

**GUIDELINES FOR  
FESTIVALS, MARKETS OR EVENTS  
GENERAL PUBLIC**

‘Applications for permit’ should be filed no more than 365 days and no fewer than 30 days before the scheduled event date. All applications should be submitted to the Office of the Building in Suite 1203 of the Richard J. Daley Center. ***All applications, at the time they are submitted, must include the following:***

**1. LOAD-IN /LOAD-OUT TIME**

A designated contact person, responsible for all vendors must be identified to supervise the event as well as the set-up and tear-down of event. Unloading may not unreasonably obstruct or interfere with public access to the plaza, the building, or subway entrances.

Event Organizers will be required to submit a schedule for all load in and load out activities. All lifts delivered on the Plaza will be parked on the East side of the Building and any necessary keys need to be checked in with Control Room located in the Lower Level of the Daley Center.

Before the load in and after the load out, a representative of the Property Manager and the Event Organizer representative will do a walk through to assess the condition of the property. Organizers/Vendors are responsible for any damages and will be charged for cleaning and/or repairs.

**2. PERMIT TO UNLOAD AT CURB ON WASHINGTON**

No vehicles are permitted on the Plaza of the Richard J. Daley Center. No vehicles may block the truck access to the garage. Designated parking at curb for load in and load out only must be reviewed and approved in writing by the Chicago Department of Transportation (312) 744-3600.

**3. HOURS**

No event shall start earlier than 8:00 a.m. and all events must end by 11:00 p.m.

**4. DETAILED SITE PLAN**

Plan must include all tents, canopies, stage, portable toilets, supercars, grease containers, sinks, dumpsters, and barricades. Tents or displays requiring power must be located around the Picasso base; portable toilets must be located along the garage entrance wall on the east side of the building. All structures, especially food stations must be placed on secure surfaces to prevent stains and damage to plaza granite.

The base of the Picasso sculpture must be free of any and all materials at all times, and cannot be used for any reason.

**5. NUMBER OF VENDORS**

Number of vendors must coincide to submitted site plan.

**6. NAMES OF ALL PARTICIPATING VENDORS**

Names of Vendors/Providers/Subcontractors who will furnish portable toilets, dumpsters, fences, barricades, or other structures that will be erected or installed on premises. Some structures, because of size may require a separate building permit from the City of Chicago Department of Construction and Permits. This department can be reached at (312) 744-3600.

When the event includes tents, Event Organizers must assure that tents do not exceed 240 sq. ft. If tents or canopies are larger than 240 square feet, the Event Organizer must secure a separate permit from the City of Chicago Department of Construction and Permits.

## **7. SHORT DESCRIPTION OF ACTIVITIES AND PRODUCTS FOR EACH VENDOR**

Activities, services, or sale of goods and products must bear a relationship with the proposed event or activity scheduled on Daley Plaza.

## **8. TOILET FACILITIES**

Portable toilets will be required for any event that anticipates more than 50 people for more than two hours and shall be located along the north east elevation of the building. At least (1) ADA unit shall be provided. Toilets shall not be left on the Plaza longer than one day after the event ends.

## **9. ELECTRICAL SPECIFICATION SHEET FOR EACH VENDOR**

No changes will be accepted 10 working days preceding scheduled event. Electricity is the only source of power permitted on Daley plaza. Generators, Propane, Butane, flammable fuels, charcoal and open flames are prohibited on site.

No hard wiring will be permitted to the building electrical supply. Vendors must supply their own extension cords (14 gauge, grounded). All appliance plugs must conform to outlets to be provided by the building. **The following configurations/plug types can be supported:**

Three Phase = 208 volt, Max 40 amp load on 50 amp circuit.	NEMA 15-50
Single Phase = 220 volt, Max 16 amp load on 20 amp circuit.	NEMA 6-20
Single Phase = 110 volt, Max 16 amp load on 20 amp circuit.	NEMA 6-15

Note: Facility can also support a single phase 220 volt, Max 40 amp load on the 50 amp service if the unit is equipped with the Three Phase 15-50 plug.

An electrical requirement spreadsheet will have to be completed by the Event Organizer and submitted to the Office of the Building at least along with the permit application. Any equipment that is not included on the electrical requirement spreadsheet will not be supported during the event.

Event Organizers will have to supply their own extension cords and surge protectors. Also, certified, licensed and approved fire extinguishers with a rating of 4B will be required for all tents that will be preparing and serving food.

## **10. CERTIFICATES OF INSURANCE FOR EACH VENDOR**

All vendors and providers, including subcontractors and event planners, must furnish a Certificate of Insurance. All certificates must list the Public Building Commission the City of Chicago and MB Real Estate Services, LLC and their agents as additional insured. These must show full compliance with the insurance requirements attached. This certificate of insurance must be received and accepted before the commencement of the event. Requirements are on page 6.

In addition to Certificates of Insurance, Waivers of Liability provided by the Property Manager will be required for events that include audience participation, and/or activities that may cause possible injury or harm.

**PLEASE NOTE THAT YOUR PERMIT WILL NOT BE ISSUED IF THE INSURANCE CERTIFICATES HAVE NOT BEEN RECEIVED.**

## **11. ALL APPLICABLE LICENSES**

Copies of all applicable city licenses, such as temporary food license or liquor license, itinerant merchant license(s) as well as all applicable permits from Chicago Department of Transportation and the Chicago Department of Construction and Permits must be provided.

## **12. ALCOHOL**

It is recommended that alcohol not be allowed on the premises. If it must be part of an event, the sale and consumption must take place on the Plaza under the following conditions:

1. Vendors serving alcohol must provide copies of appropriate licenses from the State of Illinois Liquor Commission, and a City of Chicago Special Event Liquor License.
2. The vendor must provide evidence of a current host liquor liability policy.
3. An area for the sale and consumption of alcohol shall be proposed by the applicant on the detailed site plan. The final size and location shall be determined by the Property Manager at its sole discretion.
4. The applicant will provide a security plan detailing at a minimum access control to restricted areas, measures to comply with age restrictions and training for servers.
5. Only non-breakable cups may be used to consume beverages.
6. The applicant must obtain permission from the Chicago Police Department to serve alcohol.
7. Applicant will obtain a letter from the Property Manager acknowledging that the Public Building Commission of Chicago is aware of the sale and consumption of alcohol during the event.

All food and merchandise sold on site must be pre-approved by the Property Manager. The sale of goods, products or services must bear a relationship with the proposed event or activity scheduled on Daley Plaza.

## **13. NOONTIME PERFORMANCES**

If market or festival includes a noontime performance, an equipment line up should be provided for every day applicable. Any performance exceeding the 12 to 1 pm limit is subject to additional fees for services and equipment. Longer performance schedules must be reviewed and approved by management in advance, and performers advised that services and equipment are subject to additional costs and availability.

Electrical assistance from the Daley Center will be provided at least 10 – 15 minutes before the beginning of the noontime event. Electrical assistance will remain on site until the completion of the noontime event.

If banners and/or ethnic flags are part of the event, provide written schedule of when and how these items should be displayed. Label 'top' of flag to insure proper display. This information should be included in the WEEKLY list of technical needs. All items furnished by Event Organizer should be picked up promptly after the event or ceremony. Banners and/or flags are to be dropped off in the Control Room on the Lower Level no later than 12 noon on the day preceding the scheduled event. The banners and flags are to be picked up from the same location by end of business day following the event.

## **14. LIST OF CITY SERVICES**

If the event will include city services, the Event Organizer must submit a list of services such as refuse collection, barricades, cones, drums or supercarts, and names of private scavengers. List should include schedule of delivery and pick up.

Organizers must assure that trash be removed daily from the property at the conclusion of the event. All food grease and liquid must be properly disposed of at the conclusion of every day of the event.

Additional fees for custodial services to be provided by Property Manager will be determined at the time of review between the Event Organizer and Property Manager.

## **15. REIMBURSEMENT**

All services which may include custodial, technical and security are subject to cost and availability. Applicant hereby agrees to reimburse MB Real Estate 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. In addition to all reimbursement costs for custodial and technical support there will be reimbursement costs for administrative services. These costs are used to recover the expense of administrative support to process all applications and additional paperwork needed to approve

and monitor events on the Plaza. The reimbursement cost matrix is below. **Property Manager 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 the Property Manager.**

All late payments will include an additional 1% charge per month or \$50.00 minimum.

DALEY CENTER ADMINISTRATIVE REIMBURSEMENT		
TYPE OF EVENT	RATES	NOTES
Market/Festival to exceed (1) full day and less than (7) full days of Plaza use	\$750 - \$5,250	This charge would be a onetime administrative cost reimbursement for all events exceeding (1) full day and less than (7) full days. A full day is considered (8) hours.
Market/Festival to exceed (7) full days of Plaza use	\$6,000 and up	This charge would be a onetime administrative cost reimbursement for all events exceeding (7) full days. There would be a per day charge for any event running (8) full days and over. A full day is considered (8) hours.
Market/Festival not to exceed (1) full day of Plaza use	\$250-\$750 Prorated	This charge would be a onetime administrative cost reimbursement for markets/festivals that will not exceed (1) full day of Plaza use. There is a minimum cost of \$250 for (2) hours. 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 building staff or require a certificate of insurance. There is a minimum cost of \$250 for (2) hours. Any rally over (2) hours will be charged \$100 for each additional hour.  <i>All rallies <u>not</u> requiring assistance from the building or insurance would not be charged the administrative reimbursement.</i>
Plaza Displays	\$250 Flat Rate	This charge would be a onetime administrative cost reimbursement for all displays set-up on the Plaza.

\*\*Reimbursement costs are not fees and are 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.

**ADDITIONAL INFORMATION:**

The PBC and Property Manager reserve the right to require organizer/applicant to provide additional or clarifying information prior to making a final decision on any permit application. PLEASE DO NOT MAKE ANY ARRANGMENTS FOR YOUR EVENT UNTIL APPROVAL FROM PROPERTY MANAGER HAS BEEN RECEIVED.

All banner requests must be in conjunction with a planned plaza or lobby event. Maximum dimensions of all banners are not to exceed: 30 feet wide by 10 feet long.

All events must conclude prior to 11:00 p.m.

When scheduled, lobby displays may affect the ability to supply dressing area or may lessen the number of audience chairs used.

**INSURANCE REQUIREMENTS FOR CONTRACTORS/VENDORS  
POLICY LIMITS – MINIMUM LIMITS**

**COMMERCIAL GENERAL LIABILITY INSURANCE**

Combined Single Limit	
Bodily Injury & Property Damage	\$1,000,000.00 Each Occurrence \$2,000,000.00 General Aggregate
Products/Completed Operations	\$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate Limit
Personal Injury & Advertising Limit	\$1,000,000.00

**UMBRELLA LIABILITY INSURANCE**

Umbrella Liability Policy	\$2,000,000.00
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**WORKERS COMPENSATIONS**

**for Coverage A (statutory limits) and Coverage B, Employer's Liability with limits of:**

\$500,000.00	Bodily Injury by Accident for Each Accident
\$500,000.00	Bodily Injury by Disease For Policy Limit
\$500,000.00	Bodily Injury by Disease For Each Employee

**COMPREHENSIVE AUTOMOBILE LIABILITY**

**Insurance which shall include all owned, leased, hired or non-owned vehicles with limits of liability as follows:**

\$1,000,000.00	Bodily Injury and Property Damage
\$1,000,000.00	Each Occurrence

**ADDITIONAL INSURED:  
Public Building Commission of Chicago  
MB Real Estate Services LLC**

Additional insured will be given at least sixty (60) days' prior written notice of cancellation, non-renewal or material change in coverage of any of the aforesaid policies. **Policy will be endorsed** so that coverages provided will be on a primary-non contributory basis and a waiver of subrogation will be provided on behalf of the additional insureds.

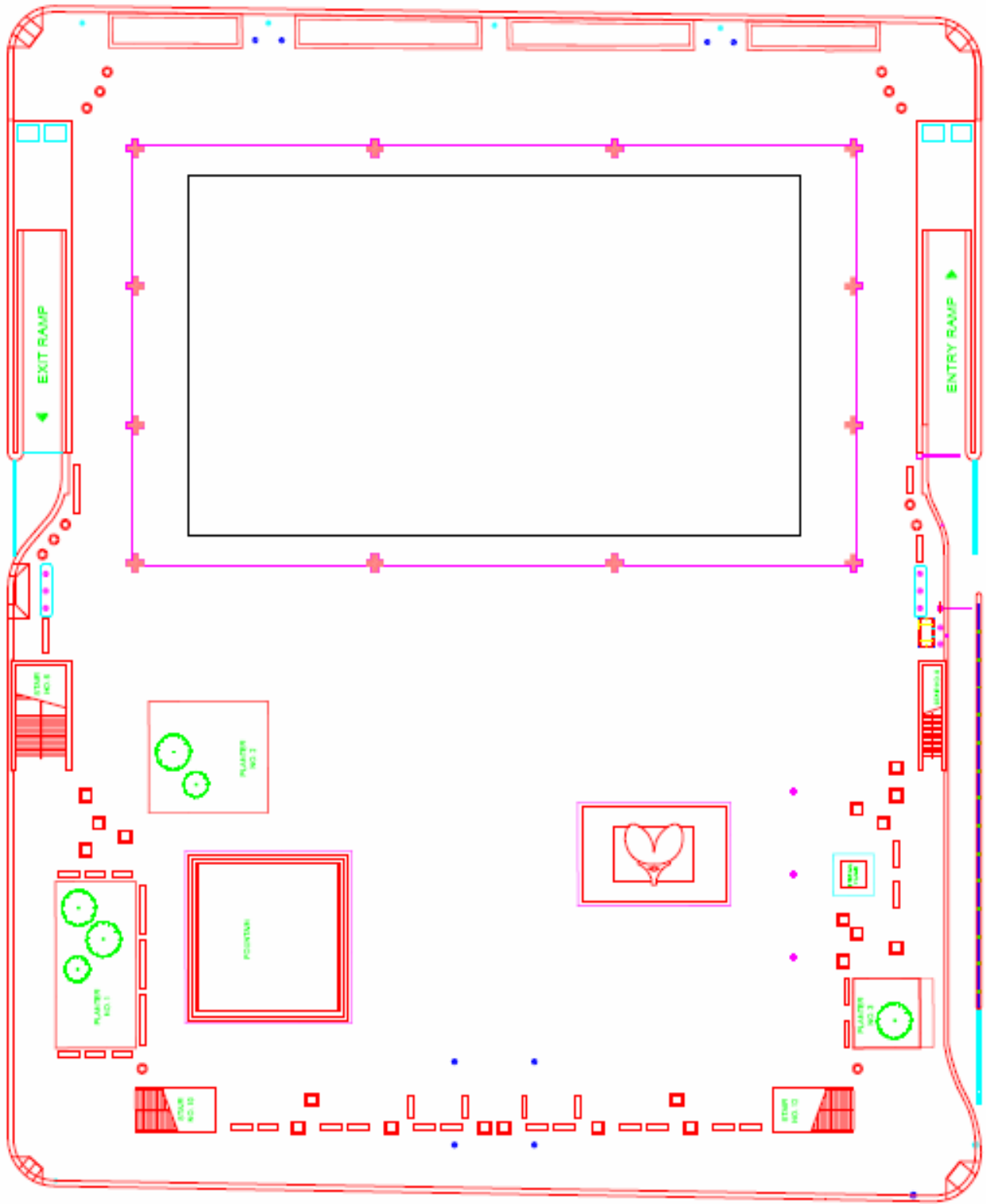
**CERTIFICATE HOLDER:**

MB Real Estate Services LLC  
1203 Richard J. Daley Center  
50 West Washington Street  
Chicago, IL 60602  
312 603 7980

**FAX CERTIFICATE OF INSURANCE TO: 312-603-5800**

# DALEY CENTER PLAZA LAYOUT

Randolph Street



Washington Street