



## EVENT FEATURES

All event features are subject to the approval of the Park District. Additionally, certain event features such as street closures and those mentioned below may require separate permits from the City of Chicago. For information regarding City of Chicago permits, please contact either the numbers noted below or the Mayor's Office of Special Events at (312) 744-3315.

### **ALCOHOL** (Group 4, Athletic 4-6, Corporate and Festivals/Concerts Permits only)

Alcohol is only allowed on Park District property when a Group 4 (service only), Athletic 4-6, Corporate 1-3, or Festivals/Concerts Special Event Permit has been issued and the alcohol is being provided by a company that has appropriate licenses from the State of Illinois Liquor Commission, and the City of Chicago Department of Business Affairs and Licensing. Additionally, a City of Chicago Special Event Liquor License may be required. Finally, liquor liability and contingent liquor liability insurance is required in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Chicago Park District as additional insured.

#### **ALCOHOL SALE: Are you requesting permission to sell beer or wine at your event?**

(Please check only one response. If Yes, please list the vendor name(s) and items to be sold. Include portion size and describe plan for distribution. Document(s) with this information may be attached.)

Yes<sup>2</sup>, to event participants only     Yes<sup>2</sup>, to the general public     No

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **ALCOHOL SAMPLING: Are you requesting permission to sample beer or wine at your event?**

(Please check only one response. If Yes, please list the vendor name(s) and items to be sold. Include portion size and describe plan for distribution. Document(s) with this information may be attached.)

Yes<sup>2</sup>, to event participants only     Yes<sup>2</sup>, to the general public     No

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**<sup>2</sup>Additional Documentation Required:** If your event includes the sale or sampling of alcohol, please submit the necessary paperwork to the State of Illinois Liquor Commission and City of Chicago, and submit the appropriate insurance certificate to the Chicago Park District.

### **PRODUCT SALES AND SAMPLING** (Athletic 3-6, Corporate, Promotions and Festivals/Concerts Permits only)

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to Park District approval of the request. If any question below is answered "Yes", then submit a Concession Waiver Application and obtain the appropriate permits from the City of Chicago.

#### **FOOD AND NON-ALCOHOLIC BEVERAGES**

##### **Are you requesting permission to sample food and/or beverages?**

(Please check only one response. If Yes, please list the vendor name(s) and the items to be sold. Include portion size and describe plan for distribution (tent, cart, mobile van, etc.). Document(s) with this information may be attached.)

Yes, to event participants only     Yes, to the general public     No

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### **Are you requesting permission to sell food and/or beverages?**

(Please check only one response. If Yes, please list the vendor name(s) and items to be sold. Please describe plan for distribution (tent, cart, mobile van, etc.). Document(s) with this information may be attached.)

Yes, to event participants only     Yes, to the general public     No

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MERCHANDISE

**Are you requesting permission to sample merchandise?**

(Please check only one response. If YES, please list the vendor name(s) and items to be sampled. Please describe plan for distribution (tent, cart, mobile van, etc.). Document(s) with this information may be attached.)

Yes, to event participants only     Yes, to the general public     No

↓  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you requesting permission to sell merchandise?**

(Please check only one response. If YES, please list the vendor name(s) and items to be sampled. Please describe plan for distribution (tent, cart, mobile van, etc.). Document(s) with this information may be attached.)

Yes, to event participants only     Yes, to the general public     No

↓  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VENDORS** (Athletic 4-6, Corporate, Promotions and Festivals/Concerts Permits only)

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants. Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to Park District approval of the request. If you answer "Yes" below, then submit a Concession Waiver Application and obtain the appropriate permits from the City of Chicago.

**Will your event feature vendors?**

(Please check No or Yes below. If YES, please provide additional information as requested below. Document(s) with this information may be attached.)

No     Yes    → Description: \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE**

Applicant will indemnify and defend the Park District, its officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and 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 the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Chicago Park District Code and agree to abide by them.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**SUBMITTING YOUR CONCESSION WAIVER APPLICATION**

Please accurately complete and submit (by fax, e-mail or mail) this application for review **at least 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** to the following:

Chicago Park District, Department of Park Services  
541 N. Fairbanks Ct., 4th Floor  
Chicago, IL 60611  
Fax: (312) 742-6038