



chicago park district

SPECIAL EVENT PERMIT APPLICATION

INSTRUCTIONS: Visit www.chicagoparkdistrict.com/permits-and-rentals. Purchase the \$35.00 "2015 Permit Application Fee". Additional information and fees start on page 11.

APPLICANT INFORMATION

PERMIT APPLICATION FEE RECEIPT NUMBER
1200215.001

TODAY'S DATE
11/6/14

NAME OF APPLICANT (same as individual's name listed in Signature section on page 10)
CBS Radio Inc. of Illinois d/b/a WJMK-FM - Christopher Clybor

DRIVER'S/STATE ID#
[REDACTED]

E-MAIL ADDRESS
[REDACTED]

DAYTIME PHONE
[REDACTED]

FAX
[REDACTED]

CELL PHONE
[REDACTED]

EVENT INFORMATION

EVENT NAME

K-HITS Summer Concert on the Beach

NUMBER OF PARTICIPANTS

NUMBER OF SPECTATORS
7,500 - 10,000

1ST CHOICE

SET-UP DATE(S)

6/24/15 & 6/25/15

EVENT DATE(S)

6/26/15 & 6/27/15

TEAR-DOWN DATE(S)

6/27/15 - 6/28/15

PARK

Montrose Beach

SET-UP TIMES

FROM: 6am TO: 10pm

EVENT TIMES

FROM: 4pm TO: 10pm

TEAR-DOWN TIMES

FROM: 10pm TO: 6am

SPECIFIC LOCATION

200 Montrose Drive, Chicago, IL 60640

2ND CHOICE

SET-UP DATE(S)

EVENT DATE(S)

TEAR-DOWN DATE(S)

PARK

SET-UP TIMES

FROM: TO:

EVENT TIMES

FROM: TO:

TEAR-DOWN TIMES

FROM: TO:

SPECIFIC LOCATION

3RD CHOICE

SET-UP DATE(S)

EVENT DATE(S)

TEAR-DOWN DATE(S)

PARK

SET-UP TIMES

FROM: TO:

EVENT TIMES

FROM: TO:

TEAR-DOWN TIMES

FROM: TO:

SPECIFIC LOCATION

4TH CHOICE

SET-UP DATE(S)

EVENT DATE(S)

TEAR-DOWN DATE(S)

PARK

SET-UP TIMES

FROM: TO:

EVENT TIMES

FROM: TO:

TEAR-DOWN TIMES

FROM: TO:

SPECIFIC LOCATION

5TH CHOICE

SET-UP DATE(S)

EVENT DATE(S)

TEAR-DOWN DATE(S)

PARK

SET-UP TIMES

FROM: TO:

EVENT TIMES

FROM: TO:

TEAR-DOWN TIMES

FROM: TO:

SPECIFIC LOCATION

6TH CHOICE

SET-UP DATE(S)

EVENT DATE(S)

TEAR-DOWN DATE(S)

PARK

SET-UP TIMES

FROM: TO:

EVENT TIMES

FROM: TO:

TEAR-DOWN TIMES

FROM: TO:

SPECIFIC LOCATION

NOTE: Regardless of place in queue, permit requests for lakefront parks or on national holidays may not be available.

Additional Information Required: If your event includes multiple locations, days and/or varying times, please attach a prioritized list.

CHICAGO PARK DISTRICT — DEPARTMENT OF REVENUE

541 North Fairbanks Court | Chicago, IL 60611 | Phone (312) 742-5369 | Fax (312) 742-6038 | www.chicagoparkdistrict.com

Version: 10/10/2014

| | |
|---|------------|
| EVENT DAY ON-SITE CONTACT (if different from Applicant) | CELL PHONE |
|---|------------|

Event SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Definition located on page 18).
(Please check No or Yes below. If Yes, please provide additional information as requested below. If No, please skip to Event Information section below.)

☒ No ☐ Yes → Name of Organization: _____

| | |
|--|-------------------------------|
| SPONSORING ORGANIZATION CONTACT NAME (if applicable) | SPONSORING ORG. CONTACT PHONE |
|--|-------------------------------|

| | | |
|--|------|----------|
| ADDRESS OF SPONSORING ORGANIZATION (if applicable) | CITY | ZIP CODE |
|--|------|----------|

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing this event.

Is the applicant requesting a not-for-profit discount on the permit fee?

(Athletic, Corporate, and Festivals/Performances/12,000+ Level Permits Only. Please check No or Yes below.)

☒ No ☐ Yes → Please attach current verification of not-for-profit status.
(Acceptable forms provided by US Federal Government or State of IL.)

☒ No ☐ Yes → Do 100% of net proceeds solely benefit a not-for-profit organization?
(If no, submit notarized affidavit of funds to be donated to not-for-profit entity or notarized agreement with the not-for-profit entity)

The Chicago Park District is interested in learning more about park users. Please select one age group which best describes your event participants/spectators. (Responding to this question is optional.)

☐ Youth (0-17) ☐ Young Adult (18-34) ☐ Adult (35-59) ☐ Seniors (60+) ☒ All Ages/Family

EVENT SUMMARY

CBS Radio (WJMK) will produce either a 1-day or 2-day event (still TBD) event on Friday, June 26th, 2015 and/or Saturday, June 27th, 2015 at Montrose Beach. The event will be open to people off all ages.

At this time, we are planning to work with The Dock at Montrose Beach as an event partner and concessionaire.

At the time, we do not have a charitable partner but are open to partnering with a local charity or foundation, or any other organization that would be beneficial to the Chicago Park District.

Does your event include a walk, bike, run, or other type of route? [Note: Please send in writing to assigned coordinator if the time below should change].

☒ No ☐ Yes → Step-off time: _____ AM / PM Number of Basic Aid Stations (\$405 Per Station): _____
Attach information if more than one route, ie, 5K, 10K, walk, run, etc.)
Number of Aid Stations with amplified sound or additional event features (\$3005 Per Station): _____

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes → Event Name: K-HITS Summer Concert on the Beach
Location: Montrose Beach Date: Saturday, June 21st, 2014

ADMISSION FEES, PARTICIPANT ENTRY FEES & SUGGESTED DONATIONS

Does your event plan to charge admission for entry?

(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 → Admission Fee per Adult: \$35 - \$100 AND/OR Admission Fee per Child: _____
Description(s): Ticket prices vary based on section

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 and State of Illinois. For information regarding City of Chicago permits, please contact either the numbers noted on page 28 or the Department of Cultural Affairs and Special Events (DCASE) at (312) 744-3315.

ALCOHOL *(Picnic 4, Athletic 4 to 5, Corporate and Festivals/Performances/12,000+ Permits only)*

Alcohol is only allowed on Park District property when a Picnic 4 (service only), Athletic 4-5, Corporate, or Festivals/Performances/12,000+ 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. 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. A copy of the appropriate license(s) issued by the State of Illinois and/or the City of Chicago must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DCASE at least 45 days prior to your event day. Additional late fees will apply from the State of Illinois if the appropriate paperwork is not submitted to DCASE 14 days prior to your event.

As part of the DCASE application package, the Chicago Police District Commander's and Alderman's review letters are required in order to obtain a Special Event Liquor License. Both the District Commander and Alderman need time to review your plan and have the ability to make recommendations to ensure participant and public safety. It is your responsibility to submit the required documentation/information to the appropriate Chicago Police District Commander and Alderman office a minimum of 45 days prior to your event. However, the Park District suggests that you submit your paperwork prior to these dates to ensure timely processing and adherence to Park District deadlines (refer Fees and Deadlines on page 14).

ALCOHOL SERVICE: Are you requesting permission to serve beer or wine at your event?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes, to event participants only ☒ Yes, to the general public Description(s): served by concessionaire

ALCOHOL SALE: are you requesting permission to sell beer or wine at your event?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes, to event participants only ☒ Yes, to the general public Description(s): served by concessionaire

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. A copy of the appropriate license(s) issued by the State of Illinois and/or the City of Chicago and appropriate insurance certificate must be submitted to the Park District 45 days prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).

PRODUCT SALES AND SAMPLING *(Athletic 3 to 5, Corporate, Promotions and Festivals/Performances/12,000+ 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 provide additional information in the description section below.

FOOD AND NON-ALCOHOLIC BEVERAGES

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

(Please check No or Yes. If Yes, please provide description.)

☐ No ☒ Yes, to event participants only ☒ Yes, to the general public Description(s): basic food and beverage items to be sold

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

(Please check No or Yes. If Yes, please provide description.)

☐ No ☒ Yes, to event participants only ☒ Yes, to the general public Description(s): basic food and beverage items to be sold

MERCHANDISE

Are you requesting permission to give away/sample merchandise?

(Please check No or Yes below. If Yes, please provide description.)

☐ No ☒ Yes, to event participants only ☐ Yes, to the general public Description(s): tbd items

Are you requesting permission to sell merchandise?

Please check No or Yes below. If Yes, please provide description.)

☐ No ☒ Yes, to event participants only ☐ Yes, to the general public Description(s): tbd items

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.

Does your event plan to use grills to prepare/cook food?

(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 \longrightarrow Number of Gas/Propane Grills: 2 - 3 AND/OR Number of Charcoal Grills: _____

Description: _____

AMPLIFIED SOUND (Picnic 3 & 4, Athletic 3 to 5, Corporate, Commemorative 2 to 4, Promotions and Festivals/Performances/12,000+ Permits only)

Are you requesting permission to have amplified sound? Amplified sound must be directed away from residences and must comply with section 11-4-2800 through 11-4-2920 of the Chicago Municipal Code. If you check "Yes" below, please describe your purpose and plans for amplified sound, including hours of sound. Amplified sound may be added to Picnic Levels 1 and 2 for a fee of \$150. Document(s) with this information may be attached. (Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes → **Hours of Amplified Sound:** 4pm To 11pm
(Please include hours for soundchecks.)
→ **Describe Sound System:** Amplify the band(s) & announcements during the show
(Please describe purpose and plans for amplified sound.)

Additional Information Required: If you checked "Yes" above, please identify the proposed location of sound system, direction of sound and location of all speakers on your Site Map. Speakers must face away from residences.

Are you planning to provide live entertainment as a feature of your event?
(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes → **Description:** Artist(s) TBD/in process

Additional Information Required: If you checked "Yes" above, please describe the artists/talent you plan to provide in the space provided above. Document(s) with this information may be attached.

TENTS AND CANOPIES

Tents and/or Canopies over 400 square feet are required to be permitted from the City of Chicago Department of Buildings (DOB), (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. All tents and/or canopies must be indicated on the Site Map (refer to page 19). The event organizer is responsible for any damage caused to park property/facility and must consult Park District staff prior to installation. In addition, you will be required to submit a letter from the Park District verifying the number and sizes of tents and/or canopies larger than 400 square feet before DOB will issue a permit. A copy of all permits issued by DOB must be submitted to the Park District before the submission deadline; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). Therefore, please plan accordingly by submitting all appropriate paperwork (including a letter of support from the Park District) to DOB at least 45 days prior to your event day. (Refer to Addendum B for more information).

Will your event feature tents and/or canopies?

(Please check No or Yes below. If Yes, please provide additional information as requested below.)

☐ No ☒ Yes → **Number of Tents/Canopies:** 20
Tent/Canopy Dimensions: Ten (10x) 10' x 10', Two (2x) 10' x 20', Eight (8x) 20' x 20'
(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size. Document(s) with this information may be attached. All tents and/or canopies must be indicated on the Site Map. A copy of all permits issued by the City of Chicago Department of Buildings must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).

VENDORS (Athletic 4 to 5, Corporate 3 and Festivals/Performances/12,000+ Permits only)

Vendors are organizations and businesses that may sell or advertise products and/or services to your event participants.

Sales, merchandise, sampling or giveaways of food, or non-alcoholic beverages require separate permits from the City of Chicago prior to Park District approval of the request.

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:** TBD vendors for merchandise/promotional giveaways

CORPORATE SPONSORSHIP (Athletic 3 to 5, Corporate, Promotions and Festivals/Performances/12,000+ Permits only)

Will your event include sponsors that will make either in-kind or monetary contributions for the purpose of conducting this event?

(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:** TBD event sponsors

VEHICLES (Athletic, Corporate, Commemorative, and Festivals/Performances/12,000+ Permits only)

The Park District may consider granting Vehicle Passes for the delivery of equipment and supplies for event set-up and tear-down. A Vehicle Pass does not grant permission to park or drive on grass, athletic fields or beaches. Parking for event staff/participants is available at parking lots and designated street parking, but may also be granted on-site for a limited number of vehicles. Driving and parking vehicles on grass, athletic fields and beaches is strictly prohibited.

Are you requesting permission to temporarily operate staff/supply vehicles on Park District service roads for delivery of equipment and supplies?

(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 → Number of Vehicles: 15 - 20
→ Vehicle Description(s): vehicles for staging, sound, lighting, fencing, portable restrooms,
(Please include the make, model and purpose for each vehicle.) additional set-up equipment & essential items. Vehicles TBD

Are you requesting permission to retain vehicles on-site for the duration of the event?

(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 → Number of Vehicles: 20
→ Vehicle Description(s): Vehicles essential for production, travel for artist(s), etc.
(Please include the make, model and purpose for each vehicle.) Exact vehicle makes & models TBD

Additional Information Required: If you checked "Yes" above, please include the make/model of each vehicle you are requesting permission to operate on Park District property. A ground protection plan is required if your request to operate vehicles on grass, athletic fields or beaches is approved.

PROMOTIONAL FEATURES (Athletic 3-5, Corporate, Promotions and Festivals/Performances/12,000+ Permits only)

Will your event feature any promotional vehicles, inflatables, banners, or other promotional elements? The location and quantity of all proposed promotional features must be identified on your Site Map.

PROMOTIONAL VEHICLES: Will your event feature promotional vehicles?

(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 → Number of Vehicles: 3 - 4
→ Vehicle Description: CBS/ WJMK vehicles. (Chevy Tahoe/Suburban)

INFLATABLES: Will your event feature inflatables? (refer to Inflatables on page 15)

(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 → Number of Inflatables: 1 - 2
→ Description: 10' inflatable balloon(s) with company logos

BANNERS: Will your event feature banners?

(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 → Number of Banners: 15- 20
→ Description: Banners to be placed around the event area - The Dock, stage, entrance

OTHER PROMOTIONAL ELEMENTS OR FEATURES: Will your event feature other promotional elements?

(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: TBD

Additional Information Required: If you checked "Yes" above, please identify the location of all promotional features on your Site Map.

STAGES/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, BARRICADES, GENERATORS, ETC.

If you are planning to erect, install, or use any of these structures, please describe below and identify the location of all structures on your Site Map (page 8). Include sizes and quantities of individual structures. A separate sheet with this information may be attached. Some structures, such as large stages/platforms over 2 feet tall or with any roofing or wings may require a separate building permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449. If a building permit is required, a letter from the Park District verifying the number and sizes of stages/platforms will be needed before the City of Chicago Department of Buildings will issue a permit. A copy of all permits issued by DOB must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14). Therefore, please plan accordingly by submitting all appropriate paperwork to DOB at least 45 days prior to your event day.

STAGES/PLATFORMS: Will your event include the installation of stages/platforms?

(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  Number of Stage(s): 1
 Stage Dimensions: Height: 40' Length: 40' Width: 40'

Additional Documentation Required: If you checked "Yes" above, please indicate the number of stages and platforms with the corresponding size. Document(s) with this information may be attached. All stages and platforms must be indicated on the Site Map. A copy of all permits issued by the City of Chicago Department of Buildings must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).



PORTABLE TOILETS: Will your event include the use of portable toilets? (refer to Accessibility Guidelines on page 26)

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from Park District property by the Permit tear-down time or at a time specified by the Park District.)

☐ No ☒ Yes  Number of Portable Toilets: 40 AND Number of Accessible Portable Toilets: 4
 Description(s): _____


DUMPSTERS: Will your event include the use of dumpsters?

(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  Number of Dumpsters: _____
 Description(s): Will apply for park district maintenance for trash removal



FENCING: Will your event include the installation of fencing?

(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: fencing to enclose the event



BARRICADES: Will your event include the use of barricades?

(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  Number of Barricades: TBD
 Description(s): lines outside of the event and space inside to separate areas



GENERATORS: Will your event include the use of generators?

(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  Number of Generators: 5
 Description(s): used to power the stage & sound

OTHER STRUCTURES: Will your event include the use of other structures not identified above (i.e. climbing walls, rides, etc.)?

(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  Number of Structures: 1 - 2
 Description(s): possible viewing platforms inside the event area

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, dumpsters, fencing, barricades, and all other structures on the Site Map, page 8. Document(s) with this information may be attached. A copy of all permits issued by DOB must be submitted to the Park District prior to your event; otherwise, late fees may apply (refer to Fee and Document Deadlines on page 14).

ADVERTISING AND MARKETING

Please note that all costs incurred promoting and marketing your event prior to the issuance of an approved Special Event Permit from the Chicago Park District and changes/modifications relative to the event from the Chicago Park District and/or the Department of Cultural Affairs and Special Events and other City of Chicago departments is at the sole expense and risk of the Event Organizer.

The Chicago Park District encourages electronic advertising and marketing to reduce paper usage.

How will your event attendees be notified or invited to the event?

(Please describe below. Document(s) with this information may be attached.)

Description: Event will be marketed to the general public, open only to those who have purchased tickets

Will your event be publicly advertised?

(Please check No or Yes below. If Yes, identify all methods/medias you intend to use and submit examples of all marketing materials. Document(s) with this information may be attached.)

☐ No ☒ Yes → Description: Radio & Digital Advertising

Will your event have a web page?

(Please check No or Yes below. If Yes, please write-in the web address. Document(s) with this information may be attached.)

☐ No ☒ Yes → Link: www.khitschicago.com - exact link TBD

TRANSPORTATION

Provide a transportation plan that explains how participants/spectators will get to and from the proposed event location. As a green initiative, the Park District recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as the bus, train, bicycle, car pooling, shuttles, etc. Visit www.transitchicago.com for more information about public transportation alternatives. Your description must identify proposed parking locations with recommended routes, public transportation modes and routes, and alternative modes of travel. You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location. If you are planning a walk/run event, please provide sufficient time for registration. Parking is not allowed on Park District property other than at parking lots and designated street parking. Vehicle passes are granted for set-up and tear-down of equipment and supplies only.

Description: Event participations will be encouraged to take public transportation (CTA) to the event site.

Rental of CPD parking nearby is probable.

STREET CLOSURES or Use of Public Way

The Park District does not permit the public way. If your event is requesting the closure of/use of a public street or public way (including sidewalks, cross walks or street crossings) you must obtain approval and all necessary permits from the City of Chicago. For more information regarding City requirements, please contact the Department of Cultural Affairs and Special Events at (312) 744-3315. All proposed routes are subject to Park District approval. The Park District is not responsible for any costs associated with the denial of a proposed route.

ANIMALS, EXHIBITIONS & 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 on page 14 or late fees and/or denial of the request may result. All petting zoos must be registered with the State of Illinois and certified by the United States Department of Agriculture. All animal exhibitions must be licensed by the Department of Business Affairs and Consumer Protection. Animals/petting zoos may be added to any event permit level at a cost of \$150. All requests are subject to the approval of the Park District and must comply with section 4-384-010 through 4-384-170 of the Chicago Municipal Code.

Does your event plan to provide animals and/or an exhibition or petting zoo?

(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: _____

MAPS

ROUTE MAP (Required for all Athletic Level Permit requests; Please be sure to identify any/all aid/water stations, etc.)

If your event is a run, walk, or other activity in which participants will be following a course, then you must attach a map (or sketch a map in the space provided below) and a written description of the proposed route. All proposed routes are subject to Park District approval and use of any space outside the park (such as a City street) must be approved by the City of Chicago. Additionally, the Park District is not responsible for any costs associated with the denial of a proposed route. For more information regarding City requirements, please contact the Department of Cultural Affairs and Special Events at (312) 744-3315.

SUBMIT A ROUTE MAP THAT INCLUDES:

- Course marshalls
- Aid Stations

SITE MAP (Required for all Applicants)

Attach a Site Map (or sketch a site map in the space provided below) if you plan to include any of the previously mentioned event features at your event. The Site Map should indicate the relative location of the following: all sources of amplified sound and direction of sound; tents and canopies with sizes; stages, promotional vehicles, inflatables, portable toilets, dumpsters, fences & barricades and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on Park District property during the event; locations of alcohol, food and merchandise service/sale; and proposed street closures. All Site Maps are subject to the approval of the Park District.

SECURITY PLAN AND MEDICAL SERVICES

Depending on the size and activities of your proposed event, the Park District may require the presence of medical and/or security personnel. Furthermore, you are responsible for and will bear all costs related to policing, cleaning and restoring the park upon conclusion of the event or activity and will reimburse the Park District for any such costs incurred by the Park District.

SECURITY PLAN *(Required for Picnic 4, Athletic 3-5, Corporate, and Festivals/Performances/12,000+ Permits only)*

Have you made provisions for on-site security services? Please note that Park District Security may be available for your event. For more information, contact the Department of Revenue (refer to contact information on page 12 of this application).

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

☐ No ☒ Yes → Please provide the information requested below

| | | | |
|---|---------------------------|---|--|
| SECURITY COMPANY Safety Service Systems, Inc. | | CONTACT NAME Mary Beth Gerlach | |
| NUMBER OF SECURITY STAFF PER SHIFT PER DAY 40-50 | LICENSE NUMBER 1845093 | INSURANCE COMPANY NAME Harney Team Mesirow Insurance | |
| STREET ADDRESS 4036 North Nashville Ave | | SUITE | |
| CITY Chicago | STATE IL | ZIP CODE 60634 | |
| E-MAIL ADDRESS mbgerlach@safetyservicessystems.com | | | |
| PHONE 773-494-8603 | FAX 773-282-4985 | EVENT DAY CELL TBD | |

Additional Documentation Required: If you checked "Yes" above, please provide a copy of the Security Company's license and certificate of insurance as required by the State of Illinois. Provide a detailed schedule indicating the number of security personnel per shift throughout each day of the event (including set-up, event and tear-down days) and contract. Document(s) with this information may be attached. Please note: all security plans must be approved by the Park District Director of Security or designee. Additional information may be requested upon review of any and all security plans.

MEDICAL SERVICES *(Required for Athletic 3-5, Corporate, and Festivals/Performances/12,000+ Permits only)*

Have you made provisions for on-site medical services? → ☐ No ☒ Yes

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

| | | | |
|--|-------------|--------------------------------|--|
| MEDICAL COMPANY ATI Ambulance Transportation, INC | | CONTACT NAME Blair Dietrich | |
| STREET ADDRESS 2819 South Stewart | | SUITE | |
| CITY Chicago | STATE IL | ZIP CODE 60616 | |
| E-MAIL ADDRESS blairdietrich@atiambulance.com | | | |
| PHONE 708-256-3379 | FAX | EVENT DAY CELL TBD | |

TYPE OF SPECIAL EVENT PERMIT

Please consult the Fee Schedule on page 17 to determine which type of Special Event Permit is suitable for the event you are planning. Check the appropriate box below.

- | PICNIC | ATHLETIC | CORPORATE | COMMEMORATIVE | OTHER |
|----------------------------------|---|---|----------------------------------|---|
| <input type="checkbox"/> LEVEL 1 | <input type="checkbox"/> LEVEL T <input type="checkbox"/> LEVEL 4 | <input type="checkbox"/> LEVEL 1 | <input type="checkbox"/> LEVEL 1 | <input type="checkbox"/> FESTIVALS/PERFORMANCES/12,000+ |
| <input type="checkbox"/> LEVEL 2 | <input type="checkbox"/> LEVEL 1 <input type="checkbox"/> LEVEL 5 | <input type="checkbox"/> LEVEL 2 | <input type="checkbox"/> LEVEL 2 | <input type="checkbox"/> PROMOTIONS |
| <input type="checkbox"/> LEVEL 3 | <input type="checkbox"/> LEVEL 2 | <input checked="" type="checkbox"/> LEVEL 3 | <input type="checkbox"/> LEVEL 3 | |
| <input type="checkbox"/> LEVEL 4 | <input type="checkbox"/> LEVEL 3 | | <input type="checkbox"/> LEVEL 4 | |

- ☐ GREEN EVENT CERTIFICATION REQUEST: If you are holding a Green Event and are seeking a 10% reduction in your permit rental fee, please check this box to the left and refer to Addendum E for guidelines and information. This box may be checked in addition to the appropriate box above. (Athletic, Corporate, Festival/Performance/12,000+ Level Permits Only)

SIGNATURE

By signing this Special Event Permit reservation application, I acknowledge that I have read and agree to abide by all Chicago Park District permit rules and regulations, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all applicable rules and regulations pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.

I hereby assume all responsibility for and agree to indemnify, save and hold harmless, and at the Chicago Park District's option, defend the Park District, its Commissioners, officers, employees, volunteers, contractors and agents (collectively, the "Indemnitees") against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or 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 myself as applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents or persons under a sponsoring organization's control in connection with this permit. My obligation to indemnify the Park District Indemnitees shall survive the expiration or termination of this permit.

I do solemnly swear that all answers given and statements made on this application are full and true to the best of my knowledge. I am 18 years of age or older and I have read the terms and conditions set forth in this document and the Chicago Park District Code and agree to abide by them.

Christopher Clybor

NAME OF APPLICANT (please print)



SIGNATURE OF APPLICANT

11/06/2014

DATE

Thank you for completing your Special Event Permit Application. Before you submit your application to the Chicago Park District, please make sure that the following steps have been completed:

Have you...

- ☐ Signed and dated your application?
- ☐ Attached your route map? (If an Athletic Event.)
- ☐ Attached all documents and information as requested throughout the application?
- ☐ Included the Permit Application Receipt Number on page 1?

SUBMIT

To submit application, click button

Or

Email to PermitApp@chicagoparkdistrict.com

Or

Fax to 312-742-6038

Or

Deliver to any office listed on page 12

Permit Contract

Z0 - Department of Revenue

Chicago Park District
 541 N Fairbanks Ct
 Chicago, IL 60611
 Phone: (312) 742-5369
 FAX: (312) 742-6038
 Email: play@chicagoparkdistrict.com

Permit #9005441, Pending approval

Nov 20, 2014 9:14 AM

Expires Nov 19, 2015



Christopher Clybor CBS Radio Inc. Dba WJMK-FM



Email: [REDACTED]

Customer Type: Private Individual/Org
 Prepared By: Denise Reed-Burbon

Customer ID: 268087

Secondary: [REDACTED] Primary: [REDACTED]

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|-------------|-------|---------------|---------------|------------|---------------|----------------|---------|---------|
| \$27,600.00 | \$0 | (\$10,000.00) | \$17,600.00 | \$5,200.00 | \$0 | (\$22,800.00) | \$0 | \$0 |

RESERVATIONS

| Event | Resource | Center | Notes |
|---|---------------------------------|---|-------|
| K-HITS Summer Concert on the Beach Type: Permit - Corporate Event Level 3 Attend/Qty: 10000 | Montrose Beach Event Spaces A-B | Montrose Beach 4400 N. Lake Shore Dr. Chicago, IL, US 60613 -- | -- |

| Days Requested | Event Begins | Duration | Event Ends |
|-----------------------|--------------|----------------------|--------------------------|
| Day Date | | | |
| Thursday Jun 25, 2015 | 6:00 AM | 17 hours, 59 minutes | Jun 25, 2015 at 11:59 PM |
| Friday Jun 26, 2015 | 6:00 AM | 17 hours, 59 minutes | Jun 26, 2015 at 11:59 PM |
| Saturday Jun 27, 2015 | 6:00 AM | 17 hours, 59 minutes | Jun 27, 2015 at 11:59 PM |

| Summary | Notes |
|--|---|
| Total Number of Dates: 3 Total Time: 53 hours, 57 minutes | SU 5am - 9am, Event 9am - 11am, TD 11am - 2pm |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|--|---|-------------|-------|-----|---------------|
| Early Entry/Late Exit | K-HITS Summer Concert on the Beach Montrose Beach Event Spaces A-B | \$400.00 | 6.00 | -- | \$2,400.00 |
| Discount - Permit - Approved Agreement | K-HITS Summer Concert on the Beach Montrose Beach Event Spaces A-B | \$10,000.00 | 1.00 | -- | (\$10,000.00) |
| Permit Fee - Corporate Event Level 3 | K-HITS Summer Concert on the Beach Montrose Beach Event Spaces A-B | \$12,600.00 | 2.00 | -- | \$25,200.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge Tax | Amount paid | Refunds | Balance |
|----------------|------------------|------------|-------------|---------|---------|
|----------------|------------------|------------|-------------|---------|---------|

| | | | | | | |
|----------------------------|--|------------|-----|------------|-----|-----|
| Security Deposit \$5200 | K-HITS Summer Concert on the Beach Montrose Beach Event Spaces A-B | \$5,200.00 | \$0 | \$5,200.00 | \$0 | \$0 |
|----------------------------|--|------------|-----|------------|-----|-----|

Payments and Refunds

| Receipt # | Date | Charge Description | Resource Event | Payment |
|-----------------------|--------------|---|--|---------------|
| 3020045.022 | May 19, 2015 | Security Deposit \$5200 | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$5,200.00 |
| 3020045.022 | May 19, 2015 | Early Entry/Late Exit | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$2,300.00 |
| 1263027.001 | May 20, 2015 | Early Entry/Late Exit | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$100.00 |
| 3019977.022 | May 14, 2015 | Corporate Event Permit - Level 3 | Montrose Beach Event Spaces A-B Credit for K-HITS Summer Concert on the Beach-Corporate Event Permit - Level 3 | (\$22,700.00) |
| 1006370.022 | Feb 23, 2015 | Corporate Event Permit - Level 3 | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$22,700.00 |
| 3020045.022 | May 19, 2015 | Permit Fee - Corporate Event Level 3 | Montrose Beach Event Spaces A-B Credit for K-HITS Summer Concert on the Beach-Permit Fee - Corporate Event Level 3 | (\$22,700.00) |
| 3019977.022 | May 14, 2015 | Permit Fee - Corporate Event Level 3 | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$22,700.00 |
| 3020045.022 | May 19, 2015 | Permit Fee - Corporate Event Level 3 | Montrose Beach Event Spaces A-B K-HITS Summer Concert on the Beach | \$15,200.00 |
| Processing Fee | | | | \$2.00 |
| Total | | | | \$22,802.00 |

DISCLAIMERS

Parking and/or driving vehicles on grass, service roads or athletic fields is strictly prohibited. Permittee shall ensure that its participants, spectators and all event-related personnel (including vendors, concessionaires, exhibitors, volunteers and event coordinators/staff) shall comply with this rule. Failure to comply may automatically revoke this permit and forfeits the security deposit. Permits do not include provisions for parking and must be authorized with approved Parking Passes (additional fees may apply).

Grilling may take place only in an enclosed metal container. Hot coals must be cooled or doused with water before placing in the red cans provided by the Chicago Park District. Coals must be disposed of in red cans only. Disposing of coals in plastic receptacles, on grass, on the base of a tree or any location other than a red can is strictly prohibited.

Garbage/refuse collection and disposal is ultimately the responsibility of the permittee. Any and all refuse generated by the event must be properly disposed of in garbage receptacles located throughout the park, unless alternative plans for refuse collection have been arranged with the Park District prior to your event.

Fastening or attaching any rope, sign, banner, flyers or other object to any tree or shrub in the Chicago Park District is strictly prohibited and automatically forfeits the security deposit.

Refunds will not be granted for inclement weather. Permits are non-transferable. No rain dates will be issued.

Permittee shall ensure that all food and beverage vendors comply with all applicable provisions of the Chicago Park District Code and with the laws and regulations of the City of Chicago.

Alcohol is not allowed on park property unless stated within this permit.

Park hours 6 a.m. - 11 p.m. unless otherwise posted.

Lakefront restroom facilities are open from Memorial Day to Labor Day.

Copy of permit must remain on site for inspector review.

Please be aware that each permit will be monitored by the Chicago Police Department and/or Chicago Park District staff for the following:

Vehicles driving or parking on grass, athletic fields, beaches or service roads.

Excessive noise levels

Proper disposal of used coals, garbage and recycling

Destruction/damage to Chicago Park District property

Unauthorized vending, sampling, corporate signage, alcohol, tents, amplified sound, activities/event features or application misrepresentations as regulated by the Chicago Park District Code, Chicago Park District patron Code of Conduct.

Equipment left in the park beyond reservation time (i.e., dumpsters, toilets, stages, etc.)

Anything affixed to trees or shrubs

Excessive attendance

Violators will be subject to enforcement measures which can include permit violation fines, security deposit forfeiture and denial of future permit applications.

Chicago Park District Security: (312) 747-2193.

Call 911 in case of emergency.

CUSTOM QUESTIONS

| Question | Answer |
|--|---|
| Onsite contact name & cell number: | Christopher Clybor, [REDACTED] |
| Participant Quantity: | 0 |
| Spectators Quantity: | 10000 |
| Primary age group being served by event: | All ages / Family |
| Event Summary: | TBD |
| Permission for run, walk, or other activity that requires participants to follow a course? | No |
| Location(s) of aid/water station(s) along event route: | TBD |
| Permission for Alcohol Service/Sale by a licensed vendor: | Organizer requesting permission via DCASE app |
| Permission to give away/sample food and/or non-alcoholic beverages? | Yes - To the General Public |
| Description: | basic food and beverage items to be sold |
| Permission to sell food and/or beverages? | Yes - To the General Public |
| Description: | basic food and beverage items to be sold |
| Permission to give away/sample merchandise? | Yes - To the General Public |
| Description: | tbd items |
| Permission to sell merchandise? | Yes - To the General Public |
| Description: | tbd items |
| Grill(s) permission? | Yes |
| Quantity of gas/propane and charcoal grills: | 2 - 3 Propane |
| Amplified Sound Permission? | Yes |
| Hours of amplified sound and description of sound system, including the purpose. | 4pm - 11pm, amplify the band(s) & announcements during the shwo |
| Live entertainment Permission? | Yes |
| Description: | Artisit (s) TBD/in process |
| Permission for tents or canopies equal to or smaller | Yes |

| | |
|--|--|
| than 400 square feet? | |
| Quantity and sizes of tents/canopies: | 20 - (10) 10'x10'; (2) 10'x20; (8) 20'x20' |
| Permission for tents/canopies larger than 400 square feet: | No |
| Permission for vendors to sell products and/or services? | Yes |
| Description: | TBD vendors for merchandise/promotional giveaways |
| Corporate Sponsorship Permission? | Yes |
| Description: | TBD event sponsors |
| Vehicle DELIVERY passes issued? | Yes |
| Quantity of vehicle DELIVERY passes: | 15-20 vehicles for staging, sound, lighting, fencing, portable restrooms, addtl set-up equip & TBD |
| Vehicle PARKING passes issued? | Yes |
| Quantity of vehicle PARKING passes issued: | 20 - vehicles essential for production, travel for artist(s), etc TBD |
| Permission for promotional vehicle(s)? | Yes |
| Quantity and description: | 3 - 4 CBS/WJMK vehicles (Chevy Tahoe/Suburban) |
| Inflatables Permission? | Yes |
| Quantity and description: | 1 - : 10' inflatable balloon(s) with company logos |
| Banners/Signs Permission? | Yes |
| Quantity and description: | 15-20 banners to be placed around the event area-The Dock, stage, entrance |
| Permission for other promotional elements: | Yes |
| Description: | TBD |
| Permission for stage, platform or risers? | Yes |
| Quantity & sizes of stages/platforms/risers: | 1-40'H x 40x 40'W |
| Permission for portable toilets/sinks? | Yes |
| Quantity and description of portable toilets/sinks: | 40 Regular - 4 ADA |
| Dumpster permission? | No |
| Fencing Permission? | Yes |
| Description: | fencing to enclose the event |
| Barricades Permission | Yes |
| Quantity and description: | TBD - lines outside of the event and space inside to separate areas |
| Generator(s) permission? | Yes |
| Description: | 5 - used to power the stage & sound |
| Permission for other structures or equipment not identified above (i.e., climbing wall, rides, lifts, etc.): | Yes |
| Quantity and description: | 1-2 possible viewing platforms inside the event area |
| Permission from City of Chicago DOT to close a street/public way or use crosswalk: | TBD |
| Security Services: Chicago Park District Security or private licensed and bonded security firm? | Private Security Firm |
| Private security firm name and event day contact name and cell: | Safety Service Systems, Inc., Mary Beth Gerlach, [REDACTED] |
| Permission to provide Medical Services: | Yes |
| Medical Services Company name and event day contact name and cell number: | ATI Ambulance Transportation, INC, Blair Dietrich, [REDACTED] |
| "Green Event" status? | No |
| Maintenance: Chicago Park District or professional | Requesting Park District Maintenance |

trash hauler:

Permission for pyrotechnics

No

CHECKLIST ITEMS

| Checked | Description |
|--------------------------|--|
| <input type="checkbox"/> | Site Map - Include All Features/Amenities |
| <input type="checkbox"/> | License - City of Chicago Special Event Liquor |
| <input type="checkbox"/> | Plan - Security |
| <input type="checkbox"/> | Insurance/General Liability - Certificate |
| <input type="checkbox"/> | Letter - Police Commander Review |
| <input type="checkbox"/> | Insurance/General Liability - Endorsement |
| <input type="checkbox"/> | Documentation - Not for Profit Organization Status |
| <input type="checkbox"/> | Contract - Portable Washroom |
| <input type="checkbox"/> | Schedule - Event Time Line/Production |
| <input type="checkbox"/> | Insurance/Liquor Liability - Certificate |
| <input type="checkbox"/> | Insurance/Liquor Liability - Endorsement |
| <input type="checkbox"/> | Permit - Chicago Dept of Transportation |
| <input type="checkbox"/> | Permit - Dept of Buildings |
| <input type="checkbox"/> | Request - Vehicle Pass List (Delivery & Parking) |
| <input type="checkbox"/> | Application - City of Chicago DCASE |
| <input type="checkbox"/> | Security Firm - Business License |
| <input type="checkbox"/> | Security Firm - Proof of Insurance |
| <input type="checkbox"/> | Maintenance Plan or CPD Maint Svcs App (Lakefront) |
| <input type="checkbox"/> | License - Caterer Off-Premise Liquor |
| <input type="checkbox"/> | License - State of IL Liquor |
| <input type="checkbox"/> | ALL CHECKLIST ITEMS DUE ON FINAL PAYMENT DUE DATE |
| <input type="checkbox"/> | Meeting-Schedule required meeting w/ Park District |
| <input type="checkbox"/> | Insurance/General Liability - Certificate \$2M |
| <input type="checkbox"/> | Insurance/General Liability - Endorsement \$2M |
| <input type="checkbox"/> | List - Vendor Information |