

# chicago park district



## Special Use Facility Proposal Application



For additional permit resources, please visit [chicagoparkdistrict.com](http://chicagoparkdistrict.com) and click "Special Use Facility."  
Or call (312) 742-4847 or (312) 747-2001 (TTY).

## SUBMITTING YOUR SPECIAL USE FACILITY PROPOSAL APPLICATION

The review and approval of a Special Use Facility Proposal Form is coordinated through the appropriate Office of the Chicago Park District (hereinafter "Park District"). Please consult below to determine where to send your proposal.

### Facility

### Contact

- Buckin gham Fountain
- Cancer Survivors Garden
- Daley Bicentennial Plaza
- Grant Park Rose Gardens (North and South)
- Jackson Park 63<sup>rd</sup> Street Beach House
- Lincoln Park Conservatory Gardens
- Northerly Island Visitor Center
- Promontor y Point
- W aveland Clock Tower

Chicago Park District,  
Department of Park Services  
Attn: Permits Division  
541 N. Fairbanks Ct, 4<sup>th</sup> Floor  
Chicago, IL 60611  
Phone: (312) 742-4847  
Fax: (312) 742-5339

- Berger Park Mansion

Berger Park  
Attn: Park Supervisor  
6205 N. Sheridan Road  
Chicago, IL 60660  
Phone: (773) 761-0376  
Fax: (773) 761-0365

- Columbus Park Refectory

Columbus Park Refectory  
Attn: Private Rentals  
5701 W. Jackson Blvd.  
Chicago, IL 60644  
Phone: (773) 287-0856  
Fax: (773) 287-0857

- Garfield Park Conservatory

Garfield Park Conservatory  
Attn: Private Rentals  
300 N. Central Park Avenue  
Chicago, IL 60624  
Phone: (312) 746-5250  
Fax: (773) 638-1777

- South Shore Cultural Center

South Shore Cultural Center  
Attn: Center Director  
7059 S. South Shore Drive  
Chicago, IL 60649  
Phone: (773) 256-0149  
Fax: (773) 256-0953

## PROPOSAL PROCESS

1. Choose a Special Use Facility and date for your event. Please note that most facilities are permitted in 4- and 8-hour increments. Additional hours are available at an additional charge.
2. Complete all sections of this Proposal Form (pages 2-4). This form is for informational purposes and is required to create an accurate cost estimate. It does not constitute permission to use a Special Use Facility.
3. Submit your proposal form by mail, delivery-in-person, or by facsimile to the appropriate Office. All proposal forms, proposed activities, and event features are subject to review and approval of the Park District.
4. Upon the approval of this proposal by the Park District, a notice will be sent to the Event Organizer for a Room Permit Fee Deposit. This deposit is required to guarantee the reservation of the facility and varies depending on the facility being requested (a minimum of \$250.00 or 25% of the Room Permit Fee - which ever is greater). A notice will also be sent to the attention of the Event Organizer should the proposal not be approved or if the facility is not available.
5. Once payment is received, the Park District will mail a permit agreement to the Event Organizer with further instructions and contact information.



## SPECIAL USE FACILITY PROPOSAL APPLICATION

### APPLICANT INFORMATION

Name of Event Organizer: \_\_\_\_\_

Organization/Production Company: \_\_\_\_\_ Federal Tax ID or 501(c)(3) #: \_\_\_\_\_  
(if applicable) (attached current verification of 501(c)(3) status)

Street Address: \_\_\_\_\_ Apt/Unit/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Day On-Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
(if different from event organizer)

### LOCATION

Check the box (or boxes) for the Special Use Facility(s) you wish to rent (check all that apply). Rental fees vary for each facility.

|  |   |   |
|--|---|---|
| <b>Buckingham Fountain</b>                             | <input type="checkbox"/> Northern Pavilion                              | <input type="checkbox"/> Southern Pavilion                        |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Cancer Survivors Garden</b>                         | <input type="checkbox"/> Garden   |   |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Daley Bicentennial Plaza</b>                        | <input type="checkbox"/> Ice Rink                                       | <input type="checkbox"/> Garden                                   |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Grant Park Rose Gardens</b>                         | <input type="checkbox"/> North  | <input type="checkbox"/> South                                    |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Jackson Park 63<sup>rd</sup> Street Beach House</b> | <input type="checkbox"/> Serenity Courtyard                             | <input type="checkbox"/> Fountain Courtyard                       |
|  | <input type="checkbox"/> Promenade                                      | <input type="checkbox"/> Entire Site                              |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Lincoln Park Conservatory Gardens</b>               | <input type="checkbox"/> Indoor Conservatory Building                   | <input type="checkbox"/> Formal Gardens                           |
|  | <input type="checkbox"/> Grandmother's Garden                           |   |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Northerly Island Visitor Center</b>                 | <input type="checkbox"/> Visitor Center                                 | <input type="checkbox"/> Lakefront Lawn                           |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Promontory Point</b>                                | <input type="checkbox"/> Inside Building                                | <input type="checkbox"/> Lakefront Patio (optional add-on rental) |
|  | <input type="checkbox"/> Front Patio (optional add-on rental)           |   |
| <hr style="border-top: 1px dashed #000;"/>             |   |   |
| <b>Waveland Clock Tower</b>                            | <input type="checkbox"/> Lakefront Lawn                                 |   |
| <hr style="border-top: 1px solid #000;"/>              |   |   |
| <b>Berger Park Mansion</b>                             | <input type="checkbox"/> Living Room                                    | <input type="checkbox"/> Dining Room                              |
|  | <input type="checkbox"/> Ball Room                                      | <input type="checkbox"/> Coach House                              |
|  |   | <input type="checkbox"/> Sun Room                                 |
|  |   | <input type="checkbox"/> Entire First Floor                       |
| <hr style="border-top: 1px solid #000;"/>              |   |   |
| <b>Columbus Park Refectory</b>                         | <input type="checkbox"/> Dining Hall                                    | <input type="checkbox"/> Dining Terrace                           |
|  | <input type="checkbox"/> South Terrace                                  | <input type="checkbox"/> Pavilion                                 |
|  |   | <input type="checkbox"/> Dance Hall                               |
|  |   | <input type="checkbox"/> Entire Site                              |
| <hr style="border-top: 1px solid #000;"/>              |   |   |
| <b>Garfield Park Conservatory</b>                      | <input type="checkbox"/> Horticulture Hall, Jensen Room, & Monet Garden |   |
|  | <input type="checkbox"/> Jensen Room (only)                             |   |
|  | <input type="checkbox"/> Blue Stone Patio                               | <input type="checkbox"/> Community Room                           |
|  |   | <input type="checkbox"/> Entire Facility                          |
| <hr style="border-top: 1px solid #000;"/>              |   |   |
| <b>South Shore Cultural Center</b>                     | <input type="checkbox"/> Solarium                                       | <input type="checkbox"/> Music Library                            |
|  | <input type="checkbox"/> Dining Room                                    | <input type="checkbox"/> Oak Room                                 |
|  |   | <input type="checkbox"/> Paul Robeson Theatre                     |

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**EVENT INFORMATION**

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

**Date**(1<sup>st</sup> Choice) Date: \_\_\_\_\_(2<sup>nd</sup> Choice) Date: \_\_\_\_\_**Set-Up and Teardown**

Set-Up Dates: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Teardown Dates: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**Event Day(s)**

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

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_How will your event be attended? *(Please check all that apply)* Free to Public     By Invitation Only     Tickets for Purchase     Other: \_\_\_\_\_How will this event be promoted? *(if applicable)*: \_\_\_\_\_  
\_\_\_\_\_

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**EVENT FEATURES**

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Check all information appropriate to your event. Some event features may require additional permits from the City of Chicago (including but not limited to tents, stages, and alcohol).

Are you requesting permission to sell or serve alcohol at your event?

 NO     YES    ➡ *If YES, a Caterer on the Chicago Park District's Approved Vendor List must provide and serve the alcohol for your event.*

Are you serving food at your event?

 NO     YES    ➡ *If YES, a Caterer on the Chicago Park District's Approved Vendor List must provide and serve the food for your event.*

Do you plan on having any commercial or promotional product sampling?

 NO     YES

Will your event have any corporate, sponsor, or event signage?

 NO     YES

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**Tents and Canopies**

Tents or canopies over 240 square feet are required to be permitted from the City of Chicago: Department of Construction and Permits (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. Please note that all tents and canopies must be installed by a vendor on the Chicago Park District's Approved Vendor's List.  
\_\_\_\_\_  
\_\_\_\_\_

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**Stages, Portable Toilets, Dumpsters, Fences & 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.  
\_\_\_\_\_  
\_\_\_\_\_

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**Amplified Sound**

Amplified sound must comply with section 11-4-1110 of the Chicago Municipal Code. Describe the plans for amplified sound, including hours of sound. A separate sheet with this information may be attached.

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**Fireworks and Pyrotechnic Displays**

Will your event feature any pyrotechnic devices?  NO

YES  *If YES, submit a Pyrotechnics Application with all appropriate paperwork.*

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**Lane Closures**

Will you be requesting any lane or street closures?  NO  YES

If you are planning any lane or street closures, please list the streets and include hours of closure. A separate sheet with this information may be attached. Please note that the Chicago Park District does not handle or control lane or street closures – a separate application for lane and street closures must be submitted to the City of Chicago: Mayor's Office of Special Events (312) 744-3315.

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How did you hear about this venue for private rentals? \_\_\_\_\_

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**SIGNATURE**

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**NOTE:** All cancellations must be received in writing. See the attached pages for Policies and Procedures pertaining to the Chicago Park District's Special Use Facilities.

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 the Chicago Park District Code and agree to abide by them.

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

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

\_\_\_\_\_  
Date