

## **MEDIA PERMIT APPLICATION PROCESS**

The review and approval of a Media Permit application is coordinated through the Department of Park Services, Permits Division (hereinafter "Permits Division"). If you are unsure whether or not a permit is required for your shoot please refer to the Park District Code at [chicagoparkdistrict.com](http://chicagoparkdistrict.com) or call the Permits Division 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 Park Services, Permits Division  
541 N. Fairbanks Court, 4th Floor  
Chicago, IL 60611

Fax: (312) 742-6038

2. The Permits Division 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 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 are required to submit a **"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"** for the shoot and the date(s) of all preparation for such shoots occurring on Chicago Park District property. Applicants must submit an 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 Permit.

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

4. Upon receiving your Application and Application Fee, the 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 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 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 park 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 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 Park District, the City of Chicago, the State of Illinois, and the United States of America. Below is a summary of some of the Park District's Rules and Regulations.

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### AMENDMENTS OR REVISIONS

- It is the responsibility of the applicant to properly inform the Park District of any and all amendments and/or revisions to the original application. The applicant must inform the Park District upon the immediate discovery of such amendments and/or revisions to the original application. All amendments and/or revisions are subject to the review of the Park District.

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### AMENITIES

- The Park District does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

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### ASSIGNMENT

- Permits are not assignable and are non-transferable.

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### CANCELLATION

- All cancellations must be made in writing.
- All application fees are non-refundable.

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### 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.

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### 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 \$25 late fee or denial of a permit application.

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### INCLEMENT WEATHER

- No rain dates will be issued. Refunds will not be granted for inclement weather.
- The 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 Park District property.

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### 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.

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### 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 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 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 24 hrs. after the permitted breakdown 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 Park District, the City of Chicago, the State of Illinois, and the United States of America
- Applicant also agrees to reimburse the 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.

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### SIGNAGE

- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, or park feature on Chicago Park District property is strictly prohibited.

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### 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

## 2008 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

ORGANIZATION/PRODUCTION COMPANY *(if applicable)* FEDERAL TAX ID or 501(c)(3) NUMBER

STREET ADDRESS APT/UNIT/SUITE

CITY STATE ZIP CODE

E-MAIL ADDRESS

DAYTIME PHONE FAX CELL PHONE

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**  
\$25 application fee and \$25 permit fee *(per location, per date)*  
• \$50 for each additional location and/or 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)*  
\$25 application fee and \$25 permit fee *(per location, per hour)*  
• \$50 for each additional location and/or date  
• Permit is not required.  
• Restrictions may apply.

**DOCUMENTARY OR WEB MEDIA FILMING/PHOTOGRAPHY**  
*(For media that will be published **exclusively** on the Web or documentary filming.)*  
\$25 application fee and \$350 permit fee *(per location, per date)*  
• \$350 refundable security deposit  
• A Certificate of Insurance is required (see page 1, item 3).

**COMMERCIAL STILL PHOTOGRAPHY**  
\$25 application fee and \$500 permit fee *(per location, per date)*  
• \$500 refundable security deposit  
• A Certificate of Insurance is required (see page 1, item 3).

**COMMERCIAL FILMING**  
\$25 application fee and \$1,250 permit fee *(per location, per date)*  
• \$5,000 refundable security deposit  
• A Certificate of Insurance is required (see page 1, item 3).

#### DEPARTMENT OF PARK SERVICES

541 North Fairbanks Court | Chicago, IL 60611 | Phone (312) 742-5369 | Fax (312) 742-6038 | [chicagoparkdistrict.com](http://chicagoparkdistrict.com)

## 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 Park District.

### AMPLIFIED SOUND

**Are you requesting permission to have amplified sound?** Amplified sound must comply with section 11-4-1110 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  Yes<sup>1</sup> → Hours of Amplified Sound: \_\_\_\_\_ To \_\_\_\_\_

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

<sup>1</sup>**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.*

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## STAGES, 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 Construction and Permits, (312) 744-3449.

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### Will your event include the installation of STAGES?

*(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<sup>2</sup>     Number of Stage(s): \_\_\_\_\_  
Stage Description(s): \_\_\_\_\_

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### 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 Park District property within 24 hours after your event or at a time specified by the Park District.)*

No     Yes<sup>2</sup>     Number of Portable Toilets: \_\_\_\_\_  
Description(s): \_\_\_\_\_

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### 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<sup>2</sup>     Number of Dumpsters: \_\_\_\_\_  
Description(s): \_\_\_\_\_

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### 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<sup>2</sup>     Description: \_\_\_\_\_

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### 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<sup>2</sup>     Number of Barricades: \_\_\_\_\_  
Description(s): \_\_\_\_\_

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### 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     Yes<sup>2</sup>     Number of Structures: \_\_\_\_\_  
Description(s): \_\_\_\_\_

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<sup>2</sup>**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 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 or athletic fields. Parking for staff/participants is only available at parking lots and designated street parking. Driving and/or parking vehicles on grass/athletic fields is strictly prohibited.

### Are you requesting permission to 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<sup>3</sup> → 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  Yes<sup>3</sup> → Number of Vehicles: \_\_\_\_\_

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

<sup>3</sup>**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.*

## 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 cars, 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, 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 Park District for any such costs incurred by the Park District.

### SECURITY PLAN

**Have you made provisions for onsite security services?** Please note that Park District Security may be available for your event. For more information, contact the Department of Park Services 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  Yes<sup>4</sup> → 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	

<sup>4</sup>**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 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 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 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 *(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.

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

CASH: \$ \_\_\_\_\_  MONEY ORDER  CASHIER'S CHECK

### FOR PAYMENT BY CREDIT CARD ONLY

PLEASE CHARGE MY *(check one)*:  VISA  MASTERCARD  DISCOVER AMOUNT: \$ \_\_\_\_\_

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

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
EXPIRATION DATE

**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 \$25 application fee?

**Submit your completed Media Permit Application to the Department of Park Services, Permits Division:**

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