

**APPLICATION FOR PERMIT TO RESERVE SPACE ON PLAZA OR LOBBY
PRINT OR TYPE**

INSTRUCTIONS: PLEASE READ CAREFULLY: (1) Applicants must furnish all information requested in the application. (2) The application must be signed by the applicant, or where the application is a corporation or other group a person duly authorized to sign on the group's behalf. (3) Applicants and all persons engaging in the use of the Daley Center Plaza and/or Lobby must obey all Federal and State criminal laws. (4) The application should be filed no more than 365 days and **no fewer than 30 days before the proposed use or activity.** (5) The application must be filed with the Office of the Building, MB Real Estate Services, LLC Richard J. Daley Center, 50 West Washington, Suite 1203, Chicago, Illinois 60602-1317

Attn: Christine Krepel Phone: (312) 603-7981 Fax: (312) 603-5800 Email: ckrepel@mbres.com

Name of Applicant: _____
(Organization/Agency)

Address of Applicant: _____
(Street)

(City) (State) (Zip)

Date of Application: _____ Contact Person: _____
(Print Name)

Day Telephone Number: _____ Fax: _____

Email: _____

DATE(S) OF PERMIT: _____

Hours of Event: Begin @ _____ M and end at _____ M

Set Up/Dismantle: Begin @ _____ M and end at _____ M

LOCATION REQUESTED: _____

DESCRIPTION OF PROPOSED USE (Lay-out diagram must accompany application) _____

Description of Display Exhibit or Structure: _____

- Dimensions: _____
- Weight: _____
- Material to be Used: _____

Exhibit/Structure to be erected by:

Name: _____

Phone Number: _____

WILL LABOR, UTILITIES, FACILITIES OR EQUIPMENT BE NEEDED? If so, describe in detail what you will need: _____

WILL A BANNER OR FLAG BE DISPLAYED? If so please specify what is being requested including date and time, a description of the flag and/or banner to be displayed and directions for proper display methods:

REIMBURSEMENT:

Applicant hereby agrees to reimburse MB Real Estate Services, LLC for any expenses incurred in connection with providing labor, equipment and utilities requested by the applicant or cleaning up or restoring, and repairing the premises occasioned by any use or activity carried on by applicant or those authorized under applicant's permit. **MBRES will determine the amount of payment and collect a 50% deposit of the total payment within 48 hours after applicant has received the approved permit and no later than the start of the event. The 50% balance plus any additional costs will be due within 10 days applicant has received final bill from MB Real Estate Services, LLC.**

Estimated cost of reimbursement: (Labor, utilities and equipment)

\$ _____ Check No. _____

Received by: _____ Date: _____

Applicant hereby agrees to reimburse MB Real Estate Services, LLC for administrative costs incurred in connection with the process of the review, approval and processing of the application for permit. See matrix on page 4.

Cost of Administrative Reimbursement:

\$ _____ Check No. _____

Received by: _____ Date: _____

CERTIFICATE OF INSURANCE:

A Certificate of Insurance must be submitted to MB Real Estate Services, LLC at the Richard J. Daley Center for the erection or construction of displays, structures or exhibits evidencing Comprehensive General Liability Policy, including Contractual Liability with the following minimum limits and coverages: Bodily Injury -- \$1,000,000 per occurrence, Property Damage--\$2,000,000 Aggregate and Umbrella Liability Policy - \$2,000,000. Limits and coverages are subject to change depending on nature of event. The following two (2) agencies must be named as additional insured on all policies submitted:

- PUBLIC BUILDING COMMISSION OF CHICAGO
- MB REAL ESTATE SERVICES, LLC

Applicant declares that all of the information set forth in this application for permit is true and complete to the best of his belief.

SIGNATURE OF APPLICANT: _____

(If the application is an organization or group, attach documentation showing that the person executing this application has authority to represent the sponsoring organization or group.)

This application, if approved, will serve as your permit for use of the Daley Center Lobby and/or Plaza area and must be displayed upon request by the person responsible at the site.

NOTICE: NO VEHICLES WILL BE PERMITTED ON THE PLAZA FOR ANY PURPOSE INCLUDING MANEUVERING, LOADING AND UNLOADING.

REVIEWED AND APPROVED: _____

Special Events Coordinator
Richard J. Daley Center
MB Real Estate Services, LLC

DATE: _____

OFFICE USE ONLY

- () Signatures
- () Reimbursement Agreement
- () Certificate(s) of Insurance
- () Lay-out or Diagram

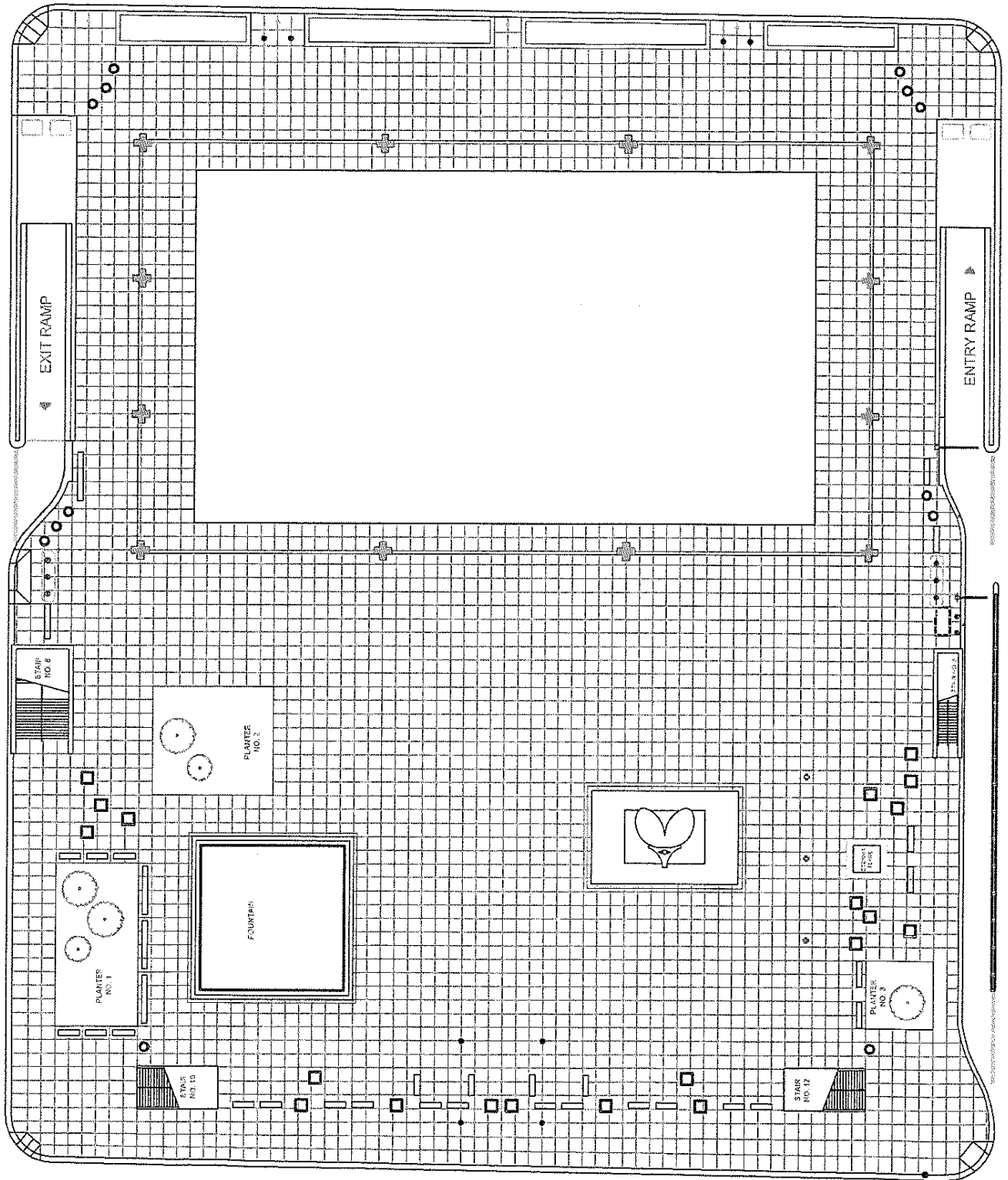
Received by: _____ Date: _____

DALEY CENTER ADMINISTRATIVE REIMBURSEMENT		
TYPE OF EVENT	RATES	NOTES
Market/Festival to exceed (1) full day	\$750/day and up	This fee would be a onetime administrative cost reimbursement for all events exceeding (1) full day. A full day is considered (8) hours.
Market/Festival not to exceed (1) full day of Plaza use	\$250-\$750 Prorated	This fee would be a onetime administrative cost reimbursement that will not exceed (1) full day of Plaza use. A minimum cost of \$250 for (2) hours for any market/festival over (2) hours will be charged \$100 for each additional hour. A full day is considered (8) hours.
Rally for (1) full or partial day of Plaza use	\$250-\$750 Prorated	This administrative cost reimbursement would apply to all rallies occurring in the Plaza that would require equipment and electrical set up from the Buildings staff or require a certificate of insurance. A minimum cost of \$250 for (2) hours any market/festival over (2) hours will be charged \$100 for each additional hour. All rallies not requiring assistance from the Building or insurance would not be charged the administrative reimbursement.
Plaza Displays	\$250 Flat Rate	This will be a onetime administrative cost reimbursement for all displays set-up in the plaza

**Reimbursement costs are not fees and can be billed to all applicants wishing to hold an event on the plaza. There are no exclusions and no waivers.

***Reimbursement costs are billed for the days of the actual event. Set-up and take-down days are not charged.

RANDOLPH



WASHINGTON STREET