

MEDIA PERMIT APPLICATION PROCESS

The review and approval of a Media Permit application is coordinated through the Department of Revenue (hereinafter "Revenue"). If you are unsure whether or not a permit is required for your shoot please refer to the Chicago Park District Code at chicagoparkdistrict.com or call Revenue at (312) 742-5369.

1. The Application must be mailed, delivered in-person, or faxed at least 14 days prior to the film or photo shoot to the following address:

Chicago Park District
Department of Revenue
541 N. Fairbanks Court, 4th Floor
Chicago, IL 60611

Fax: (312) 742-6038

2. The Department of Revenue will review your request and follow-up with you regarding the status of your application. Please note that all applications are subject to review and submittal of an application does not grant you a permit. If your application is approved, the Chicago Park District will provide you with a copy of your Media Permit that should be present on-site at the filming/photo shoot.
3. Student, Documentary/Web Media and Commercial Media Permit applicants must submit two documents to satisfy insurance requirements. A **(1) "Certificate of Insurance in the amount of \$1,000,000.00 worth of General Liability coverage that names the Chicago Park District as additional insured on a primary, non-contributory basis"** must be submitted for the event and the date(s) of all set-up and tear-down for such event occurring on Chicago Park District property. **Applicants must also submit an (2) Endorsement issued under their General Liability policy of insurance for the event that reflects that the Chicago Park District is an additional insured for the event.**

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District will survive the termination or expiration of the Media Permit.

Your permit will not be issued if the Certificate of Insurance and the Endorsement have not been received.

Please refer to Addendum A for more detailed information regarding the Certificate of Insurance and Endorsement (page 10 and 11).

4. Upon receiving your Application and Application Fee, the Chicago Park District will contact you to inform you of the status of your application. You will be informed of any remaining fees that must be paid, along with any additional documentation requirements. The Chicago Park District 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, the Chicago Park District may postpone approval or denial 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 a Media Permit.
5. Applicants are required to inform the Chicago Park District of any and all amendments to the original application prior to the date of your shoot.
6. Once all the Chicago Park District's requirements have been fulfilled, including receipt of all documents and full payment, a Media Permit will be issued.

RULES AND REGULATIONS FOR MEDIA PERMITS

All film and photography shoots and the applicant, applicant's guests, and subcontractors are subject to and must abide by all codes, rules, regulations, ordinances, statutes and laws of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States of America. Below is a summary of some of the Chicago Park District's Rules and Regulations.

AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Chicago Park District of any and all amendments and/or revisions to the original application. The applicant must inform the Chicago Park District upon the 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 Chicago Park District.

AMENITIES

- The Chicago Park District does **NOT** provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing or other equipment.
- Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Chicago Chicago Park District, the City of Chicago and the State of Illinois, are at the sole expense and risk of the Event Organizer.

ASSIGNMENT

- Media Permits are not assignable and are non-transferable.

CANCELLATION

- All cancellations must be made in writing.
- Media Permit cancellations must be received no later than 14 days prior to the event for a full refund of the security deposit, however, the Chicago Park District will retain 15% of the permit fee.
- 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 the park is necessary for set-up or tear down 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 the applicable rental fee for each day of set-up and tear down.
- All applicable fees (including, but not limited to, application, rental, security deposit, maintenance services, lifeguard services, and security services) and all requested documentation must be submitted no later than **14 days prior to the event**. Failure to submit fees and requested documentation no later than 14 days prior to the event may result in a \$35 late fee or denial of a permit application.

INCLEMENT WEATHER

- No rain dates will be issued. Refunds will not be granted for inclement weather.
- The Chicago Park District reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event that may cause excessive damage to Chicago Park District property.

LIFEGUARDS

- If your event occurs on a beach or near a body of water, you may be required to have lifeguards present. Additional fees may apply.

SECURITY DEPOSIT

- If you are applying for more than one Media Permit, separate security deposits must be submitted for each shoot, even if the applicant is the same.
- The Chicago Park District will conduct a post-shoot review and if all rules and regulations have been observed and the park is returned in a clean condition without damage, then the security deposit will be refunded 30 days after the shoot.
- Circumstances where the Chicago Park District may retain a portion or all of the security deposit include: 1) damage to park property; 2) additional clean up costs; 3) operation of vehicles on grass or athletic fields; 4) misuse of park facilities; 5) leaving event equipment on park property beyond the Permit tear-down time; 6) misrepresenting in this application the attendance or shoot; and 7) failure to abide by all laws, statutes, ordinances, rules, regulations, codes and executive orders of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States of America
- Applicant also agrees to reimburse the Chicago Park District 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 the permit 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 Chicago Chicago Park District property is strictly prohibited.

MEDIA PERMIT AND VEHICLE PASSES

- A copy of the Media Permit must be present on-site for inspection.
- Any Vehicle Pass that has been provided to the applicant must be displayed on the dash of each vehicle.



chicago park district
2012 MEDIA PERMIT APPLICATION

INSTRUCTIONS: Please carefully read the Media Permit Application Process (page 1) and Rules and Regulations for Media Permits (page 2) sections before completing this application. Incomplete applications and/or applications without the required application fee will not be processed.

APPLICANT INFORMATION

NAME OF ORGANIZER/PRODUCER		DATE OF BIRTH MO/DAY/YEAR (REQUIRED)	GENDER (REQUIRED) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ORGANIZATION/PRODUCTION COMPANY (if applicable)		DRIVER'S LICENSE OR STATE ID NUMBER	
STREET ADDRESS		APT/UNIT/SUITE	
CITY	STATE	ZIP CODE	
E-MAIL ADDRESS			
DAYTIME PHONE	CELL PHONE	FAX	
EVENT DAY ON-SITE CONTACT (if different from organizer)	DAYTIME PHONE	CELL PHONE	

TYPE OF MEDIA PERMIT AND FEES

Please choose the type of Media Permit by checking the appropriate box below.

STUDENT FILMING/PHOTOGRAPHY
 \$35 application fee and \$35 permit fee (per location, per date)
 • Only available to currently enrolled students with a media assignment.
 • A letter from a school official verifying the applicant's enrollment status and that the shoot is related to course work is required.
 • A Certificate of Insurance is required (see page 1, item 3).

NON-COMMERCIAL FILMING/PHOTOGRAPHY
 (e.g., Wedding Photos)
 \$35 application fee and \$35 permit fee (per hour, per location)
 • Restrictions may apply.

DOCUMENTARY OR WEB MEDIA FILMING/PHOTOGRAPHY
 (For media that will be published **exclusively** on the Web or documentary filming.)
 \$35 application fee and \$415 permit fee (per location, per date)
 • \$140 refundable security deposit.
 • A Certificate of Insurance is required (see page 1, item 3).

COMMERCIAL STILL PHOTOGRAPHY
 \$35 application fee and \$590 permit fee (per location, per date)
 • \$520 refundable security deposit.
 • A Certificate of Insurance is required (see page 1, item 3).

COMMERCIAL FILMING
 \$35 application fee and \$1,420 permit fee (per location, per date)
 • \$5,200 refundable security deposit.
 • A Certificate of Insurance is required (see page 1, item 3).

Attention: A \$35 late fee will be assessed for all applications received less than **2 weeks prior** to filming/shoot date.

DEPARTMENT OF REVENUE

FILMING/PHOTOGRAPHY SHOOT INFORMATION

NAME OF SHOOT _____

PARK(S) REQUESTED _____

SPECIFIC LOCATION _____

DATE(S) OF SHOOT _____

TIME OF SHOOT _____

Start Time: _____

Finish Time: _____

NUMBER OF PARTICIPANTS *(include all persons conducting and partaking in shoot)* _____

MEDIA OUTLETS

Please describe any and all media outlets that the film/photographs will be published? *(For example, if you're filming a commercial that will be viewed on the internet, please provide the internet address or addresses.)*

Description: _____

SHOOT CONTENT DESCRIPTION

(Including client/company)

EQUIPMENT DESCRIPTION

(Including client/company)

FILMING/PHOTOGRAPHY SHOOT FEATURES

All filming and photography shoot features are subject to the approval of the Chicago Park District.

AMPLIFIED SOUND

Are you requesting permission to have amplified sound? Amplified sound 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. Document(s) with this information may be attached. *(Please check No or Yes below. If Yes, please provide additional information as requested below.)*

No Yes¹ → Hours of Amplified Sound: _____ To _____

→ Describe Sound System: _____
(Please describe purpose and plans for amplified sound.)

¹**Additional Information Needed:** *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.*

STAGES/PLATFORMS, PORTABLE TOILETS, DUMPSTERS, FENCING, BARRICADES AND OTHER STRUCTURES

If you are planning to erect, install, or use any of these structures, please describe and identify the location of all structures on your Site Map. 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 Buildings, (312)744-3449.

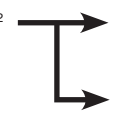
STAGES/PLATFORMS: Will your event include the installation of STAGES/PLATFORMS?

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

No Yes²  Number of Stage(s): _____
Stage Description(s): _____

PORTABLE TOILETS: Will your event include the use of PORTABLE TOILETS?

(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 Chicago Park District property by the Permit tear-down time or at a time specified by the Chicago Park District.)

No Yes²  Number of Portable Toilets: _____
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 Yes²  Number of Dumpsters: _____
Description(s): _____

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 Yes²  Description: _____

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 Yes²  Number of Barricades: _____
Description(s): _____

OTHER STRUCTURES: Will your event include the use of OTHER STRUCTURES not identified above?

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

No Yes²  Number of Structures: _____
Description(s): _____

²**Additional Information Needed:** If you checked "Yes" above, please indicate the location of all stages, portable toilets, dumpsters, fencing, barricades, and all other structures on the Site Map. Document(s) with this information may be attached.

VEHICLES

The Chicago Park District may consider granting Vehicle Passes for the delivery of equipment and supplies for set-up and tear down. The Vehicle Pass does not grant anyone permission to park or drive on grass, athletic fields or beaches. Parking for staff/participants is only available at parking lots and designated street parking. Driving and/or parking vehicles on grass, athletic fields and beaches is strictly prohibited.

Are you requesting permission to operate staff/supply vehicles on Chicago 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 Yes³ → Number of Vehicles: _____

→ Vehicle Description(s): _____
(Please include the make/model for each vehicle.)

Are you requesting permission to retain vehicles onsite for the duration of the shoot?

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

No Yes³ → Number of Vehicles: _____

→ Vehicle Description(s): _____
(Please include the make/model for each vehicle.)

³**Additional Information Required:** *If you checked "YES" above, please include the make/model of each vehicle you are requesting permission to operate on Chicago Park District property.*

MAPS

SITE MAP

Attach a Site Map 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 Chicago 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 Chicago Park District.

SECURITY PLAN AND MEDICAL SERVICES

Depending on the size and activities of your proposed event, Chicago Park District Security may require the presence of security personnel. Event organizers are responsible for the actions and conduct of any and all persons and organizations (participants, spectators, sponsoring organization, its Officers, Employees or agents or any person under their control insofar as permitted by law) associated with the permitted event. Furthermore, the event organizer is 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 Chicago Park District for any such costs incurred by the Chicago Park District.

SECURITY PLAN

Have you made provisions for onsite security services? Please note that Chicago Park District Security may be available for your event. For more information, contact the Department of Revenue at (312) 742-5369

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

No Yes⁴ → Please provide the information requested below

SECURITY COMPANY		CONTACT NAME	
NUMBER OF SECURITY STAFF PER SHIFT PER DAY	LICENSE NUMBER	INSURANCE COMPANY NAME	
STREET ADDRESS			SUITE
CITY		STATE	ZIP CODE
E-MAIL ADDRESS			
PHONE	FAX	EVENT DAY CELL	

⁴**Additional Documentation Required:** If you checked "Yes" above, please provide 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 shoot and contract. Document(s) with this information may be attached. Please note: all security plans must be approved by the Chicago Park District Director of Security or designee. Additional information may be requested upon review of any and all security plans.

MEDICAL SERVICES

Have you made provisions for onsite medical services?

(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

MEDICAL COMPANY		CONTACT NAME	
STREET ADDRESS			SUITE
CITY		STATE	ZIP CODE
E-MAIL ADDRESS			
PHONE	FAX	EVENT DAY CELL	

SIGNATURE

Applicant will indemnify and defend the Chicago Park District, its officials, agents, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and 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 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. I am 18 years of age or older, and I have read the terms and conditions outlined in this document and the Chicago Park District Code and agree to abide by them.

NAME OF APPLICANT (please print)

SIGNATURE OF APPLICANT

DATE

FORM OF PAYMENT

Please check the box or boxes below for payment of the application fee and security deposit. Multiple forms of payment are allowed. For example, applicant may pay for the application and rental fees with cash and pay for the security deposit with a credit card. Personal and business checks will not be accepted 14 days prior to the event set-up date.

FOR PAYMENT BY CASH, MONEY ORDER OR CASHIER'S CHECK ONLY

CASH: \$, .

PERSONAL/BUSINESS CHECK: \$, .

MONEY ORDER: \$, .

FOR PAYMENT BY CREDIT CARD ONLY

PLEASE CHARGE MY (check one): VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CARDHOLDER'S NAME (print as it appears on card)

ACCOUNT NUMBER

AUTHORIZED SIGNATURE

/

EXPIRATION DATE

AMOUNT: \$, .

SECURITY DEPOSIT REFUND (PLEASE COMPLETE - FAILURE TO PROVIDE INFORMATION WILL RESULT IN DELAY OF REFUND PROCESSING)

NAME OF PAYEE OR ORGANIZATION

ATTN (INDIVIDUAL OR DEPARTMENT)

STREET ADDRESS

APT/UNIT/SUITE

CITY

STATE

ZIP CODE

Thank you for completing your Media 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 site map?
- Provided all documents and information as requested throughout the application?
- Included the \$35 application fee?

Submit your completed Media Permit Application to the Department of Revenue by fax, mail or you may bring your application to the Park District Administrative Office listed below. Please do not email.

Chicago Park District
Department of Revenue
541 N. Fairbanks Ct., 4th Floor
Chicago, IL 60611
phone: (312) 742-5369
fax: (312) 742-6038

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT

Please refer to the insurance requirements listed on page 1 of this application and below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance complete with copies of all required endorsements. Forward documents to the Department of Revenue via email, fax or mail. Your permit will not be issued without these documents.

Applicants must submit two documents to satisfy insurance requirements.

NOTE: "Chicago Park District, and members of the Chicago Park District Board of Commissioners, and the officers, agents, and employees of the Chicago Park District, individually and collectively" must be listed as an additional insured.

- 1. "Certificate of Insurance"** in the amount of \$1,000,000.00 worth of General Liability coverage, including coverage for real and personal business property damage while the permit applicant is in possession of or occupying Chicago Park District property. This policy shall name the Chicago Park District as additional insured on a primary, non-contributory basis and must be submitted for the event and the date(s) of all preparation for such event occurring on Chicago Park District property.
 - **Cancellation Language:** The Certificate of Insurance MUST provide 30 days notice of cancellation, except 10 days notice for non-payment of premium.
 - Please reference activity/event date, location of event and title/type of event on insurance certificate, if applicable.
- 2. Endorsement** issued under their General Liability policy of insurance for the event that reflects that the Chicago Park District is an additional insured for the event.
 - **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate
 - **Additional Covered Party:** Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.
 - **Primary Insurance:** The endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the Chicago Park District shall be excess only and not contributing with the insurance provided under this policy.
 - If the Endorsement is not received 48 hours prior to the event, a permit may not be issued.
 - A sample endorsement (Exhibit A-1) can be found on page 11.

***NOTE:** If your insurance company will not write an endorsement due to the way the policy is written, please contact the Chicago Park District Risk Management Office at (312) 742-4622. The Chicago Park District maintains the right to modify, delete, alter or change these requirements.

Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees against any losses, damages, liabilities, actions suits, proceedings, costs or expenses that the Chicago Park District may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting from, arising out of or in any way relating to the event. The obligation to indemnify and hold harmless the Chicago Park District, its Board of Commissioners, officers, agents and employees will survive the termination or expiration of the Permit.

Your permit will not be issued if both the Certificate of Insurance and the Endorsement have not been received.

Certificate holder may be listed on certificate as:

Chicago Park District
Attn: Department of Revenue
541 N. Fairbanks Ct., 4th Floor
Chicago, IL 60611

ADDENDUM A: INSURANCE CERTIFICATE AND ENDORSEMENT (continued)

Please refer to the sample endorsement below (Exhibit A-1).

1. Policy Number must match certificate.
2. Must list the Insured's Name as listed on Certificate.

POLICY NUMBER: XXXXXXXXXXXX **COMMERCIAL GENERAL LIABILITY**

INSURED: XXXXXX XXXX XXXXXXXXX

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

ADDITIONAL INSURED - CHICAGO PARK DISTRICT, 541 N. FAIRBANKS CT., CHICAGO, IL 60611

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

PRIMARY INSURANCE

Such insurance as is afforded by this endorsement for the additional insureds shall apply as primary insurance. Any other insurance maintained by the additional insureds or its officers and employees shall be excess only and not contributing with the insurance afforded by this endorsement, except in the event of sole or contributory negligence on the part of the additional insured.

Name of Person or Organization: Chicago Park District, and members of the Chicago Park District Board, and the officers, agents, and employees of the Chicago Park District, individually and collectively.*

Endorsement must also state that coverage afforded by the endorsement shall apply as Primary, non-contributory (wording may vary).

Exhibit A-1: Sample Endorsement

* The wording for the additional insured must be exact. No abbreviations or changes in the structure of the sentence will be accepted. If you find it difficult to fit the wording in the space provided on your endorsement you may simply attach an Exhibit (additional sheet with the proper wording).

If the insurance company has difficulty in meeting the requirements, please contact the Chicago Park District Risk Management Office at (312) 742-4622.