checks require a state issued ID and phone number. Make checks payable to "Chicago Park District."

PORTABLE TOILETS

- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets must be clearly identified on the Site Map (refer to page 8) and the location must be approved by the Park District prior to delivery. See Addendum F for Accessibility Guidelines

PROHIBITED ACTIVITIES

- Pursuant to Chapter VII, section B, 6 of the Code of the Chicago Park District, no bonfires or open flames are allowed.
- No parking and/or driving vehicles on grass, athletic fields, beaches, recreation courts, service roads and pathways without vehicle passes.
- Please refer to the Code of the Chicago Park District for other prohibited activities at www.chicagoparkdistrict.com.
- Balloons or similar items may not be released.
- Dunk tanks and water slides are not allowed.
- No cannabis derived products are to be consumed, promoted through signage, sampled or sold.
- Tobacco, e-cigarette or vaping service and sale is prohibited.
- No filming in Natural Areas

PYROTECHNICS

- Additional permit and approvals from other government agencies, insurance, and other documents may be required as determined by the Park District
- Proof of compliance with the Illinois Pyrotechnic Operator Licensing Act and Illinois Fireworks Use Act REQUIRED.
- 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)

SECURITY DEPOSIT

- If you are applying for more than one MEDIA Permit, separate security deposits must be submitted for each SHOOT, 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 event equipment on park property after the Permit tear-down time; 7) misrepresenting in this application or correspondence, the event attendance features, activities or plans; and 8) failure to abide by all local, state, and federal laws, statutes, ordinances, rules, regulations, codes and executive orders including those of the Park District, the City of Chicago, and the State of Illinois.
- Applicant also agrees to reimburse the Park District for any costs for clean-up, restoration and permit violation fines that exceed the amount of the security deposit.
- Applicant is responsible for ensuring that all staff, participants, spectators, guests, vendors, concessionaires and exhibitors abide by all applicable rules. The applicant further understands that failure to comply may result in revocation of the permit and forfeiture of the security deposit.

SIGNAGE

- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub or park feature on Chicago Park District property is strictly prohibited.
- All proposed signage (including notification postings along athletic routes) must be approved in writing by the Chicago Park District prior to Installation.

SITE CONDITION

- Permittee has examined and knows the condition of the Site and acknowledges that the same is in clean, sightly, and safe condition. The 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."
- Permittee warrants that the Site will be returned to the condition in which it was delivered (collectively, the "Site Condition Baseline") by the Permit tear-down time.
- The Site Condition Baseline will be established at a pre-event site visit and may be documented by the Permittee. At its sole discretion, the Park District may require a pre-event site visit as a condition of permit approval.
- All costs and fees of damages or repairs necessary to restore the Site to the Site Condition Baseline are the sole responsibility of Permittee. At the Park District's sole discretion, if the Park District has both the capacity and availability, Permittee may have the option to hire the Park District to perform the work. Alternatively, Permittee may hire its own forces to make all repairs and Site restoration, at as the sole expense of Permittee. The Park District must approve (which approval shall not be unreasonably withheld, delayed, or conditioned) any scope of work and any contractors, labor, etc. hired by Permittee prior to any restoration and repair.
- Permittee is responsible for all costs incurred by the 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.
- Permittee is responsible to pay all invoices arising from repairs and/or restoration within 30 days of receipt of invoice from Park District or any Park District contractors.

TENTS, CANOPIES, STAGES, AND/OR PLATFORMS

- Tents and canopies over 400 square feet or stages and platforms over 2 feet high or with roof or wings are required to be permitted from the City of Chicago Department of Buildings (DOB), (312) 744-3449.
- The event applicant is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation.
- In certain locations staking of tents and canopies may be prohibited. In such locations tents and canopies may be approved to be stabilized with ballasts. The applicant is responsible for all staff costs associated with the installation of tents and canopies (inspection, irrigation, turf damage, utility locates, etc.), if the request is approved by the Chicago Park District (Refer to Addendum B for more information).
- You will be required to submit a letter from the Park District verifying the number and sizes of tents and/or canopies larger than 400 square feet or stages and platforms over 2 feet high or with roof or wings before DOB will issue a permit. This applicant must request this letter from the Park District and submit to DOB. Please refer to page 22 to view a sample of the tent/canopy/platform acknowledgement letter.
- A copy of all permits issued by DOB must be submitted to the Park District 30 days prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines).
- 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.

VEHICLES

- Vehicles are only allowed on Park District property (excluding designated parking spaces) when a Delivery or Parking pass has been issued.
- Any vehicle pass that has been provided to the applicant must be clearly displayed on the dashboard of the vehicle. Any vehicle not properly displaying the appropriate vehicle pass is prohibited and may result in a permit violation penalty fee, issuance of a warning and/or citation and/or towed from Park District property.
- Driving and parking vehicles on grass, athletic fields and beaches is prohibited, however the Park District may consider granting Vehicle Passes for the delivery of equipment and supplies for event set-up and tear-down. A Vehicle Pass does not grant permission to park or drive on grass, athletic fields or beaches.
- Parking privileges are for production vehicles only. Passes are granted on a case by case basis; most locations do not have capacity for onsite parking.
- Parking for event staff/participants is available at parking lots and designated street parking, but may also be granted on-site for a limited number of vehicles.
- Idling of vehicles is strictly prohibited, except where permitted by the City of Chicago Municipal Code Section 9-80-095.
- Use of hybrid, alternative vehicle, electric or other vehicles with a reduced emissions / environmental impact is preferred. Electric or propane powered golf carts are preferred.

APPENDIX D. PERMIT LEVELS, FEE SCHEDULE, AND DOCUMENT DEADLINE

MEDIA PERMIT LEVELS

- NON-COMMERCIAL PHOTOGRAPHY: PHOTOGRAPHY SHOOT FOR PERSONAL USE AND WILL NOT BE SOLD OR USED FOR PROFIT,
- COMMERCIAL PHOTOGRAPHY: PHOTOGRAPHY SHOOT FOR NON-PERSONAL USE THAT WILL BE SOLD OR USED FOR PROFIT, MARKETING, ADVERTISING, PUBLICATIONS, OR SIMILAR PROJECTS FOR A MARKET AUDIENCE.
- STUDENT FILMING/PHOTOGRAPHY: CURRENTLY ENROLLED STUDENTS WITH A MEDIA ASSIGNMENT. ONLY LEVELS 1 AND 2.
- FILMING LEVEL 1: 1-5 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 2: 6-12 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 3: 13-20 PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.
- FILMING LEVEL 4: 21 AND GREATER PERSONS INCLUDING CREW, TALENT, VENDORS, VOLUNTEERS, ETC THAT WILL BE ON-SITE.

MEDIA PERMIT FEE SCHEDULE AND DOCUMENT DEADLINE

MEDIA PERMIT TYPES, FEES AND INSURANCE REQUIREMENT			
PERMIT TYPE	PERMIT FEES	SECURITY DEPOSIT	INSURANCE REQUIRED
NON-COMMERCIAL FILMING/PHOTOGRAPHY	\$45 (PER LOCATION, PER HOUR)	\$0	NO
STUDENT FILMING/PHOTOGRAPHY (Only levels 1 and 2)	\$45 (PER LOCATION, PER DATE)	\$0	YES
COMMERCIAL PHOTOGRAPHY	\$890 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 1 (1-5 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$315 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 2 (6-12 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$510 (PER LOCATION, PER DATE)	\$200	YES
FILMING LEVEL 3 (13-20 CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$1,150 (PER LOCATION, PER DATE)	\$520	YES
FILMING LEVEL 4 (21+ CREW, TALENT, VENDORS, VOLUNTEERS, ETC.)	\$2,150 (PER LOCATION, PER DATE)	\$5,200	YES
Subject to approval by Chicago Park District Board of Commissioners			
Lakefront: Permits requested on weekends between Memorial Day and Labor Day are subject to approval by the Department of Revenue			

Additional Information
SETUP AND TEARDOWN DATES ARE CHARGED PER DAY AT THE BASE PERMIT FEE

FEE AND DOCUMENT DEADLINE		
ITEM	DUE DATE	PENALTY
<ul style="list-style-type: none"> • RESERVATION DOWN PAYMENT • PAYMENT OF BALANCE 	3 BUSINESS DAYS PRIOR TO RESERVATION	<ul style="list-style-type: none"> • *LATE FEE (1% OF BASE FEE) PER DAY AND/OR • POSSIBLE DENIAL OF APPLICATION
<ul style="list-style-type: none"> • DOCUMENT SUBMISSION • PAYMENT OF BALANCE 	3 BUSINESS DAY PRIOR TO RESERVATION	<ul style="list-style-type: none"> • POSSIBLE DENIAL OF APPLICATION

APPENDIX E. TERMS AND DEFINITIONS

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

GENERAL DEFINITIONS

- **APPLICANT:** means the individual or entity who submits an application for a Chicago Park District Special Event Permit.
- **CANOPY:** means a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, ropes or cables (non-combustible). [See page 6 and Addendum B]
- **CDOT:** means the City of Chicago's Department of Transportation.
- **DCASE:** means the City of Chicago's Department of Cultural Affairs and Special Events.
- **DENIAL NOTIFICATION:** indicates that (i) the Special Event Permit Application is incomplete, (ii) the applicant has previously damaged Park District property, (iii) the applicant made misrepresentations, (iv) the applicant has an outstanding balance, (v) the event date/location conflicts with a previously scheduled event, or (vi) the event violates the Code of the Chicago Park District, or the laws, rules, and/or regulations of the City of Chicago, State of Illinois and/or Federal laws/ordinances.
- **DOB:** means the City of Chicago's Department of Buildings.
- **ENDORSEMENT:** means the document issued by your insurance carrier that amends the insurance policy to afford the coverage identified in the issued certificate. [See pages 13, 18 and 19]
- **OEMC:** means the City of Chicago's Office of Emergency Management and Communication.
- **ON HOLD:** means the event status issued when documents and/or fees are past due. The event application is considered denied until fees are submitted and all documents are submitted and approved.
- **PERMIT PENDING NOTIFICATION:** indicates that the date and location requested is available and the required fees, documents and steps necessary to receive an approved Park District Special Event Permit are identified in the notification.
- **RESERVATION:** means the dates set aside for your event inclusive of set-up and tear-down days and/or hours.
- **TENT:** means a temporary structure covered with canvas or similar lightweight material and enclosed on one or more sides, and it is supported by poles, stakes, beams, ropes or cables (non-combustible). [See page and Addendum B]
- **TRASH/RECYCLING REMOVAL PLAN:** means a written description prepared by the event organizer, of Park District maintenance staff or a professional trash hauler will remove refuse/recyclables before, during and after the event from Park District property in a safe and legal manner. The plan should also detail materials that will be recycled or composted and plan to provide sufficient collection infrastructure.
- **VEHICLE:** means any equipment used for transporting people or goods including but not limited to cars, trucks, vans, scissor lifts, fork lifts, etc.

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 12 of this application and below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required Endorsements. Forward documents to the Department of Revenue via e-mail, fax or mail. Your permit will not be issued without these documents.

Applicants must submit two documents to satisfy insurance requirements.

NOTE: "Chicago Park District, and members of the Chicago Park District Board of Commissioners, and the officers, agents, and employees of the Chicago Park District, individually and collectively" must be listed as an additional insured.

1. **Certificate of Insurance** in the amount of \$1,000,000.00 General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property. This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Chicago Park District property.

- **Cancellation Language:** The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.
- Please reference EVENT NAME on insurance certificate, if applicable.

2. **Endorsement** issued under their General Liability policy of insurance, including coverage for property damage while property is occupied by the permittee, for the event that reflects that the Chicago Park District is an additional insured for the event.

- **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate
- **Additional Covered Party:** Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.
- **Primary Insurance:** The Endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the Chicago Park District shall be excess only and not contributing with the insurance provided under this policy.
- If the Endorsement is not received 48 hours prior to the event, a permit may not be issued.
- A sample Endorsement (Exhibit A-1) can be found on page 19.

***NOTE:** If your insurance company will not write an Endorsement due to the way the policy is written, please contact the Chicago Park District Risk Management Office at (773) 947-0428. The Chicago Park District maintains the right to modify, delete, alter or change these requirements.

The Chicago Park District's preferred insurance provider is Risk Management and Information Systems [CPKD Tulip Insurance Application \(cpkdtulipapp.com\)](http://CPKD Tulip Insurance Application (cpkdtulipapp.com)). Please feel free to contact them for your insurance requirements at (312) 729-5233 OR (312) 729-5050 or email at TulipEventsApp@rmisinc.com.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees will survive the termination or expiration of the Permit.

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

Certificate holder may be listed on certificate as:

Chicago Park District
Attn: Department of Revenue
4830 S. Western Ave
Chicago, IL 60609

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT (CONTINUED)

PLEASE REFER TO THE SAMPLE CERTIFICATE BELOW (EXHIBIT A-1) AND THE SAMPLE ENDORSEMENT BELOW (EXHIBIT A-2).

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE: 07/19/19

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.

PRODUCER: ROLEI FINANCIAL SERVICES CORP., 900 N. Michigan Ave Suite 1189, CHICAGO, IL 60611

INSURER(S) AFFORDING COVERAGE:

COVERAGES:

TYPE	TYPE OF INSURANCE	INSURED	POLICY NUMBER	INSURANCE PERIOD	REVISION NUMBER	LIMITS
A	COMMERCIAL GENERAL LIABILITY	CHICAGO PARK DISTRICT	0101/19	01/01/20		EACH OCCURRENCE DAMAGE TO RENTED PREMISES \$ 1,000,000 MED EXP (inj and death) \$ 1,000,000 PERSONAL & ADJ INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	CHICAGO PARK DISTRICT	0101/19	01/01/20		COMBINED SINGLE LIMIT \$ 1,000,000 SICKLY INJURY (per person) \$ 1,000,000 PROPERTY DAMAGE (per accident) \$ 1,000,000 E&D DISEASE - SA EMPLOYEES \$ 1,000,000 E&D DISEASE - POLICY LIMIT \$ 1,000,000

CERTIFICATE HOLDER: Chicago Park District, 4830 S. Western Ave, Chicago, IL 60609

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

EXHIBIT A-1: SAMPLE CERTIFICATE

- Endorsement Policy Number must match certificate.
- Must list the Insured's Name as listed on Certificate.
- Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.*
- Endorsement must also state that coverage afforded by the endorsement shall apply as Primary, non-contributory (wording may vary).

- In the amount of \$1,000,000.00 General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property.
- This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis
- certificate holder listed as Chicago Park District with the address listed above.
- policy dates must cover the dates the applicant is in possession of or occupying Chicago Park District property.

POLICY NUMBER: XXXXXXXXXX COMMERCIAL GENERAL LIABILITY

INSURED: XXXXXX XXXX XXXXXXXX

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

ADDITIONAL INSURED - CHICAGO PARK DISTRICT, 4830 S. WESTERN AVE, CHICAGO, IL 60609

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

PRIMARY INSURANCE

Such insurance as is afforded by this endorsement for the additional insureds shall apply as primary insurance. Any other insurance maintained by the additional insureds or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement, except in the event of sole or contributory negligence on the part of the additional insured.

EXHIBIT A-2: SAMPLE ENDORSEMENT

*The wording for the additional insured must be exact. No abbreviations or changes in the structure of the sentence will be accepted. If you find it difficult to fit the wording in the space provided on your endorsement you may simply attach an Exhibit (additional sheet with the proper wording).

If the insurance company has difficulty in meeting the requirements, please contact the Chicago Park District Risk Management Office at (773) 947-0715.

ADDENDUM C: PENALTIES FOR PERMIT VIOLATIONS

Refer to the table below for a listing of common violations and their respective penalty. All penalties will be deducted from the applicant security deposit, unless other arrangements are made with the Park District in writing. Penalties that exceed the security deposit paid to the Park District will result in an outstanding balance that must be paid prior to consideration of future Special Event Permit requests. The Chicago Park District may deny future Special Event Permit requests if an outstanding balance exists (Chicago Park District Code, Chapter VII, Section C).

VIOLATION	PENALTY
Damage or garbage left on Park District property for events without a security deposit	25% of base permit fee and recover costs of repair
Unauthorized vehicles on grass, beaches, athletic fields, pathways or service roads	\$100 per axel
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) on grass/beach without protective covering	\$50 per generator, portable light, portables toilet or hand washing stations, stage, etc.
Equipment (generators, portable lights, portable toilets and hand washing stations, stages, etc.) left on Park District property after Permit tear-down time	25% of security deposit per day
Dumpster on grass/beach	\$250 per dumpster
Dumping Coals on base of trees, grass, beach or disposed in unauthorized container	25% of base permit fee OR 100% of security deposit
Damage to Park District property	50% of security deposit and recover costs of repair
Misrepresentation	100% of security deposit and/or denial of future requests
Trash/recycling removal for events required to provide a private company and fail to remove trash/recycling or is insufficient	Staff costs to remove trash/recycling, plus 15% and possible denial of future requests
Failure to obtain required permits issued by CDOT, DOB, OEMC or other city agencies p to the event day	100% of security deposit
Failure to provide the appropriate quantity/ratio of accessible portable toilets	100% of security deposit
Failure to observe approved route and/or step off time	25% of security deposit
Failure to observe approved hours of amplified sound	100% of security deposit
Missing Park District Meeting	50% of security deposit
Misrepresentation of Non-profit discount policies	100% of security deposit

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to and must abide by the Americans with Disabilities Act, the Illinois Accessibility Code and the accessibility portions (Chapter 18-11) of the Chicago Building Code. Below is a summary of some of the applicable provisions.

PORTABLE TOILETS

- All portable toilets must be located on a hard surface, which may include asphalt, concrete, or plywood. All portable toilets, including placement of wheelchair accessible toilets, must be clearly identified on the Site Map, (refer to page 8) and the location must be approved by the Park District prior to delivery.
- Pursuant to 18-11-1109.2.4 of the Chicago Building Code, ICC/ANSI A117.1 and ADAAG 4.1.2.(6), if multiple single-user portable toilet or bathing units are grouped at a single location, at least 5 percent, but not less than one toilet unit or bathing unit at each group, shall be wheelchair accessible. The City of Chicago Mayor's Office for People with Disabilities encourages enhanced accessibility with 10 percent, but not less than one portable toilet in each group, to be wheelchair accessible.
- Accessible routes to the portable toilets shall be maintained, and they must be located on a level area not-to-exceed a 2 percent cross-slope in any direction.
- If only one portable toilet is to be provided, it shall be accessible.
- If only one portable toilet is to be provided and the event is private/non-public, the portable toilet may be non-accessible.

PARKING

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

SEATING

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

BOOTH COUNTERS

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

ADDENDUM G: PARK CLUSTERS

PARK NAME	CLUSTER	PARK NAME	CLUSTER
ABBOTT (ROBERT)	1	BUENA CIRCLE	1
ADA (SAWYER GARRETT)	2	BUFFALO	1
ADAMS (GEORGE & ADELE)	3	BURNHAM (DANIEL)	3
ADAMS (JOHN C.)	1	BURNSIDE (AMBROSE)	1
ADDAMS (JANE)	3	BUTTERCUP	1
ADDAMS (JANE) MEML.	3	BUTTERNUT	1
AIELLO (JOHN)	1	BYRNES (MARIAN)	1
ALGONQUIN	1	CALIFORNIA	1
ALMOND	1	CALUMET	3
ALTGELD (JOHN)	2	CANAL ORIGINS	1
AMUNDSEN (ROALD)	1	CANALPORT RIVERWALK	1
ANDERSON (FRED)	3	CARMEN	1
ANDERSON (LOUIS)	1	CARPENTER (PHILO)	1
ANDERSONVILLE	1	CARVER (GEORGE WASHINGTON)	1
ARCADE	1	CATALPA	1
ARCHER (WILLIAM BEATTY)	2	CEDAR	2
ARMOUR (PHILIP) SQUARE	1	CENTENNIAL	1
ARMSTRONG (LILLIAN HARDIN)	2	CHALLENGER	1
ARRIGO (VICTOR)	3	CHAMBERLAIN TRIANGLE	1
ASHE (ARTHUR) BEACH	1	CHASE (SALMON)	2
ASHMORE	1	CHESTNUT	1
ASPEN	1	CHICAGO WOMEN'S PARK & GARDEN	3
ASTER	1	CHIPPEWA	1
ATHLETIC FIELD	3	CHOPIN (FREDERIC)	1
AUBURN	1	CHRISTIANA	1
AUGUSTA (CARPENTER)	1	CHURCHILL FIELD	3
AUSTIN (HENRY)	1	CLAREMONT	1
AUSTIN FOSTER	1	CLARENDON COMM. CTR.	1
AUSTIN TOWN HALL	1	CLARK (JOHN)	1
AVALON	2	CHIPPEWA	1
AVONDALE	1	CHOPIN (FREDERIC)	1
BACK OF THE YARDS	1	CHRISTIANA	1
BARAGA (FREDERICK)	1	CHURCHILL FIELD	3
BARBERRY	1	CLAREMONT	1
BARNARD (AMY L.)	1	CLARENDON COMM. CTR.	1
BARRETT (CHARLES)	1	CLARK (JOHN)	1
BARTELME (MARY)	3	CLARK (RICHARD)	3
BATTLE OF FORT DEARBORN	1	CLOVER	1
BAULER (MATHIAS)	2	CLYBOURN (ARCHIBALD)	1
BEEHIVE	1	COCHRAN (JOHN)	1
BEILFUSS (ALBERT W.)	1	COLE (NAT KING)	1
BELL (GEORGE, JR.)	1	COLEMAN (BESSIE)	1
BENIAC (JOHN "BEANS") GREENWAY	1	COLISEUM	3
BERGER (ALBERT)	1	COLUMBUS (CHRISTOPHER)	1
BESSEMER (HENRY)	1	COMMERCIAL CLUB PGD. of CHICAGO	1
BEVERLY	1	CONNORS (WILLIAM)	1
BICKERDIKE (GEORGE) SQUARE	1	COOPER (JACK)	1
BIG MARSH	1	CORNELL (PAUL)	2
BIRCH	1	CORNELL (PAUL) SQUARE	2
BIXLER (RAY)	1	COSME (MARGARET)	1
BLACKHAWK	1	COTTON TAIL	3
BLACKWELDER (I.S., GERTRUDE)	1	COTTONWOOD	1
BLOCK (EUGENE H.)	1	CRAGIN	1
BOGAN (WILLIAM)	1	CRAWFORD (PETER)	1
BOHN (HENRY)	1	CRESCENT	1
BOLER (LEO ROSCOE, SR.)	1	CURIE (MARIE)	1
BOSLEY (WILLIAM)	1	DALEY (RICHARD J.)	1
BOSWELL (ARNITA YOUNG)	1	DAVIS (DR. NATHAN) SQUARE	2
BRADLEY (JOSEPHINE)	1	DAVIS (MARGARET)	2
BRAINERD	1	DAWES (CHARLES G.)	1
BRANDS	1	DE BURGOS (JULIA)	1
BRIGHTON	1	DEAN (JOHN)	1
BROADWAY ARMORY	1	DEARBORN (HENRY)	3
BROMANN (CHARLES)	1	DEBOW (RUSSELL)	1
BRONCHO BILLY	1	DEGEORGE (BERNICE)	1
BROOKS (GWENDOLYN)	1	DEJULIO (ANTHONY)	1
BROOKS (OSCAR)	1	D'ELIA (AILEEN)	1
BROWN (SIDNEY) MEML.	2	DICKINSON (ARTHUR)	1
BRYNFORD	1	DIXON (LORRAINE)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
DOBSON	1	GRANT (ULYSSES)	3
DOGWOOD	1	GRAPE	1
DONAHUE (MARGARET)	2	GRAVER (PHILIP)	1
DONOVAN (GEORGE)	1	GREEN (JEFFREY)	1
DOOLEY (THOMAS)	1	GREEN BRIAR	1
DORIA (HELEN) BEACH	1	GREENEBAUM (HENRY)	1
DOUGHERTY (DANIEL)	1	GRIFFIN (MARION MAHONY)	1
DOUGLASS (ANNA AND FREDERICK)	2	GROSS (THEODORE)	2
DREXEL (FRANCIS)	1	HAAS (JOSEPH)	1
DUBKIN (LEONARD)	1	HALE (NATHAN)	1
DUNBAR (PAUL LAURENCE)	3	HAMILTON (ALEXANDER)	1
DUNHAM (ROBERT)	1	HAMLIN (HANNIBAL)	3
DURKIN (MARTIN)	1	HANSBERRY (LORRAINE)	1
DURSO (JOHN)	3	HARDING (FREDERICK)	1
DUSABLE (JEAN BAPTISTE POINTE)	3	HARDING (GEORGE)	1
DVORAK (ANTON)	3	HARRIS (HARRIET)	1
DUBKIN (LEONARD)	1	HARRIS (RYAN) MEMORIAL	1
DUNBAR (PAUL LAURENCE)	3	HARRISON (CARTER)	2
DUNHAM (ROBERT)	1	HARSH (VIVIAN G.)	1
DURKIN (MARTIN)	1	HARTIGAN (DAVID) BEACH	1
DURSO (JOHN)	3	HASAN (ELLIOT)	1
DUSABLE (JEAN BAPTISTE POINTE)	3	HAYES (FRANCIS)	3
DVORAK (ANTON)	3	HAZELNUT	1
ECKERSALL (WALTER HERBERT)	1	HEGEWISCH MARSH	1
ECKHART (BERNARD)	3	HERITAGE GREEN	3
EDGEBROOK	1	HERMITAGE	1
EDISON (THOMAS ALVA)	1	HERMOSA	1
EDMONDS (MOLLY)	1	HIAWATHA	1
EHLER (WILLIAM)	1	HICKORY	1
ELLIS (SAMUEL)	3	HOARD (EDISON)	1
ELM	1	HODES (BARNET)	1
ELSTON (DANIEL)	1	HOLLY	1
EMERALD	1	HOLLYWOOD	1
EMMERSON (LOUIS)	1	HOLSTEIN	1
ESSEX	1	HOMAN (JOSEPH)	1
EUCLID	1	HOMAN SQUARE COMM. CTR.	1
EUGENIE TRIANGLE	3	HONEYSUCKLE	1
EVERGREEN	1	HORAN (ALBERT)	1
FARGO (JAMES) BEACH	1	HORNBEAM	1
FELLGER (CHARLES)	1	HORNER (HENRY)	3
FERNWOOD	1	HOUSTON (JESSIE "MA")	1
FERNWOOD PKWY.	1	HOWARD (URE) BEACH	1
FIELD (EUGENE)	1	HOYNE (THOMAS)	1
FILBERT	1	HUBBARD (GURDON)	1
FLOWER (LUCY)	1	HUCKLEBERRY	1
FLYING SQUIRREL	1	HUMBERT (JAMES)	1
FOREST GLEN	1	HUMBOLDT (ALEXANDER VON)	2
FOSCO (PETER)	3	HURLEY (TIMOTHY)	1
FOSTER (J. FRANK)	1	INDEPENDENCE	2
FRANKLIN (BENJAMIN)	1	INDIAN BOUNDARY	3
FULLER (MELVILLE)	3	INDIAN ROAD	1
GAGE (GEORGE)	3	JACKSON (ANDREW)	1
GALEWOOD	1	JACKSON (MAHALIA)	1
GARFIELD (JAMES)	1	JACKSON (ROBERT)	1
GARIBALDI (GIUSEPPI)	3	JACOB	1
GATELY (JAMES)	1	JACOLIK (FLORIAN S.)	1
GILL (JOSEPH)	1	JEFFERSON (NANCY)	2
GINKGO	1	JEFFERSON (THOMAS)	3
GLADSTONE (WILLIAM)	1	JEFFERSON (THOMAS) MEML.	1
GLADYS (GUNDERSON)	1	JENSEN (CHRIST)	1
GOLDBERG (LOUIS)	1	JONES (MARY RICHARDSON)	3
GOLDEN GATE	1	JONQUIL	1
GOMPERS (SAMUEL)	2	JUNCTION GROVE	1
GOOSEBERRY	1	JUNEWAY BEACH	1
GOUDY (WILLIAM) SQUARE	2	JUNIPER	1
GRAND	1	KEDVALE	1
GRAND CROSSING	2	KEELER (CYRUS)	1
GRANDPARENTS	1	KELLS (GEORGE)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
KELLY (EDWARD)	1	MANN (JAMES)	1
KELLY (JOHN)	1	MAPLE	1
KELVYN (WILLIAM)	2	MAPLEWOOD	3
KENMORE	1	MARIANO (LOUIS)	1
KENNEDY (DENNIS)	3	MARQUETTE (JACQUES)	1
KENNICOTT (JONATHAN)	1	MARSHFIELD	1
KENSINGTON	1	MARTIN (JOHNNY)	1
KEN-WELL	1	MASON (ELIZABETH)	1
KENWOOD COMM.	1	MATANKY (EUGENE)	1
KEYSTONE	1	MATHER (STEPHEN TYNG)	2
KILBOURN	1	MAYFAIR	3
KING (MARTIN LUTHER, JR.)	1	MCGUANE (JOHN)	1
KING-LOCKHART (PATRICK, ANTHO	1	MCINERNEY (THOMAS)	1
KINZIE (JOHN) PKWY.	1	MCKEON (JOSEPH)	1
KIWANIS	1	MCKIERNAN (DAVID)	1
KLEIN (LOIS)	1	MCKINLEY (WILLIAM)	3
KOLMAR	1	MELLIN (CURTIS, SR.)	1
KORCZAK (JANUSZ)	1	MEMORIAL	1
KOSCIUSZKO (THADEUZ)	2	MERRILL (GEORGE)	1
KRAUSE (FRANCIS VERNON)	1	MERRIMAC	1
KUCINSKI-MURPHY (VICKI, ROSEB	1	MERRYMAN (THERON)	1
KUJAWA (CHESTER FRANK)	1	METCALFE (RALPH)	1
LA FOLLETTE (ROBERT)	1	MEYERING (WILLIAM)	1
LA VILLITA	2	MIAMI	1
LAKE MEADOWS	3	MICEK (FRANK)	1
LAKE SHORE	3	MID-NORTH	1
LAMB (HAROLD)	1	MIDWAY PLAISANCE	3
LANE (GEORGE) BEACH	1	MILLARD (ALDEN)	1
LANGDON (MARY MARGARET)	1	MILLER (SAMUEL)	1
LANGLEY	1	MINUTEMAN	1
LAWLER (MICHAEL)	1	MOCCASIN RANCH	1
LAZARUS (EMMA)	1	MONTGOMERY (MABEL)	3
LE CLAIRE COURTS - HEARST COM	2	MONTICELLO	1
LEE (JOHN)	1	MONUMENT	1
LEGION	1	MOORE (MAURICE)	1
LELAND GIANTS	1	MORAN (TERRANCE)	1
LEONE (SAM) BEACH	1	MORGAN (THOMAS LEEDS) FIELD	1
LANGDON (MARY MARGARET)	1	MOUNT GREENWOOD	3
LANGLEY	1	MOZART (AMADEUS)	2
LAWLER (MICHAEL)	1	MULBERRY	1
LAZARUS (EMMA)	1	MULBERRY POINT	1
LE CLAIRE COURTS - HEARST COM	2	MUNROE (ROY)	1
LEE (JOHN)	1	MURRAY (DAVID)	1
LEGION	1	MYRTLE GROVE	1
LELAND GIANTS	1	NASH (DON) COMM. CTR.	1
LEONE (SAM) BEACH	1	NEIGHBORS' GARDEN	1
LEARNER (LEO)	1	NELSON (ANDREW)	1
LEVIN (JOHN)	2	NICHOLS (JOHN FOUNTAIN)	3
LILY GARDENS	1	NINEBARK	1
LIMAS (JULIANN HOPE)	1	NOETHLING (GRACE)	1
LIN (MARGARET HIE DING)	3	NORMANDY	1
LINCOLN (ABRAHAM)	3	NORTH BOUNDARY	1
LINDBLOM (ROBERT)	1	NORTH MAYFAIR	1
LINDEN	1	NORTH PARK VILLAGE NATURE CENT	1
LITTLE VENICE	1	NORTH SHORE BEACH	1
LIVINGSTON FIELD	1	NORTHERLY ISLAND	3
LOGAN BOULEVARD SKATE PARK	1	NORWOOD	1
LONDON (LOUIS)	1	NORWOOD CIRCLE	1
LOWE (SAMUEL)	1	NOTTINGHAM	1
LOYOLA	3	OAKDALE	3
LUELLA	1	OAKLEY	1
LUNA	1	OGDEN (WILLIAM)	2
LUNT (ORRINGTON, STEPHEN)	1	OGDEN (WILLIAM) PLAZA	3
LYLE (JOHN)	1	O'HALLAREN (BERNARD)	1
MADIGAN (MICHAEL J., SR.)	1	OHIO	1
MAGNOLIA	1	OHIO & HARDING	1
MAJOR TAYLOR BIKE TRAIL	1	OLYMPIA	1
MALUS	1	ORIOLE	2
MANDRAKE (HENRY BROWN)	3	ORR (REZIN)	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
OWENS (JESSE)	1	PENDLETON (HADIYA)	1
OZ	3	PERIWINKLE	1
PACKINGTOWN	1	PETERSON (PEHR SAMUEL)	1
PALMER (BERTHA HONORÉ)	1	PIETROWSKI (SYLVESTER)	1
PALMER (JOHN MCAULEY) SQUARE	3	PINE	1
PALMER (POTTER)	1	PIOTROWSKI (LILLIAN)	1
PALMISANO (HENRY)	1	PLEASANT POINT	1
PARK NO. 326	1	POPLAR	1
PARK NO. 382	1	PORTAGE	3
PARK NO. 399	1	POTTAWATTOMIE	1
PARK NO. 414	1	PRAIRIE WOLF	1
PARK NO. 419	1	PRINTERS ROW	3
PARK NO. 421	1	PRINZ (TOBEY) BEACH	1
PARK NO. 422	1	PRITZKER	3
PARK NO. 432	1	PRIVET	1
PARK NO. 437	1	PROSPECT GARDENS	1
PARK NO. 468	1	PULASKI (CASIMER)	3
PARK NO. 474	1	PULLMAN (GEORGE)	1
PARK NO. 500	1	QUINN (MARY BERKEMEIER)	1
PARK NO. 512	1	RAILROAD JUNCTION	1
PARK NO. 514	1	RAINBOW BEACH	1
PARK NO. 517	1	RAINEY (EDWARD)	1
PARK NO. 519	1	RAVENSWOOD MANOR	1
PARK NO. 527	1	RENAISSANCE	1
PARK NO. 528	1	REVERE (PAUL)	1
PARK NO. 529	1	REYES (GUADALUPE)	1
PARK NO. 534	1	RIDGE	2
PARK NO. 535	1	RIDGE PARK WETLANDS	1
PARK NO. 536	1	RIIS (JACOB)	1
PARK NO. 546	3	RIVER	3
PARK NO. 551	1	RIVER ESPLANADE	3
PARK NO. 552	1	ROBERTS (DANIEL) SQUARE	1
PARK NO. 556	1	ROBICHAUX (JOSEPH)	1
PARK NO. 559	1	ROBINSON (JACKIE)	2
PARK NO. 565	1	ROGERS (PHILLIP)	1
PARK NO. 566	1	ROGERS (PHILLIP) BEACH	1
PARK NO. 567	3	RONAN (GEORGE)	1
PARK NO. 569	1	ROOSEVELT (THEODORE)	1
PARK NO. 571	3	ROSEDALE	1
PARK NO. 572	1	ROSENBLUM (J. LESLIE)	2
PARK NO. 573	1	ROWAN (WILLIAM)	1
PARK NO. 574	1	RUIZ (IRMA C.)	1
PARK NO. 576	1	RUSSELL (MARTIN) SQUARE	1
PARK NO. 577	1	RUTHERFORD SAYRE	1
PARK NO. 578	1	SACRAMENTO	1
PARK NO. 580	1	SAINT LOUIS	1
PARK NO. 581	1	SAUGANASH	2
PARK NO. 582	1	SAUGANASH TRAIL	1
PARK NO. 583	1	SCHAEFER (EDWARD)	1
PARK NO. 584	1	SCHAFFER (CLARA D.)	1
PARK NO. 585	1	SCHREIBER	1
PARK NO. 586	1	SCOTTSDALE	1
PARK NO. 587	1	SENECA	1
PARK NO. 588	1	SENIOR CITIZENS MEML.	1
PARK NO. 589	1	SENKA (EDWARD "DUKE")	1
PARK NO. 590	1	SENN (NICHOLAS)	3
PARK NO. 591	1	SEWARD (WILLIAM)	3
PARK NO. 592	1	SHABBONA	3
PARK NO. 593	1	SHEDD (JOHN G.)	1
PARK NO. 594	1	SHEIL (BERNARD) COMM. CTR.	1
PARK NO. 595	1	SHERIDAN (PHILIP HENRY)	1
PARK NO. 596	1	SHERMAN (JOHN)	3
PARK NO. 597	1	SHERWOOD (JESSE)	1
PARK NO. 598	1	SIMONS (ALMIRA)	1
PARK WEST	1	SINTIC (GREGORY)	1
PARK-VIEW	1	SKINNER (MARK)	3
PARSONS (LUCY)	1	SMITH (JOSEPH HIGGINS)	1
PASCHEN (CHRISTIAN)	1	SMITH (WENDELL)	1
PASTEUR (LOUIS)	1	SNAPPING TURTLE	1

PARK NAME	CLUSTER	PARK NAME	CLUSTER
SNOWBERRY	1	WALLACE	1
SOUTH LAKEVIEW	1	WALSH (JOHN)	3
SOUTH SHORE CULTL. CTR.	2	WANG (CHI CHE)	1
SPIKINGS FARM	1	WARD (A. MONTGOMERY)	3
SPRUCE	1	WARNER GARDEN	1
STANTON (EDWIN)	3	WARREN (LAURENCE)	3
STARR (ELLEN GATES)	1	WASHINGTON (DINAH)	1
STARS & STRIPES	1	WASHINGTON (GEORGE)	1
STATEWAY	1	WASHINGTON (HAROLD)	2
STEELWORKERS	1	WASHINGTON (HAROLD) MEM.	1
STONE (BERNARD)	1	WASHINGTON SQUARE	3
STOUT (FLORENCE)	1	WASHTENAW	1
STROHACKER (HOWARD)	1	WEBSTER (DANIEL)	3
SUMAC	1	WEISMAN (ALBERT)	1
SUMMERDALE	1	WELLES (GIDEON)	3
SUN YAT-SEN	1	WENDT (KENNETH)	1
SUNKEN GARDENS	1	WENTWORTH (JOHN)	2
SUPERA (LOUIS)	1	WENTWORTH (JOHN) GARDENS	1
SUPERIOR	1	WESOLEK (MARLENE)	1
SWEET CLOVER	1	WEST CHATHAM	1
SYCAMORE	1	WEST LAWN	3
TAYLOR (ROBERT ROCHON)	1	WEST PULLMAN	1
TAYLOR-LAURIDSEN (JOHN, EMIL)	1	WEST RIDGE NATURE PARK	2
THE GROVE	1	WESTERN	1
THROOP (AMOS GAGER)	3	WHITE (WILLYE B.)	2
THUIS (GRACE ZWIEFKA)	1	WHITE (EDWARD)	1
TILL-MOBLEY (MAMIE)	1	WHITE (JESSE)	2
TILTON (GEORGE)	1	WICKER (CHARLES, JOEL)	3
TOM (PING) MEML.	3	WIEBOLDT (WILLIAM)	1
TOUHY (PATRICK)	1	WILDWOOD	1
TOUHY-HERBERT (JOHN, VICTOR)	1	WILLIAMS (DANIEL HALE)	1
TREBES (ROBERT)	3	WILLIAMS-DAVIS (HATTIE KAY, IZORA)	1
TRIANGLE	1	WILSON (FRANK)	1
TRUMBULL (LYMAN)	1	WILSON (JOHN)	1
TULEY (MURRAY)	1	WILSON (JOHN) COMM. CTR.	1
UNION	3	WINNEMAC	3
UNITY	3	WOLCOTT (ALEXANDER)	1
VALLEY FORGE	1	WOLFE (RICHARD)	1
VETERANS' MEMORIAL	1	WOOD (ELIZABETH)	1
VIOLET	1	WOODHULL (ROSS)	1
VITTUM (HARRIET ELIZABETH)	1	WRIGHTWOOD	2
VOGLE (HENRY JR.)	1	ZATTERBERG (HELEN)	1
WAGNER (CLARENCE)	1		

ADDENDUM E: HELPFUL CONTACT INFORMATION

ORGANIZATION	PHONE	FAX	WEBSITE	EMAIL ADDRESS / CONTACT FORM	MAILING ADDRESS
CHICAGO POLICE DEPARTMENT DISTRICT OFFICES					
Special Events and Liaison Section	312-745-5253		CHICAGO POLICE SPECIAL EVENTS	CLEARPATH@CHICAGOPOLICE.ORG	3510 S. Michigan Ave. Chicago, Illinois 60653
District 001 (Central)	312-745-4290	312-745-3694	DISTRICT 001	CAPS001DISTRICT@CHICAGOPOLICE.ORG	1718 S. State St. Chicago, Illinois 60609
District 002 (Wentworth)	312-747-8366	312-747-5396	DISTRICT 002	CAPS002DISTRICT@CHICAGOPOLICE.ORG	5101 S. Wentworth Ave. Chicago, Illinois 60609
District 003 (Grand Crossing)	312-747-8201	312-747-5479	DISTRICT 003	CAPS003DISTRICT@CHICAGOPOLICE.ORG	7040 S. Cottage Grove Ave. Chicago, Illinois 60637
District 004 (South Chicago)	312-747-8205	312-747-4559	DISTRICT 004	CAPS.004DISTRICT@CHICAGOPOLICE.ORG	2255 E. 103rd St. Chicago, Illinois 60617
District 005 (Calumet)	312-747-8210	312-747-5935	DISTRICT 005	CAPS005DISTRICT@CHIAGOPOLICE.ORG	727 E. 111th St. Chicago, Illinois 60628
District 006 (Gresham)	312-745-3610	312-745-3649	DISTRICT 006	CAPS006DISTRICT@CHICAGOPOLICE.ORG	7808 S. Halsted St. Chicago, Illinois 60629
District 007 (Englewood)	312-747-8220	312-747-6558	DISTRICT 007	CAPS007DISTRICT@CHICAGOPOLICE.ORG	6120 S. Racine Ave. Chicago, Illinois 60607
District 008 (Chicago Lawn)	312-747-8730	312-747-8545	DISTRICT 008	CAPS008DISTRICT@CHICAGOPOLICE.ORG	3420 W. 63rd St. Chicago, Illinois 60629
District 009 (Deering)	312-747-8227	312-747-5329	DISTRICT 009	CAPS.009DISTRICT@CHICAGOPOLICE.ORG	3501 S. Lowe Ave. Chicago, Illinois 60609
District 010 (Marquette)	312-747-7511	312-747-7429	DISTRICT 010	CAPS010DISTRICT@CHICAGOPOLICE.ORG	3315 W. Ogden Ave. Chicago, Illinois 60608
District 011 (Harrison)	312-746-8386	312-746-4281	DISTRICT 011	CAPS.011DISTRICT@CHICAGOPOLICE.ORG	3151 W. Harrison St. Chicago, Illinois 60612
District 012 (Monroe)	312-746-8396	312-746-9480	DISTRICT 012	CAPS012DISTRICT@CHICAGOPOLICE.ORG	1412 S. Blue Island Chicago, Illinois 60608
District 014 (Shakespeare)	312-744-8290	312-744-2422	DISTRICT 014	CAPS.014DISTRICT@CHICAGOPOLICE.ORG	2150 N. California Ave. Chicago, Illinois 60647
District 015 (Austin)	312-743-1440	312-743-1366	DISTRICT 015	CAPS015DISTRICT@CHICAGOPOLICE.ORG	5701 W. Madison Ave. Chicago, Illinois 60651
District 016 (Jefferson Park)	312-742-4480	312-742-4421	DISTRICT 016	CAPS016DISTRICT@CHICAGOPOLICE.ORG	5151 N. Milwaukee St. Chicago, Illinois 60630
District 017 (Albany Park)	312-742-4410	312-742-5411	DISTRICT 017	CAPS.017DISTRICT@CHICAGOPOLICE.ORG	4650 N. Pulaski Rd. Chicago, Illinois 60625
District 018 (East Chicago)	312-742-5870	312-742-5771	DISTRICT 018	CAPS018DISTRICT@CHICAGOPOLICE.ORG	1160 N. Larrabee Ave. Chicago, Illinois 60610
District 019 (Belmont)	312-744-8320	312-744-4481	DISTRICT 019	CAPS019DISTRICT@CHICAGOPOLICE.ORG	850 W. Addison St. Chicago, Illinois 60613
District 020 (Foster)	312-742-8714 312-742-8715	312-742-8803	DISTRICT 020	CAPS020DISTRICT@CHICAGOPOLICE.ORG	5400 N. Lincoln Ave. Chicago, Illinois 60640
District 022 (Morgan Park)	312-745-0570	312-745-0814	DISTRICT 022	CAPS022DISTRICT@CHICAGOPOLICE.ORG	1900 W. Monterey Ave. Chicago, Illinois 60643
District 024 (Rogers Park)	312-744-5907	312-744-6928	DISTRICT 024	CAPS.024DISTRICT@CHICAGOPOLICE.ORG	6464 N. Clark St. Chicago, Illinois 60626
District 025 (Grand Central)	312-746-8605	312-746-4353	DISTRICT 025	CAPS025DISTRICT@CHICAGOPOLICE.ORG	5555 W. Grand Ave. Chicago, Illinois 60626
CITY OF CHICAGO DEPARTMENTS					
Department of Buildings (DOB) - Tent/Stage/Structure Permits	312-744-7895 312-744-3449	312-744-6525	DOB PERMITS	SEPERMITS@CITYOFCHICAGO.ORG	121 N. LaSalle St., Room 900 Chicago, IL 60602
Department of Business Affairs & Consumer Protection	312-744-6060	312-744-0246	BACP	BACP CONTACT INFORMATION	121 N. LaSalle St., Room 900 Chicago, IL 60602
Department of Cultural Affairs & Special Events (DCASE)	312-744-3316 312-744-3315	312-744-8523	DCASE SPECIAL EVENT PERMITS	SEPERMITS@CITYOFCHICAGO.ORG	78 E. Washington St. 4th floor Chicago, IL 60602
Department of Fire (Pryotechnics)	312-745-3705	312-745-4189	PYROTECHNICS LICENSE	SEPERMITS@CITYOFCHICAGO.ORG	3510 Michigan, Floor 2, Chicago, IL 60653
Department of Health (Health Inspections)	312-746-8030	312-746-8099	HEALTH INSPECTIONS	CDPHFOOD@CITYOFCHICAGO.ORG	2133 W Lexington St, Chicago, IL 60612
United States Coast Guard	630-986-2155		COAST GUARD	D09-DG-MSUCHICAGO-WATERWAYS@USCG.MIL	

ADDENDUM E: HELPFUL CONTACT INFORMATION (CONTINUED)

ORGANIZATION	PHONE	FAX	WEBSITE	EMAIL ADDRESS / CONTACT FORM	MAILING ADDRESS
Department of Streets and Sanitation	312-744-4611	312-744-4737	STREETS & SANITATION	SEPERMITS@CITYOFCHICAGO.ORG	121 North LaSalle St., Room 1107, Chicago, IL 60602
Department of Transportation	312-744-3600	312-744-1200	CDOT	SEPERMITS@CITYOFCHICAGO.ORG	2 N. LaSalle St., Suite 1110, Chicago, IL 60602
Office of Emergency Management & Communication (OEMC)	312-746-9111	312-746-9120	OEMC	SEPERMITS@CITYOFCHICAGO.ORG	121 North LaSalle St., Chicago, IL 60602
STATE OF ILLINOIS OFFICES					
Illinois Department of Revenue (Bingo License)	217-524-4164		BINGO LICENSE	REV.BPTCG@ILLINOIS.GOV	Post Office Box 19480 Springfield, Illinois 62794
Illinois Liquor Control Commission	312-814-2206	312-814-2241	ILCC	ILCC@ILLINOIS.GOV	50 W. Washington St, Suite 209, Chicago, IL 60602
Illinois Secretary of State	312-793-3380		ILSOS	ILSOS CONTACT FORM	69 W. Washington St., Ste. 1240, Chicago, IL 60602
CHICAGO PARK DISTRICT OFFICES					
Aquatics	773-363-2225		CPD - AQUATICS		4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Media Permits)	312-763-6710		CPD- MEDIA PERMITS	MEDIAAPP@CHICAGOPARKDISTRICT.COM	4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Promotional Permits)	312-744-4744		CPD - OTHER PERMIT TYPES	PROMOTIONALAPP@CHICAGOPARKDISTRICT.COM	4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Special Event Permits)	312-763-6710		CPD - SPECIAL EVENT PERMITS	PERMITAPP@CHICAGOPARKDISTRICT.COM	4830 S. Western Ave, Chicago, IL 60609
Department of Revenue (Special Event Venues)	773-256-0159 Ext. 1		CPD - SPECIAL EVENT VENUES	VENUES@CHICAGOPARKDISTRICT.COM	4830 S. Western Ave, Chicago, IL 60609
Harbors Westrec	312-741-3601		CHICAGO HARBORS	HARBORS CONTACT FORM	4830 S. Western Ave, Chicago, IL 60609
New Business Development	312-742-4744				4830 S. Western Ave, Chicago, IL 60609
Park Concession Management	312-793-3380		CPD - PARK CONCESSIONS MANAGEMENT	PARK CONCESSIONS CONTACT FORM	4830 S. Western Ave, Chicago, IL 60609
Park Services - Security	312-793-3380				4830 S. Western Ave, Chicago, IL 60609
Standard Parking Plus	877-638-3716		CPD - PARKING		141 W. Diversey Park Way Chicago, IL 60657
OTHER LOCATIONS & OFFICES					
Alfred Caldwell Lily Pool	773-883-7275	773-883-7278	ALFRED CALDWELL LILY POOL	INFO@LINCOLNPARKCONSERVANCY.ORG	PO Box 14703, Chicago, IL 60614
Lincoln Park Zoo	312-742-2000		LP ZOO	LP ZOO CONTACT FORM	2001 North Clark St., Chicago, 60614
Maggie Daley Park & Cancer Survivors Garden	312-552-3000		MAGGIE DALEY PARK	INFO@MAGGIEDALEYPARK.COM	337 E. Randolph St. Chicago, 60601
Millennium Park	312-744-6050		MILLENNIUM PARK	MILLENNIUMPARK@CITYOFCHICAGO.ORG	201 E. Randolph St., Chicago, 60601
Olive Park	312-744-6635				500 N Lake Shore Dr Chicago, IL 60611