

# 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:

Transwestern Commercial Services Illinois, L.L.C.  
Maggie Daley Park  
Email: [info@maggiedaley.com](mailto:info@maggiedaley.com), Phone: 312.552.3000 x102

*This application is required for all park rentals 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):


Please write a short description of the proposed event and elaborate on any equipment that will be brought into the park. Please include vendor information and desired rental space


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
- Will portable toilets be brought in for this event?    YES    NO


**EVENT LOCATIONS:** Click the  next to each location name for more information, photos, and videos.

**THE GREAT LAWN**  *Minimum 4-hour rental, with a refundable security deposit that is 20% of the event's total.*  
 Rental Fee Per Hour \$1200

**SOUTHWEST LAWN**  *Minimum 4-hour rental, with a refundable security deposit that is 20% of the event's total.*  
 Rental Fee Per Hour \$600

**CANCER SURVIVORS' GARDEN**  *Minimum 2-hour rental, with a refundable security deposit that is 20% of the event's total.*

MONDAY-THURSDAY	Rental Fee <u>\$350/hr</u>
FRIDAY - SUNDAY	Rental Fee <u>\$550/hr</u>
CEREMONY ONLY	Rental Fee <u>\$300/hr</u>
	Personnel <u>\$100</u>

**PICNIC GROVES**  *Requires a refundable security deposit that is 20% of the event's total.*

CAPACITIES: Picnic Grove A: 50 people Picnic Grove B: 48 people Picnic Groves A and B can be combined	Rental Fee - Grove A <u>\$250/hr</u>
	Rental Fee - Grove B <u>\$250/hr</u>
	Rental Fee - Picnic Grove Lawn <u>\$250/hr</u>

**PICNIC PERMITS:** 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

**FIELD HOUSE** *Minimum 2-hour rental, with a refundable security deposit that is 20% of the event's total.*

CAPACITIES: Room A: 50 people Room B: 48 people	Rental Fee Per Hour Per Room <u>\$150</u>
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*Indoor (Fieldhouse) facilities are available on a limited basis due to Chicago Park District programming.*

**ALL SPACES**

- Upfront cost is 50% of fee and labor + security deposit to secure the date(s)
- If alcohol is being served there will be additional fees
- Additional fees for custodial and security will be included in the event proposal.
- All rates are subject to change based on time and party size. Some spaces may require additional security, custodial, and electrician staff time.

**PROPERTY SPECIFIC RULES**

## Park Hours of Operation

- 6:00 am – 10:00 pm, seven days a week
- Fieldhouse hours are seasonal. Please check the website at [www.maggiedaleypark.com](http://www.maggiedaleypark.com).

## Events

- Site plan and production timeline need to be submitted for events over 100 people.
- Vehicles or machinery driving on Maggie Daley Park pathways must be under 11,000 lbs. in gross weight inclusive of all cargo and materials.
- Vehicles or machinery are not permitted to drive on Maggie Daley Park lawn surfaces.
- Tents must be weighted. Staking tents, flags, signage, or equipment into any Maggie Daley Park lawn surface is not permitted.
- Lawn assessment to be completed for events bringing equipment onto a Maggie Daley Park lawn surface.
- If alcohol is permitted, it must be served by a licensed 3rd party vendor.

## General

- 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
- Photography and video shoots must have a separate license and application submitted.
- Media inquiries should be directed to the Chicago Park District: 312.742.4786
- Please visit [www.maggiedaleypark.com](http://www.maggiedaleypark.com) for ice ribbon and climbing wall information and regulations.

**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 the nature of the event.**

All payments will be made online 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, has 400 attendees or more, and liquor requires the purchase of a ticket.

**INSURANCE REQUIREMENTS FOR CONTRACTORS/VENDORS POLICY LIMITS – MINIMUM LIMITS**

**COMMERCIAL GENERAL LIABILITY INSURANCE**

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

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

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

**UMBRELLA LIABILITY INSURANCE**

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

Limit of Liability no less than	\$5,000,000
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**WORKERS COMPENSATIONS**

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

Bodily Injury by Accident for Each Accident	\$500,000
Bodily Injury by Disease for Policy Limit	\$500,000
Bodily Injury by Disease for Each Employee	\$500,000

**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
Each Occurrence	\$1,000,000

**CERTIFICATE HOLDER:**

Transwestern Commercial Services Illinois, L.L.C  
 Maggie Daley Park  
 337 E. Randolph Chicago, IL. 60601

**ADDITIONAL INSURED**s with respects to the General Liability and Auto Liability Coverage, Umbrella follows form:

1. Chicago Park District
2. MB Real Estate Services Inc.
3. Transwestern Commercial Services Illinois, LLC, dba Transwestern and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of same.
4. Transwestern Commercial Services, LLC dba Transwestern and all of the respective partners, venturers, agents, representatives, servants, officers, directors, shareholders, employees, successors and assigns of same.

The additional insureds must be covered on a primary, non-contributory basis for any liability arising directly or indirectly out of the performance of the Work. Coverage must include a waiver of subrogation in favor of the additional insureds.

**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.

**EMAIL CERTIFICATES OF INSURANCE TO:**

[kevin.klein@transwestern.com](mailto:kevin.klein@transwestern.com), [oscar.cruz@transwestern.com](mailto:oscar.cruz@transwestern.com)