



chicago park district

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2010 SPECIAL EVENT PERMIT APPLICATION PROCESSING ANNOUNCEMENT

The Chicago Park District Department of Park Services is pleased to announce the 2010 Special Event Permit Application (SEPA) procedures. The first day special event permit applications will be accepted, in-person, is on **Monday January 4, 2010**.

WHEN: Monday, January 4, 2010, beginning at 8 am.

WHERE: Chicago Park District Administration Office located at 541 N. Fairbanks Ct. *Applications submitted to any Region Office (North, Central and/ or South) will not be processed until January 5, 2010.*

WHAT TO BRING:

- Completed 2010 Special Event Permit Application
- \$35 non-refundable application fee for each application
- A photo ID is required for sign in to enter the 541 N. Fairbanks Ct. building

HOW TO RECEIVE THE 2010 APPLICATION:

The applications are available in both print and online-interactive format at our website at www.chicagoparkdistrict.com and click on "Permits" (available on or after December 16, 2009). Hard copies of the application can also be obtained at the Chicago Park District Administration Office or any Region Office (available on or after December 17, 2009).

Please review the 2010 Special Event Permit Application prior to submission as there have been modifications from previous years. In addition, there are new permit levels offered this year to accommodate park patrons with more options to host events.

We look forward to working with you to host a successful event next year!

PLEASE NOTE: Only applications delivered in person at the Park District Administrative Office (located at 541 N. Fairbanks Ct.) will be processed on January 4, 2010 beginning at 8:00 am. Applications submitted by mail, e-mail and fax, applications received at any Region Office (North, Central and/or South), and all applications received prior to 8:00 am on January 4, 2010, will not be processed until January 5, 2010. The Park District cannot guarantee that all applications received prior to January 4, 2010 at 8:00 am will be processed in the order received on January 5, 2010. Furthermore, only completed applications submitted with the \$35 application fee will be processed, regardless of the date/time and/or delivery method the application is submitted. Please visit www.chicagoparkdistrict.com and click on "Permits" for updated submission information.

For more information, please contact the Department of Park Services at (312) 742-5369, TTY (312) 747-2001, or visit the website at www.chicagoparkdistrict.com.

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and play