



# EVENT REQUEST APPLICATION

Please ensure all items below are complete prior to submitting this application. Applications must be submitted two weeks prior to the event to:

MB Real Estate Services Inc.  
 Maggie Daley Park  
 Email: [info@maggiedaley.com](mailto:info@maggiedaley.com), Phone: 312.552.3000 x102

*This application is required for all park rentals or and does not constitute approval for use.*

*Upon approval and scheduling of your event, all payments must be made through the Chicago Park District portal. Create an account here: [https://apm.activecommunities.com/chicagoparkdistrict/Create\\_Account](https://apm.activecommunities.com/chicagoparkdistrict/Create_Account)*

**DO NOT REQUEST A PERMIT - A PERMIT WILL BE AUTOMATICALLY GENERATED UPON APPROVAL.**

## GENERAL EVENT INFORMATION

NAME OF EVENT:	OPEN TO THE PUBLIC?
SPONSORING ORGANIZATION:	ESTIMATED ATTENDANCE?
CONTACT NAME:	CONTACT PHONE NUMBER:
CONTACT EMAIL:	EVENT HOURS:
STREET ADDRESS:	LOAD-IN/LOAD-OUT TIMES:
CITY, STATE, ZIP:	REQUESTED DATE(S):

Description of proposed event, including sponsorship or vendor information, if applicable:

*Outline basic flow of the event. List any notable aspects. For example: "Event is an elaborate cocktail reception and silent auction in the Fieldhouse followed by ice skating on the Ice Ribbon."*

Please check YES or NO to the following questions:

- Will food be served at the event?    YES    NO
- Will alcohol be served at the event?    YES    NO
- Will the event be publicized?    YES    NO
- Does the public have to purchase a ticket for the event?    YES    NO
- Will the event require electrical assistance?    YES    NO

EVENT LOCATIONS

FIELD HOUSE

<p><i>Minimum 2-hour rental</i></p> <p>CAPACITIES: Room A: 50 people Room B: 48 people</p> <p>Rental of ice skates, roller blades, scooters are discounted by 50%</p> <p>Kids climb: \$15</p>	<table border="0"> <tr> <td><u>Rental Fee Per Hour Per Room</u></td> <td style="text-align: right;"><u>\$150</u></td> </tr> <tr> <td>Refundable Security Deposit</td> <td style="text-align: right;">20% of Event Total</td> </tr> </table> <ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> <li>• If alcohol is being served there will be additional fees</li> <li>• Additional fees for custodial and security will be included in event proposal.</li> </ul>	<u>Rental Fee Per Hour Per Room</u>	<u>\$150</u>	Refundable Security Deposit	20% of Event Total
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Refundable Security Deposit	20% of Event Total				

*\*\*All rates subject to change based on time and party size. Some spaces may require additional security, custodial, and electrician staff time.*

CANCER SURVIVORS' GARDEN

<p>MONDAY-THURSDAY <i>Minimum 2-hour rental</i></p>	<table border="0"> <tr> <td><u>Rental Fee Per Hour</u></td> <td style="text-align: right;"><u>\$350</u></td> </tr> <tr> <td>Refundable Security Deposit</td> <td style="text-align: right;">20% of Event Total</td> </tr> </table> <ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> <li>• If alcohol is being served there will be additional fees</li> <li>• Additional fees for custodial and security will be included in event proposal.</li> </ul>	<u>Rental Fee Per Hour</u>	<u>\$350</u>	Refundable Security Deposit	20% of Event Total		
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<p>FRIDAY - SUNDAY <i>Minimum 2-hour rental</i></p>	<table border="0"> <tr> <td><u>Rental Fee Per Hour</u></td> <td style="text-align: right;"><u>\$550</u></td> </tr> <tr> <td>Refundable Security Deposit</td> <td style="text-align: right;">20% of Event Total</td> </tr> </table> <ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> <li>• If alcohol is being served there will be additional fees</li> <li>• Additional fees for custodial and security will be included in event proposal.</li> </ul>	<u>Rental Fee Per Hour</u>	<u>\$550</u>	Refundable Security Deposit	20% of Event Total		
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Refundable Security Deposit	20% of Event Total						
<p>CEREMONY ONLY <i>Minimum 2-hour rental</i></p>	<table border="0"> <tr> <td><u>Rental Fee Per Hour</u></td> <td style="text-align: right;"><u>\$300</u></td> </tr> <tr> <td>Personnel</td> <td style="text-align: right;"><u>\$100</u></td> </tr> <tr> <td>Refundable Security Deposit</td> <td style="text-align: right;">20% of Event Total</td> </tr> </table> <ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> </ul>	<u>Rental Fee Per Hour</u>	<u>\$300</u>	Personnel	<u>\$100</u>	Refundable Security Deposit	20% of Event Total
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Personnel	<u>\$100</u>						
Refundable Security Deposit	20% of Event Total						

*\*\*All rates subject to change based on time and party size. Some spaces may require additional security, custodial, and electrician staff time.*

EVENT LOCATIONS *CONTINUED*

THE GREAT LAWN

Minimum 4-hour rental	Rental Fee Per Hour	\$1200
	Refundable Security Deposit	20% of Event Total
<ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> <li>• If alcohol is being served there will be additional fees</li> <li>• Additional fees for custodial and security will be included in event proposal.</li> </ul>		

*\*\*All rates subject to change based on time and party size. Some spaces may require additional security, custodial, and electrician staff time.*

PICNIC GROVES

CAPACITIES: Picnic Grove A: 50 people Picnic Grove B: 48 people Picnic Grove A and B can be combined  Adjacent Lawn is \$250 per hour	Rental Fee Per Hour	\$250
	Refundable Security Deposit	20% of Event Total
<ul style="list-style-type: none"> <li>• Upfront cost is 50% of fee and labor + security deposit to secure date</li> <li>• If alcohol is being served there will be additional fees</li> <li>• Additional fees for custodial and security will be included in event proposal.</li> </ul>		

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PICNIC PERMIT RENTAL FEES

For groups larger than 50 persons are allowed in Maggie Daley Park with a permit. The permitting fee is based upon the group size and does not include any special use items such as: inflatables, generators, alcohol, amplified sounds, tents, or a petting zoo. A permit is not needed if you are renting a space within the park.

50 - 100 people	\$200
100 - 200 people	\$400
200 - 400 people	\$700
400+ people	Requires a special event permit

**All vendors and providers, including subcontractors and event planners, must provide a certificate of insurance meeting the specified requirements 48 hours prior to the event. Permits will not be issued, nor applications approved, if the insurance certificates have not been received. Please attach certificates of insurance pursuant to specified requirements. These are minimum requirements and may be changed, based on nature of event.**

**MISCELLANEOUS**

- Park hours: 6:00 am – 10:00 pm, seven days a week
- Fieldhouse hours are seasonal, please check website
- The following are not permitted in the park
  - Alcohol (outside of designated areas)
  - Smoking
  - Open flame or grilling
  - Parking on grass or walkways
  - Drones
  - Segways
  - Bikes
  - Littering
  - Animals, other than service animals
  - Sports leagues or large gatherings without a permit
- Please visit website, [MaggieDaleyPark.com](http://MaggieDaleyPark.com), for Ice Ribbon and Climbing Wall information and regulations
- Photography and video shoots must have a separate license and application submitted
- Media Inquires to be directed to Chicago Park District: 312.742.4786

All payments will be made on-line through your Chicago Park District account.  
ACH payments are also available per request.

A special event permit from DCASE is required if the event is open to the public, 400 attendees or more and liquor requires the purchase of a ticket.

**INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS**

## POLICY LIMITS – MINIMUM LIMITS

**COMMERCIAL GENERAL LIABILITY INSURANCE**

Combined Single Limit	\$1,000,000.00 Per Occurrence
Bodily Injury & Property Damage	\$2,000,000.00 Aggregate Limit
	\$2,000,000.00 General Aggregate

General Aggregate Limit must apply **per Project** or **per Location**

Products/Completed	\$2,000,000.00 Aggregate Limit
Operations	\$2,000,000.00 Aggregate Limit
Personal Injury & Advertising Limit	\$2,000,000.00 Aggregate Limit

**UMBRELLA LIABILITY INSURANCE**

Umbrella Liability Policy	\$5,000,000.00
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**EXCESS (UMBRELLA) LIABILITY INSURANCE**

Limit of Liability no less than	\$5,000,000.00
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**WORKERS' COMPENSATION**

For Coverage A (statutory limits) and Coverage B, Employer's Liability with limits of:

Bodily Injury by Accident for Each Accident	\$500,000.00
Bodily Injury by Disease for Policy Limit	\$500,000.00
Bodily Injury by Disease for Each Employee	\$500,000.00

**COMPREHENSIVE AUTOMOBILE LIABILITY**

Insurance which shall include all owned, leased, hired or non-owned vehicles with limits of liability as follows:

Bodily Injury and Property Damage	\$1,000,000.00
Each Occurrence	\$1,000,000.00

**ADDITIONAL INSUREDS with respect to the General Liability and Auto Liability Coverage,**

**Umbrella follows form:**

Chicago Park District  
MB Real Estate Services, Inc.

**CANCELLATION POLICY:** Should any of the above-described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**CERTIFICATE HOLDER**

MB Real Estate Services, Inc.  
Maggie Daley Park  
337 E. Randolph Chicago, IL 60601

**EMAIL CERTIFICATES OF INSURANCE TO:** Event Coordinator, [info@maggiedaleypark.com](mailto:info@maggiedaleypark.com)