



## 2015 Soldier Field Parkland Special Event Permit Application

**Thank you for considering Soldier Field to host your event.**

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**Follow these steps to apply for your event:**

1. Please choose a parkland location for your event. You are encouraged to choose an alternative date in the event your first choice is not available.
2. Please be sure to complete all sections of this application. All proposed activities and events are subject to the approval of SMG.
3. Submit your application either by mail or fax. Submittal of an application does not grant you a permit; all applications are subject to review. A date/location will not be reserved without a completed application and the minimum **\$35.00 application fee**.
4. Upon receiving your Application and Application Fee, an Event Coordinator will contact you to inform you of the status of your reservation. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements. SMG reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company/organization, co-sponsors, event participants, event vendors, event activities, or the event itself. Moreover, SMG may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of event. **If necessary to accommodate a major event at the facility, with the projected attendance in excess of 10,000 attendees, SMG shall provide (30) thirty written days notice to the Licensee, and offer optional dates to re-schedule. In the event a mutually agreeable date cannot be re-scheduled, the Licensee will receive a full refund of the License Fee.** SMG will not be subject to any cancellation fees, or expenses incurred by the Licensee above the full refund of the License Fee.
5. Applicants are required to submit a **"Certificate of Insurance in the amount of \$2,000,000 30 days prior to commencement of event.** Commercial general liability insurance on an occurrence basis or equivalent with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence, combined single limit, for bodily injury, personal injury, and coverage for the actions of independent contractors, property damage liability, participants' legal liability and broad form contractual liability coverage. The Chicago Park District Indemnities shall each be named as additional insureds on the policy; The foregoing general liability insurance policy shall not contain exclusions from coverage relating to the following participants, legal liability activities or issues related to the Event hereunder: sporting events, rap concerts, performers, volunteers, animals, off-premise activities, and fireworks or other pyrotechnical devices;

**The following shall apply to the insurance policies described in clauses:**

SMG, the Chicago Park District, Illinois Sports Facilities Authority, Chicago Public Building Commission, City of Chicago, Illinois and Chicago Bears Football Club shall be named as additional insured hereunder.

**PARKLAND FEE SCHEDULE**

Event Categories		Required Fees			Event Features and Activities								Requirements		
		Rental Fee (per day)	Application Fee	Security Deposit	Attendance	Amplified Sound	Tents	Stages and Inflatables	Corporate Sponsorship and Signage	Product Sales and Sampling	Vendors	Alcohol Service	Insurance	Portable Restrooms	Maintenance & Security Services
<b>Athletic</b>	Level 1*	\$550.00	\$35	\$0	Under 300	Announcements only	yes	yes	no	no	no	yes	yes	SMG	
	Level 2*	\$3,000.00	\$35	\$1,000	301 to 800	Yes	None larger than 15' x 15'	Risers platform and inflatables only	yes	no	no	yes	yes	SMG	
	Level 3*	\$7,000.00	\$35	\$2,000	801 to 2,000	Yes	Yes	yes	yes	yes	no	yes	yes	SMG	
	Level 4*	\$12,000.00	\$35	\$2,000	2,000-15,000	Yes	Yes	yes	yes	yes	yes	yes	yes	SMG	
<b>Corporate</b>	Great Lawn	\$5,200.00	\$35	\$2,000	NA	Yes	Yes	yes	yes	no	no	yes	yes	SMG	
	Stadium Green	\$10,500.00	\$35	\$2,000	N/A	Yes	Yes	yes	yes	yes	no	yes	yes	SMG	
	South Lot	\$12,000.00	\$35	\$2,000	NA	Yes	Yes	yes	yes	yes	yes	yes	yes	SMG	
<b>South Courtyard /100 Mezzanine</b>	All levels	\$5,000.00 If used as additional space \$3,000.00	\$35	\$2,000	NA	Yes	Yes	yes	yes	yes	yes	yes	yes	SMG	

- \*Additional fees from the City of Chicago, Park District, and Sister Agencies may apply.
- See enclosed Services and Equipment Fee Schedule.

## Event Rules and Regulations

All events and applicant's guests, vendors, concessionaires and exhibitors are subject to must abide by all codes, rules, regulations, ordinances, statutes, and laws of the Park District, the City of Chicago, the State of Illinois, and the United States of America.

### Amenities

• Applicants are required to use the following services for their event through SMG: Maintenance, Security and Portalet rental. We also provide additional amenities (Please see Service fee Schedule).

### Assignment

• Contracts are not assignable and are non-transferable.

### Cancellation

• All cancellations must be made in writing. If your written cancellation is received less than 90 days prior to your event 50% of fees will be retained by SMG. If you cancel your event with less than 60 days notice, 100% of fees will be retained by SMG. All application fees are non-refundable.

### Event Hours

• Events are restricted to the public hours of the parks (6:00am – 11:00pm).

• *If access to parkland is necessary for set-up or breakdown either before or after public hours, then the applicant may be charged a fee to cover all costs associated with the request.*

### Fees and Fee Deadlines

\* Applicant will be charged half the applicable rental fee for each day of set-up and break-down.

\* Not-for-profit organizations shall be charged half the rental fee for Athletic events whose entire net proceeds directly benefit a 501©3 not-for-profit organization where no part of the net earnings inure to the benefit of any private shareholder or person. A 25% reduction in rental fee is offered to events for which a portion of the financial arrangement/agreement between the event organizer and the not-for-profit entity. The event organizer must also provide the not-for-profit entity's documentation of status such as current Secretary of State or other State/Federal proof of not-for-profit status. This discount does not apply to Corporate and Festival/Concert events.

Special Events	Full payment of Rental fee, Security Deposit, Maintenance and Service Fees must be submitted no later than <b>30</b> days prior to the event
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### Grilling

• Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. Hot coals must be cooled or doused with water after use and must be disposed of in red coal containers. Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited.

### Inclement Weather

• No rain dates will be issued. Refunds will not be granted for inclement weather.

• Soldier Field reserves the right to cancel or relocate and event due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to the property.

### Security Deposit

• If you are applying for more than one event, separate security deposits must be submitted for each event, even if the applicant is the same.

- The Event Coordinator will conduct a post-event review and if all rules and regulations have been observed and the parkland is returned in a clean condition without damage, then the security deposit will be refunded within 30 days after the event.
- Circumstances where SMG may retain a portion or all of the security deposit include: 1) damage to parkland property; 2) additional clean up costs; 3) operation of vehicles on grass or athletic fields; 4) misuse of parkland facilities; 5) grilling in prohibited areas; 6) leaving event equipment on property beyond 24 hrs. after the permitted breakdown time; 7) misrepresenting in this application the event attendance or event features; and 8) failure to abide by all laws, statutes, ordinances, rules, regulations, codes and executive orders of the Park District, the City of Chicago, the State of Illinois, and the United States of America
- Applicant also agrees to reimburse SMG for any costs for clean-up and restoration that exceed the amount of the security deposit.
- Applicant is responsible for ensuring that all guests, vendors, concessionaires, and exhibitors abide by all applicable rules. The applicant further understands that failure to comply may result in revocation of contract and forfeiture of the security deposit.

### **Signage**

- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Park District property is strictly prohibited.

### **Maintenance**

- The green spaces surrounding Soldier Field are maintained by SMG. Equipment needs and hours of service will be determined by Soldier Field Event Coordinator.

### **Goldstar Family Police Memorial Park**

- The Goldstar Police Memorial Park is located within the Great Lawn event space. Vehicles, tents, grills and other equipment are not allowed within the memorial space. Violations occurring within this space will result in forfeiture of security deposit.

### **Animals & Petting Zoos**

- **Animals** may be allowed on Park District property if the following conditions are satisfied (1) proof of insurance and endorsement (2) proof of ownership, (3) vaccination records, and (4) all documentation and payment must comply with the Fees and Deadlines section or late fees and/or denial of request may result.
- **All petting zoos must be registered with the State of Illinois and certified by the United States Department of Agriculture.**

### **Portable Toilets**

\*All portable toilets must be located on hard surface. Rental must be obtained through SMG.

### **Tents and Canopies**

\*Tents, canopies, stages and platforms over 400 square feet are required to be permitted from the City of Chicago Department of Buildings (DOB) (312) 744-3449.

All tents and canopies must be clearly identified on the Site Map. In certain locations staking of tents and canopies are prohibited. The applicant may be subject to cover all costs associated with installation of tents and canopies.

# SOLDIER FIELD

**Instructions:** Please carefully read the "Fee Schedule" and "Event Rules and Regulations" sections on the previous pages before completing this application.

## Applicant Information

Name of Event Manager/Coordinator \_\_\_\_\_

Organization/Production Company \_\_\_\_\_  
(if applicable)

Street Address \_\_\_\_\_ Apartment/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Pager/Cell Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Event Day On-Site Contact \_\_\_\_\_ Cell Number \_\_\_\_\_  
(if different from coordinator)

## Event Information

Event Name \_\_\_\_\_

### Location and Date

Parkland Area \_\_\_\_\_

Date \_\_\_\_\_

(2<sup>nd</sup> Choice) \_\_\_\_\_

(2<sup>nd</sup> Choice) \_\_\_\_\_

### Set-Up and Breakdown

Set-Up Date(s) \_\_\_\_\_

Time \_\_\_\_\_

Breakdown Date(s) \_\_\_\_\_

Time \_\_\_\_\_

### Event Day(s)

Number of Participants \_\_\_\_\_

Number of Spectators \_\_\_\_\_

Start Time \_\_\_\_\_

Step-Off Time (if applicable) \_\_\_\_\_

Finish Time \_\_\_\_\_

### Event Producer

Are you, the applicant, producing this event on behalf of another organization?

- no  
 yes – Name of organization: \_\_\_\_\_  
(If yes, attach an endorsement letter from the organization.)

Is the applicant requesting a not-for-profit discount on permit fee?  no  yes Please attach current verification of 501c3 status.

Do 100% of net proceeds solely benefit a not-for-profit organization?  no  yes

*If your event is a reoccurring walk or run, please submit your final 2014 participant roster list identifying the number of participants. Do not include personal or confidential information.*

## Type of Event

Please consult the Fee Schedule on page four to determine which type of event you are planning. Check the corresponding box below.

### **Athletic**

- Level 1  
 Level 2  
 Level 3  
 Level 4

### **Corporate**

- Great Lawn  
 Stadium Green  
 South Lot /Adler Lot  
 Other

### **Other**

- Festival/Concert

## Event Features

All event features such as medical plan, security plan, maintenance plan, route, site plan, parking plan, promotional features and liquor service must be reviewed and approved by SMG.

All Athletic Level Permit requests must also complete Department of Cultural Affairs Special Events [www.cityofchicago.org/culturalAffairs](http://www.cityofchicago.org/culturalAffairs) or call (312) 744-3315 to receive a copy of the permit package.

### Alcohol

Alcohol must be served by a SMG approved vendor who has appropriate licenses from the State of Illinois Liquor Commission, and the City of Chicago-Department of Business Affairs and Licensing. 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 SMG and Chicago Park District as additional insured

Are you requesting permission to **sell** beer or wine at your event?  yes  no

Are you requesting permission to **sample** beer or wine at your event?  yes  no

Please contact the following preferred caterers to receive a quote for service. Robert Finnegan Premier Catering & Events, LLC F: (773) 306-1910 x 209 [Robert@mypremiercaterer.com](mailto:Robert@mypremiercaterer.com) or **Vido Ivanovic** | Chicago 365 Hospitality | Catering Sales-Operations Manager - Premium Services | Soldier Field 1410 S. Museum Campus Dr, Chicago IL, 60605 P: 312-235-7363 C: 312-519-1405 F: 312-235-7595 E: [Ivanovic-Vidomir@chicago-365.com](mailto:Ivanovic-Vidomir@chicago-365.com)

Amplified sound must comply with section 11-4-1110 of the Chicago Municipal Code. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your site map. Describe the plans for amplified sound, including hours of sound. A separate sheet with this information may be attached.

Hours of amplified sound: \_\_\_\_\_ to \_\_\_\_\_ Describe sound system: (please describe purpose and plans for amplified sound)

### Fireworks and Pyrotechnic Displays

Will your event feature any pyrotechnic devices?  yes  no

If "yes," then submit an Application for Pyrotechnics with all appropriate paperwork.

### Product Sales and Sampling (Athletic 4, Corporate, and Festivals/Concerts only)

Sales, sampling or giveaways of food, non-alcoholic beverages, or merchandise may require separate permits from the City of Chicago prior to SMG approval of the request. If any question below is answered "yes",

#### Food & Non-alcoholic Beverages

Are you requesting permission to sample food or beverages?  yes, to event participants only  yes, to the general public  no

Are you requesting permission to sell food or beverages?  yes, to event participants only  yes, to the general public  no

#### Merchandise

Are you requesting permission to sample merchandise?  yes, to event participants only  yes, to the general public  no

Are you requesting permission to sell merchandise?  yes, to event participants only  yes, to the general public  no

### Promotional Features (Athletic 4, Corporate, Promotions and Festivals/Concerts only)

Will your event feature any parked cars, inflatables, banners, or other promotional elements/features?  yes  no

If "yes," please describe. A separate sheet with this information may be attached

### Stages, Portable Toilets, Dumpsters, Fences, Generators, & Barricades, and other Structures

If you are planning to erect, install, or use any of these structures, please describe. **Include sizes and quantities of individual structures.** A separate sheet with this information may be attached. Some structures, such as large stages, may require a separate building permit from the City of Chicago – Department of Construction and Permits, (312) 744-3449. *Please note stages that cannot be built on site WILL require plywood laid by SMG laborers.* Fees will apply.

### Tents and Canopies

Tents or Canopies over 400 square feet require the client to obtain a building permit from the City of Chicago – Department of Buildings (312) 744-3449. If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached.

## Maps

### Route Map (if applicable)

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to SMG/Park District approval and use of any space outside the parkland (such as a City street) must be approved by the City. **SMG does not permit the public way.** Additionally, SMG is not responsible for any costs associated with the denial of a proposed route. For more information regarding City requirements, please contact the Mayor's Office of Special Events at (312) 744-3315. **Please note that Chicago Park District approval for a route that extends south of 31<sup>st</sup> Street or north of McFetridge. Chicago Park District Special Event Application will need to be completed and fees will apply.**

Will you be requesting permission to close a street or public way from the City of Chicago for your event:  yes  no

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

## Signature

If you plan to include any of the previously mentioned event features at your event, then provide a site map on a separate sheet. The site map should indicate the relative location of the following: all sources of amplified sound; tents and canopies; stages, inflatables, portable toilets, dumpsters, fences & barricades, and other structures; proposed driving paths for all equipment and supply vehicles; and locations of alcohol, food, and merchandise service. All site maps are subject to the approval of SMG.

By signing this Special Event Permit reservation application you assume responsibility to properly inform SMG of any and all amendments and/or revisions to the original application. The applicant must inform SMG upon immediate discovery of such amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Park District.

Applicant will indemnify and defend the SMG/Chicago Park District, its officials, agents and employees (the "Indemnities") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the indemnities 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 agree to abide by them and the Code of the Chicago Park District.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Form of Payment

Please check the box or boxes below for payment of the application fee, rental fee, and security deposit.

Cash: \$ \_\_\_\_\_ (amount)       Money Order       Cashier's Check       Credit Card

\_\_\_\_\_  
Cardholders Name (print as it appears on card)

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_/\_\_\_\_\_  
Expiration Date

Services/Equipment Fee Schedule			
Services/Equipment*	Categories	Costs	Notes
Parking**	Daily Rate	\$19.00 per vehicle/first 4 hours after \$22.00	Additional \$75.00 per (4 hour call) will be charged for parking personnel to Event Organizzer
	Event Parking	\$20.00 per vehicle	
	Bus Parking	\$40.00 per bus	
Security	Guard	\$23.00 per hour	Security is mandatory for all events. Staffing will be determined by Soldier Field Event Coordinator Staffing will be coordinated in 4 hour increments
	Guard Supervisor	\$28.00 per hour	
	Police Officer	\$39.00 per hour	
	Police Supervisor	\$42.00 per hour	
Washroom Facilities	Portable toilets	\$65.00 per unit	Clients are required to rent portable toilets from SMG
	Portable toilets- ADA assessable	\$105.00 per unit	
	Hand sinks	\$62.00 per unit	
	Cleaning of units	\$20.00 per unit	
Medical Services	Ambulance	\$130.00 per hour	Required <i>four</i> hour minimum
	Paramedic team	\$85.00 per hour	
	Nurse	\$45.00 per hour	
Labor	Cleaning services , plywood installation, refuse removal etc.	\$25.00 per hour	Clients are required to use SF laborers. SMG determines labor needs based on event review
Electrician	Set-up and breakdown	\$125.00 per hour \$187.00 overtime or weekend hours	Required <i>four</i> hour minimum

**\*\* All prices are subject to change as determined by SMG \*\***