

# NOONTIME PERFORMANCE APPLICATION

## INSTRUCTIONS

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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 Durkin at [adurkin@mbres.com](mailto:adurkin@mbres.com)  
(P) 312-603-5564  
(F) 312-603-5800

## GENERAL EVENT INFORMATION

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Group Name \_\_\_\_\_

Title of Performance \_\_\_\_\_ Date Requested \_\_\_\_\_

## CONTACT INFORMATION

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Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## EVENT TYPE *(Check all that apply)*

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DANCE  MUSIC  DJ  BAND  FLAG-RAISING

OTHER  \_\_\_\_\_

# NOONTIME PERFORMANCE APPLICATION

**BRIEF DESCRIPTION OF PROGRAM**

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**TECHNICAL NEEDS** *(Check all that apply)*

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The following items are available at no charge.

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 4 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)*

Do you need a ramp for the stage?  YES  NO

Do you need chairs set up?  YES  NO # on Stage: \_\_\_\_\_ # in Audience: \_\_\_\_\_

Do you need a table on stage?  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 12-1 pm. In inclement weather, noontime events will be canceled with the opportunity to reschedule in the future.

- 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. Our preferred music source is phone or laptop but CD and USB are also accepted.
- 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.
- Parking is not provided.

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## **ACKNOWLEDGEMENT**

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*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.*

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*Applicant Signature*

*Date*

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*MB Real Estate Services Inc Representative*

*Date*

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*Public Building Commission of Chicago Representative*

*Date*