



chicago park district

2010 LAKEFRONT MAINTENANCE SERVICES APPLICATION

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.

EVENT INFORMATION

EVENT NAME

PARK LOCATION	SPECIFIC LOCATION	DATE(S)
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EVENT TIMES ¹	STEP-OFF TIME <i>(Applicable only for events with a route.)</i>
Start Time: _____ Finish Time: _____	

¹**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
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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

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: _____

DEPARTMENT OF PARK SERVICES

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 Park Services

Fax: (312) 742-6038

Phone: (312) 742-5369

Email: Alonzo.Williams@chicagoparkdistrict.com

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

Meg Heiden, Finance Manager

Chicago Park District

541 N. Fairbanks Ct., 4th Floor,

Chicago, IL 60611

Fax: (312) 742-6038

Phone: (312) 742-4826