

NOONTIME PERFORMANCE APPLICATION

INSTRUCTIONS

Please ensure all items are complete prior to applying for a noontime performance permit. No noontime applications shall be processed if filed more than one (1) year prior to the proposed event or if filed less than seven (7) days before proposed event.

In person submissions should be filed during business hours (8:30am-5:00pm) at:
Richard J. Daley Center
50 West Washington Street, Suite 1203
Chicago, IL 60602

Applications can also be submitted to:
Alexa Vichio at avichio@mbres.com
(P) 312-603-5564
(F) 312-603-5800

GENERAL EVENT INFORMATION

Group Name

Title of Performance

Date Requested

CONTACT INFORMATION

Contact Name

Address

City

State

Zip

Phone Number

Cell Phone Number

Email Address

EVENT DESCRIPTION *(Check all that apply)*

DANCE

MUSIC

FLAG-RAISING

THEATER

OTHER

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BRIEF DESCRIPTION OF PROGRAM

TECHNICAL NEEDS *(Check all that apply)*

The following items are available to use free of charge.

Inside Performance Outside Performance CD/Auxiliary YES NO

Podium YES NO Piano YES NO Flag Raising YES NO

(If the organization is requesting a flag raising, please note that groups must use the flag provided by the building. Please confirm with the Special Events Manager that the requested flag is available.)

Microphones: _____ (limited to 8 inputs) Banner Hung YES NO

Stage Size: _____
(Stages are created w/ 6' x 8' sections. In the lobby, the stage is limited to 9 sections. Outside on the Plaza, the stage is limited to 20 sections.)

Power Outlets: _____
(No extension cords are allowed)

Does the stage need to be ADA accessible? YES NO

Do you need a changing area? YES NO

PLEASE LIST OTHER CONSIDERATIONS

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NOONTIME PROGRAM POLICIES

- Programs are scheduled Monday through Friday from 12-1pm all year around. In inclement weather, programs are presented in the east lobby or cancelled (depending on the nature of the performance). If the stage has already been set up outside or if the performance has already begun outside, it can NOT be moved indoors and vice versa.
- All performances are strictly from 12-1pm unless prior arrangements are made.
- All noontime performers and organizers must use the Daley Center sound system (mixer, speakers, bottoms, and monitor) during all performances.
- Appropriate sound level is at the discretion of Daley Center Management and must always be controlled by Daley Center Staff during noontime programs.
- Any activity taking place outside of the stage areas will not be allowed.
- The Richard J. Daley Center prohibits the sale of merchandise on the premises.
- No food can be contributed or served during noontime programs.
- The City of Chicago, Cook County, Public Building Commission of Chicago, and MB Real Estate Services, Inc., are not responsible for any theft or vandalism to performers' equipment.
- All music must be prepared prior to the event. CD player and auxiliary connections are available.
- Prior arrangements must be made if the organization is requesting to hang a banner. No banner or signage will be hung without prior approval. If the organization is requesting a flag raising, please note that groups must use the flag provided by the building. Please confirm with the Special Events Manager that the requested flag is available.
- All applications must provide a brief description of their event.
- All DJ events must take place outside of the building, providing weather permits.
- Parking is not provided.

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ACKNOWLEDGEMENT

I have read and agree to abide the terms of the Richard J. Daley Center. I agree to assume full responsibility for any damage or for loss thereof. I further agree that I will indemnify and hold harmless the City of Chicago, Cook County, Public Building Commission, MB Real Estate Services, Inc., its committees, and sponsors from any claim or cause of action against the above organizations, committees or sponsors.

Applicant Signature

Date

MB Real Estate Services Inc Representative

Date

Public Building Commission of Chicago Representative

Date