



2018 Maggie Daley Park - Event Request Application

INSTRUCTIONS: Please ensure all items below are complete prior to submitting an event request application at Maggie Daley Park. Please allow at least two weeks prior to event date for submission. Late applications will be subject to a 10% additional processing fee. Submissions can be filed with:

MB Real Estate Services Inc.
Maggie Daley Park
337 E Randolph St., Chicago, IL 60601
Email: Laura Decker, ldecker@mbres.com
Phone: 312.552.3000 ext. 106

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

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."

Event Location

Fieldhouse:

Single Room Rate – 2 Hour Party with 30 minute set up and 30 minute clean up = 3 total hours

Fieldhouse** Multiuse Room, 50 people Club Room 1, 48 people Club Room 2, 56 people Includes skate rental	Rental Fee:	\$700
	Personnel:	\$100
	Total:	\$800
	Refundable Security Deposit	\$160
	Total Cost:	\$960

Single Room Rate – 4 Hours

Fieldhouse** Room A, 50 people Room B, 48 people Room C, 56 people Includes skate rental	Rental Fee:	\$1000
	Personnel:	\$150
	Total:	\$1150
	Refundable Security Deposit	\$230
	Total Cost:	\$1380

\$250 for each additional hour

Double Room Rate – 4 Hours

Fieldhouse** Room A, 50 people Room B, 48 people Room C, 56 people Includes skate rental	Rental Fee:	\$2000
	Personnel:	\$300
	Total:	\$2300
	Refundable Security Deposit	\$460
	Total Cost:	\$2,760

\$250 for each additional hour



All Three Fieldhouse Rooms – 4 Hours

Fieldhouse**: Room A, 50 people Room B, 48 people Room C, 56 people	Rental Fee:	\$3500
	Personnel:	\$450
Combined room use allows 154 people	Total:	\$3950
	Refundable Security Deposit	\$790
	Total Cost:	\$4,740
	\$500 for each additional hour	

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

[Cancer Survivors' Garden:](#)

8 Hour Event Rate:

Monday – Thursday		Friday – Sunday	
Rental Fee:	\$2,500	Rental Fee:	\$4,500
Personnel:	\$500	Personnel:	\$500
Total:	\$3,000	Total:	\$5,000
Refundable Security Deposit	\$600	Refundable Security Deposit	\$1,000
Total Cost:	\$3,600	Total Cost:	\$6,000
\$500 for each additional hour		\$500 for each additional hour	

Ceremony Only Rates:

4 Hour Ceremony Only		2 Hour Ceremony Only	
Rental Fee:	\$1,500	Rental Fee:	\$600
Personnel:	\$250	Personnel:	\$250
Total:	\$1,750	Total:	\$850
Refundable Security Deposit:	\$350	Refundable Security Deposit:	\$170
Total Cost:	\$2,100	Total Cost:	\$1,020
\$500 for each additional hour		\$500 for each additional hour	

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

Lawn Rental Rates:

Lawn	\$1200 per hour for 4 hours minimum*
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**all rates subject to change based on time and party size. Some spaces may require additional security and custodial staff time*

Picnic Groves:

Picnic Grove A – 75 people Picnic Grove B – 50 people *Grove A & B can be combined Picnic Grove C – 30 people	\$250 per hour, per grove*
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**all rates subject to change based on time and party size. Some spaces may require additional security and custodial staff time*

Permit Fees:

Any groups with organized activities (field trips, kickball game, etc.) and/or groups larger than 50 persons are required to have a permit (this is NOT in addition to reserving private space). 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.

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

Please check YES or NO to 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

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.

Vendor Information

Vendor Name	Contact Name/Info	COI	Service Provided

Steps to book an event

1. Complete the application form
2. Provide the deposit (50% of the rental fee + 50% of the personnel fee + 20% security deposit)
3. Provide insurance as the event host and all of your vendors
4. Event must be paid in full, two weeks prior to your event date

Can only accept check for payment. Invoices provided. Checks made out to the Chicago Park District and sent via mail to Maggie Daley Park, Attn: Emily Bennett 337 E Randolph Street, Chicago, IL 6061

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

Insurance Requirements for Contracts 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 COMPENSATIONS

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 respects 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: LDecker@mbres.com

Chicago Park District Policies and Procedures

Special Events – MBRES Designee

An MBRES Designee will work closely with the Permittee to ensure that the Event proceeds smoothly. Signed contracts, copies of insurance certificates, building permits, and any other necessary paperwork must be approved by and be on file with the MBRES Designee 14 days prior to the Event.

Amenities

MBRES and the Chicago Park District do NOT provide amenities such as portable toilets, sound systems, stages, tents, canopies, fencing or other equipment. Amenities and event features are provided at the sole expense and risk of the Permittee. Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by MBRES and the Chicago Parks District are at the sole expense and risk of the Permittee.

Catering

To insure the success of the Event, MBRES will provide a list of preferred caterers who are trained in the policies and procedures of MBRES. All of our caterers are fully licensed by the city and state. They have provided current certificates of insurance to MB Real Estate Services. The caterer provides all personnel, materials, and supplies required in the preparation of food, alcoholic and non-alcoholic beverages, and the beverages themselves. Space is provided as available for food preparation. Cash bars are prohibited. Clients may NOT provide their own alcohol. Any violations may result in denial of your event.

Rentals

Tents 240 square feet or larger are subject to availability and may require a permit from the City of Chicago Department of Buildings.

Planning and Set-up

A final layout must be submitted to MBRES for approval (1) month prior to the Event. If extensive or unusual or special set-up is required, it must not interfere with other site activities and must be arranged with the MBRES Designee. A final walkthrough by the caterer, MBRES and Permittee must occur no later than (1) week prior to the Event to finalize arrangements.

Electrical Needs

Electrical power at the Indoor Special Use Site is limited. The MBRES Designee can show locations of electrical outlets. A detailed electrical plan must be submitted to the MBRES Designee at least (1) week prior to the Event. The MBRES Designee can coordinate the use of MBRES electricians for an event if necessary for an additional fee. This must be coordinated at least (2) weeks prior to the Event and charges will incur.

Lighting

If decorative lighting is to be used, a detailed plan must be submitted to the MBRES Designee at least (2) weeks prior to the Event for review. Open flames are not permitted. Votive lights and enclosed candles are acceptable for use on tables.

Deliveries

CPD and MBRES employees may not accept deliveries. All equipment or rentals must be delivered and must be removed within your timeframe. Unless otherwise permitted by the MBRES Designee, there are no exceptions. The Permittee is responsible for receiving deliveries for the Event including transporting and securing items within the Indoor Special Use Site.

Cooking Equipment

Chafing dishes, metal hotboxes, and sterno may be used in the Indoor Special Use Site for food heating. Prior to use, the MBRES Designee must approve any other cooking equipment. All cooking equipment must be accompanied by an ABC fire extinguisher located in the immediate area of cooking. Exterior doors must be closed whenever grilling outside at an Indoor Special Use Site. Coals must be disposed of in a manner approved by the CPD Designee.

Housekeeping

The Indoor Special Use Site will be clean and ready for set-up for the permitted event. The caterer is responsible for cleaning of food preparation areas and food service cleanup during and after an event. Caterer must take all trash to dumpster or off-site premise.



Insurance

Certificates of insurance and endorsements are required and must show the Permittee as insured and MBRES and CPD as additionally insured for the date(s) of the Event. MBRES Risk Management may approve Permittee insurance provided it has a Best's rating of no less than A:VII and MBRES and CPD are listed as additionally insured. CPD Risk Management and the Region Manager must review any event with projected attendance over 500.

Inclement Weather

MBRES reserves the right to cancel or relocate an event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to Maggie Daley Park. No rain dates will be issued. Refunds will not be granted for inclement weather. Larger events are required to submit an inclement weather plan for review. Plan is to include contingencies for extreme heat/cold, high winds, and severe storms.

Indoor Special Use Site/Special Event Venue

Any Indoor Special Use Site is a smoke free facility. Permittee shall enforce this policy. MBRES reserves the right to approve or disapprove any entertainment offered at an Event to ensure that the nature of the gathering is consistent with the CPD's mission. The name and type of entertainment must be provided to the MBRES Designee at least (30) days in advance of the Event. All amplified sound is subject to the City of Chicago Noise Ordinance (11-4-1100). MBRES prohibits any form of gambling activity, firearms, and live animals. The MBRES Designee must approve use of any automobile, vending, distribution of pamphlets, smoke, lasers or any equipment to be hung from any surface. Nothing may be hung or suspended from any tree or shrub.

Fund Raiser Events

Any organization seeking to use the Special Use Site for an Event involving an admission charge or fundraising must qualify as a non-for-profit, tax-exempt organization under Section 501c (3) or other section of the IRS code. A copy of the IRS determination letter must be provided to the MBRES Designee prior to executing the Permit Agreement. The sponsoring organization must appear on the Permit Agreement and insurance certificate in their name. The sponsoring organization must be involved in the planning of the Event. Commercial ticketing by private agents is prohibited.

Security

Security must be provided by MBRES, unless otherwise determined. Security staffing requirements for each Event will be determined by the MBRES Designee and is based on type and nature of the Event. MBRES reserves the right at Permittee's cost to assign security for an Event which serves alcoholic beverages. In the event of an emergency MBRES may be contacted at 312.552.3000

Banners/Decorations

MBRES must approve the display of corporate, sponsor, Event identity logo's or banners. Upon approval, banners may be displayed only within the permitted area and secured on Permittee provided equipment. No nails, hooks or tape of any kind may be used to display banners. Any decorations to be used must be approved by the MBRES Designee. The Permittee must remove all decorations brought in by the Permittee. Balloons may not be released, and glitter or confetti is prohibited in an Indoor or Outdoor Special Use Site. If approved, any decorations to be hung, suspended or posted by Permittee must be placed at a height reachable with a six (6) foot ladder (which the client provides). Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed such as plants, flags or the piano etc.

General

Certificates of insurance & endorsement from Permittee and Permittee vendor must be on file with MBRES.. The CPD and MBRES must be listed as additionally insured on all certificates of insurance. Failure to comply with the conditions of this Permit Agreement or misrepresentation of any of the disclosures shall result in the immediate cancellation of the Permit Agreement. The Permittee shall waive any claims against MBRES or the CPD for damages arising from such cancellations.

All fees and costs associated with an Event will be the responsibility of Permittee or sponsoring organization. The Permittee or Event sponsor is also responsible for any damages to the Indoor and Outdoor Special Use Site. The permit holder agrees to pay for any costs or attorney fees associated with defending or enforcing any provisions or rights under this Permit Agreement.

An Event booking is not secured until an executed Permit Agreement and security deposit are received by MBRES. The security deposit is 50% of the rental fee + 50% of the personnel fee + 20% refundable security deposit. Any remaining fees are due two weeks (14 days) prior to the Event.

A guest count must be provided to the MBRES Designee with a guest count at least (30) days prior to the Event. All Permittees are required to comply with all conditions of the Permit Agreement. No significant increase in the number of attendees or any material aspect of this Event shall be changed less than (30) days prior to the Event without the consent of the MBRES Designee. Failure to comply with the above conditions may result in termination of the Permit Agreement. MBRES reserves the right to close access to the Event should the attendance reach site capacity.

MBRES may permit the use of other spaces within the Indoor and Outdoor Special Use Site during the permitted Event. An additional Permit Fee may be charged should the Permittee request additional use of the Indoor and Outdoor Special Use Site. MBRES is not responsible for any equipment or supplies left on the premises after the event.



MBRES reserves the right to reject any person or persons from the Premises, and upon exercise of this right by the MBRES Designee, its representative or agents, the Permittee hereby waives any right and all claims for damages against MBRES it's agents or employees. MBRES will reserve the right to disapprove the use of any subcontractor used for any component of the Event. MBRES reserves the right to alter or amend any of the Policies and Procedures. **An Event must begin no earlier than 6:00am and end no later than 11:00pm.**

Parking

Unless otherwise indicated by MBRES Designee, all parking arrangements must be coordinated and/or paid for by Permittee and/or their guests. Neither the Permittee nor any person attending an Event may park on the grass, service roads or athletic fields. Vehicles are prohibited within the Indoor Special Use Site. Failure to comply with this provision forfeits the Security Deposit.

Printed Materials

The content of all printed and Internet materials including promotional material, press releases, electronic copy and radio advertisements must be submitted to the MBRES Designee for review before being printed. Permittee shall not transmit a description of any portion of the Event by means of radio broadcasting or television or via the Internet without first receiving written permission from the MBRES Designee. Any violation can result in cancellation of the event. All photographs of MBRES property to be submitted for publication must be approved by the MBRES. Permittee may not place the MBRES or CPD telephone number on any written material without prior written consent of the MBRES Designee.

Prohibited Activities

No bonfires or open flame.
Any vehicles needed for load-in/load-out must be approved by MBRES.

Damage

The Permittee will be responsible for damage including repairs or replacement costs to equipment, furniture, or related items in or around the Indoor and Outdoor Special Use Site caused by Permittee or attendees.

Security Deposit

All permittees are required to pay a refundable security deposit. The amount will be refunded 30-60 business days after the event as long as there is no damage to MBRES and CPD property and all rules and regulations are followed. Violations in which part or entire security deposit will be withheld include (but are not limited to): entering/exiting outside of reservation time, deliveries/pick-ups outside of reservation time, unauthorized vehicles on-site and/or on the grass, misleading or undisclosed information, and any other violations

By signing this application you are confirming your event details to the best of your ability. Submitting an application for an event does not guarantee event approval. Events are not approved until signed off on by an employee of MB Real Estate Services INC.

Signature of Applicant: _____

Printed Name: _____

Date: _____

For Office Use Only

Date application received:

Signature of approval:

Date: