

PUBLIC BUILDING COMMISSION OF CHICAGO
RICHARD J. DALEY CENTER
PLAZA PERMIT APPLICATION

INSTRUCTIONS

Please ensure all items are complete prior to applying for a Daley Plaza permit. No permit applications shall be processed if filed more than one (1) year prior to the proposed event or if filed less than thirty (30) 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

Permits can also be submitted at:
daleycenterevents@transwestern.com
(P) 312-603-5564
(F) 312-603-5800

GENERAL EVENT INFORMATION

Name of Event

Sponsoring Organization

Contact Name

Contact Email Address

Contact Phone Number

Street Address

City / State / Zip Code

EVENT DETAILS

Event Start Date

Event Hours (Event hours are limited to 5:00am-11:00pm)

Set Up Date

Set Up Hours

Breakdown Date

Breakdown Hours



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EVENT DESCRIPTION *(If necessary, please attach a separate document describing your event)*

Estimated number of attendees: _____

List the organization's legal status: _____
(i.e. Government, Non-Profit, Corporation, Individual - if Non-Profit, please attach 501(c)(3) letter)

Will food be served at the event? YES NO
If yes, a permit from the Department of Cultural and Special Events (DCASE) will be requested at a later date.

Will alcohol be served at the event? YES NO
If yes, a letter from the Chicago Police Department will be requested at a later date.

Will the event have a banner hung from the building? YES NO
If you selected yes, please see page 5 for additional information.

Is the event/organizer able to share plaza with any previously scheduled noontime event between the hours of 12PM to 1PM? (see page 3 for noontime event location) YES NO
If you selected no, please ask Special Events Manager for more information.

Will the event require a Right of Way Permit from the City of Chicago? YES NO
If yes, a Right of Way Permit will be requested at a later date. See page 5 for more information.

Do you plan to raise a flag at your event? YES NO
If you selected yes, please note that groups must use the flag provided by the building.

Will you have a display at your event? YES NO
If you selected yes, additional permits may be required. Please ask Special Events Manager for more information.

Do you plan to have a drone at your event? YES NO
If you selected yes, additional documents are required. Please ask Special Events Manager for more information.

Is the event open to the public? YES NO

Is the event ticketed? YES NO

Are there any vehicles participating in the event which require access onto the plaza?
 YES NO *If yes, please describe:* _____

Describe any custodial, security, or engineer requirements for the event: _____

If you require these services, do you plan to use third party vendors or the Daley Center staff?



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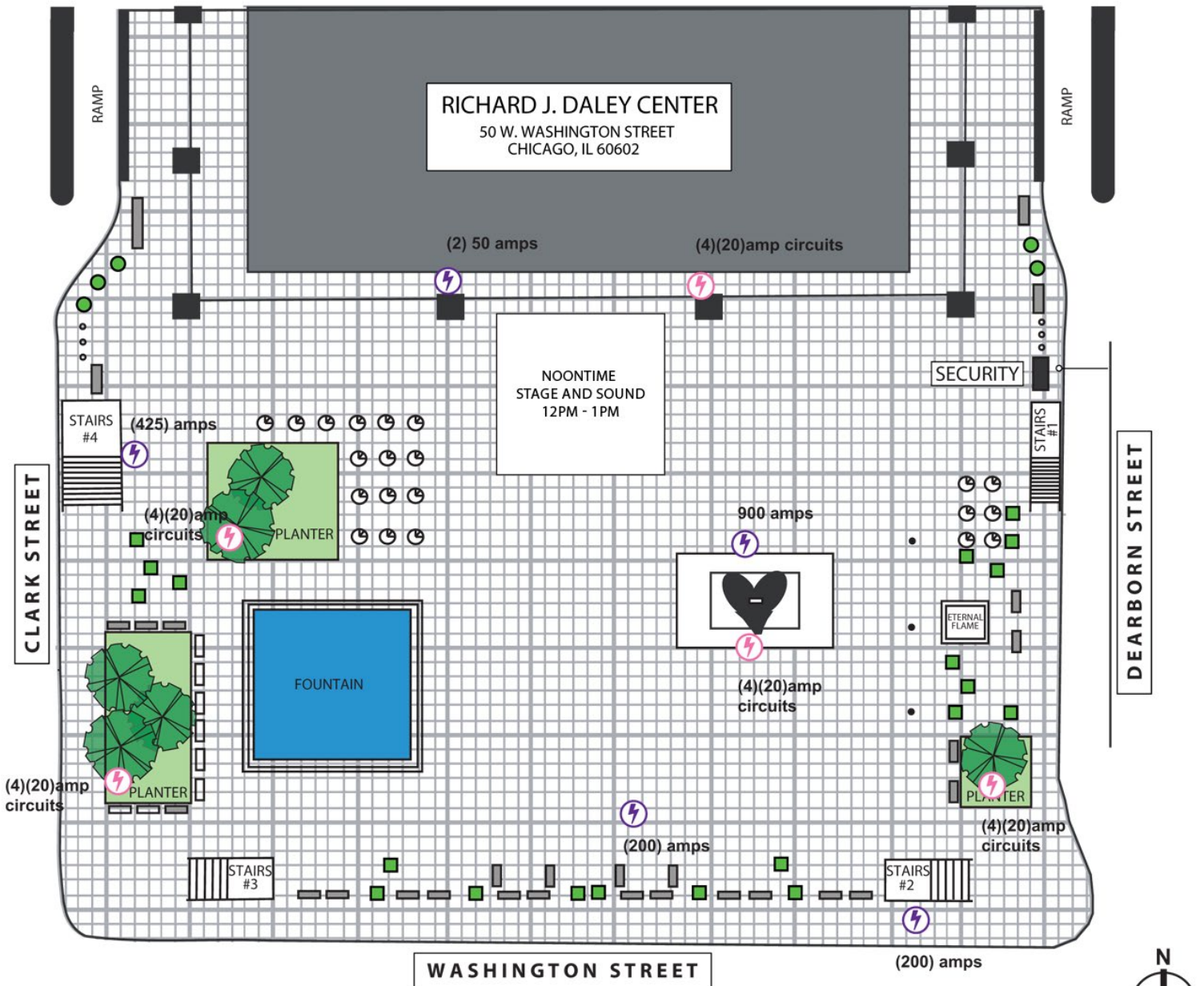
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SITE PLAN AND LAYOUT

Event applicants must complete the site layout below.

Site layouts must include all tents, canopies, portable toilets, super carts, grease containers, sinks, dumpsters, and barricades. All structures must be placed on a secure surface to prevent damage or stains to the Plaza granite. Any equipment not listed will not be allowed. Please identify on the site layout any electrical requirement needs.



NO ADDITIONAL FEES



ADDITIONAL FEES APPLY



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DALEY PLAZA ELECTRICAL REQUEST

Date(s): _____

Set Up Times: _____

Times Requested: _____

Technician Name/Number/Email: _____

VENDOR NAME / TENT #	EQUIPMENT	VOLTS	AMPS	WATTS	PHASE

ELECTRICITY SPECIFICATIONS

Electricity is the only source of power permitted on the Daley Plaza. Generators, propane, butane, flammable materials, charcoal, and open flames are prohibited. Event organizers will be required to complete and submit all electrical requests **10 days prior to the event.**

Any equipment not included on the Electrical Request worksheet will not be supported during the event. Surge protectors and extensions cords (14 gauges, grounded) must be supplied by event organizers.

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

Please refer to site plan and layout as fees may apply for any electrical needs.



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LOADING AND UNLOADING

No vehicles are permitted to drive onto the Daley Plaza or block access to the designated truck lane on Dearborn Street. All loading and unloading activities must take place on Clark Street and groups must have a Right of Way Permit from the City of Chicago Department of Transportation. Event organizers will be required to submit a detailed schedule of all loading and unloading activities. No vehicles are permitted on Daley Plaza other than by an authorized lessee of the Richard J. Daley Center.

PORTABLE TOILETS

Portable toilets are required for all events in which expected attendance exceeds 50 people, is over 3 hours in length, and/or is serving food and beverages. At least one portable toilet must meet ADA standards. Portable toilets must be placed on the west elevation of the Plaza along Clark street. And must be removed from the Plaza no later than one (1) business day after the event has ended.

TRASH

Trash receptacles must utilize clear trash bags and trash must be removed daily. Event organizers will be billed for labor and materials associated with trash collection and removal. The Department of Streets and Sanitation must be contacted to provide additional trash receptacles for events in which expected attendance exceeds 100 people. Applicants must ensure all food, grease, and liquid is disposed off of the premises property.

BANNERS

Banners may be displayed on the exterior of the Daley Center building during event activities only for the duration of the event. Banners may only be hung using the hoist or other equipment operated by building staff. The property manager may deny any banner display that poses the risk of harm or physical damage to the façade or public. Maximum banner size is 32 feet wide by 10 feet long. Banner must have minimum ½ inch width of metal grommets for hanging, along with wind slits. Metal grommets should be 24-inches on center.

ALCOHOL

The sale and consumption of alcohol is permitted on the Plaza. The City of Chicago requires a Special Events Permit for any outdoor events that will sell/serve alcohol and you can obtain this permit through the Department of Cultural Affairs and Special Events (DCASE).

For more information on how to apply and to access the online application for a Special Events Permit, please visit www.chicago.gov/city/en/depts/dca.html. A designated area for the sale and consumption of alcohol must be identified on the site plan and the map listed in the application.

FLAG POLES

The flag poles located at the Daley Center are property of the Public Building Commission of Chicago (PBC). The flag poles do not fall under the jurisdiction of a public forum and are used as an expression of government speech. The PBC, at its sole discretion, expressly reserves the right to deny any request to display a flag that does not exemplify the fundamental principles of the United States of America, the State of Illinois, Cook County, or the City of Chicago.

SECURITY

All events scheduled to take place after 6pm on weekdays and on the weekends, will be required to staff at least (1) security guard for the duration of the event. All events that include the sale and consumption of alcohol will require a minimum of (4) security guards. Event organizers have the option of using Building Staff or a third-party vendor for their security needs. If a third-party vendor is hired, the organizer represents that any work performed under the terms of this agreement will be performed by union labor.

WEATHER

Weather permitting, all sound and building equipment (stage, chairs, etc.) will be dismantled per management's discretion.

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VENDOR LIST

A complete list of participating vendors and proposed location on the Daley Plaza must be submitted prior to permit approval. Activities, services, or the sale of goods and products must bear a direct relationship with the proposed event of activity. **If a third-party vendor is hired, the organizer represents that any work performed under the terms of this agreement will be performed by union labor. Vendors also must provide a certificate of insurance meeting our requirements listed on page 7 of the application.**



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DALEY PLAZA INSURANCE REQUIREMENTS

All vendors and providers, including subcontractors and installers, must provide a certificate of insurance that meets the specified requirements prior to application approval. The Certificate of Insurance must identify Transwestern Commercial Services, LLC., Transwestern Commercial Services Illinois, LLC., and the Public Building Commission as additional insureds.

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
\$1,000,000.00

UMBRELLA LIABILITY INSURANCE

Umbrella Liability Policy
\$2,000,000.00

Limits will be determined based on the type of event, attendance, and planned activities.

LIQUOR LIABILITY INSURANCE

If alcohol is being served at the event, liquor liability coverage is required as follows:

\$1,000,000 Each Occurrence

WORKERS' COMPENSATION

Coverage as required by the State of Illinois covering all employees who will participate in the Applicant's event.

Coverage A - Statutory limits

Coverage B - Employers Liability with limits of \$500,000.00 Bodily Injury Each Accident, Illness or Disease

COMPREHENSIVE AUTOMOBILE LIABILITY

When any vehicle drives on Daley Center property, automobile insurance must include all owned, leased, hired or non-owned vehicles with limits of at least:
\$1,000,000.00 Per Occurrence for Bodily Injury and Property Damage

ADDITIONAL INSURED:

Public Building Commission of Chicago
Transwestern Commercial Services, LLC.
Transwestern Commercial Services Illinois, LLC.
Cook County
City of Chicago

Additional insured will be given at least thirty (30) 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 in favor of the Additional Insureds. A Certificate of Insurance evidencing this coverage and Additional Insureds will be provided prior to issuance of this permit. Failure to provide the Certificate of Insurance is not a waiver by the Additional Insured parties of any requirements for the Applicant to obtain and maintain the specified coverage.

CERTIFICATE HOLDER
Transwestern Commercial Services Illinois, LLC.
Richard J. Daley Center
50 West Washington Street
Suite 1203
Chicago, IL 60602
312-603-7980



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LABOR, EQUIPMENT, WIFI, AND UTILITIES REIMBURSEMENT

Applicant hereby agrees to reimburse Transwestern Commercial Services Illinois, LLC. for all expenses providing labor, custodial, equipment, electricity, and any other utilities requested by the Applicant. All services including custodial, technical, and security are subject to cost and availability. See matrix below.

LABOR	RATE PER HOUR Monday - Friday (8am - 5pm)	OVERTIME RATES PER HOUR Monday - Friday after 5pm & weekends
CUSTODIAL	\$35.00	\$75.00
ENGINEERING	\$75.00	\$125.00
CARPENTER	\$100.00	\$175.00
SECURITY OFFICER	\$50.00	\$75.00
WIFI	\$100.00/DAY	\$100.00/DAY

ADMINISTRATIVE REIMBURMENT

Applicant hereby agrees to reimburse Transwestern Commercial Services Illinois, LLC. for the expense of administrative support, including application processing, coordination, and monitoring. See matrix below.

	DALEY CENTER TENANT	NON-PROFIT 501(c)	CORPORATE	FLAG RAISINGS
RATE PER DAY	\$750	\$1,500	\$5,000	\$250 flat rate
4-HOUR MINIMUM	N/A	\$750	\$2,500	N/A

4-Hour Minimum rates apply to set up and breakdown exceeding eight hours of either set up or breakdown. Proof of non-profit status is to be provided by the client and subject to approval by Transwestern Commercial Services Illinois, LLC.

- Non-profit events booked for four-hour minimum, \$188 will be charged for each additional hour. After eight hours, daily rates will apply.
- Corporate events booked for four-hour minimum, \$625 will be charged for each additional hour. After eight hours, daily rates will apply.
- Flag raisings requiring assistance from the Building, will incur additional fees and will be required to submit a Certificate of Insurance in addition to the \$250 fee
- Displays will be charged 4-hour minimum rates for a period not to exceed 6 day depending on location and dates.

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PAYMENT

Amount of payment will be determined by Transwestern Commercial Services Illinois, LLC. A non-refundable 50% fee for Plaza usage is due prior to permit approval. The 50% balance plus any additional costs will be due within 10 business days after the Applicant has received final bill from the Property Manager. All payments are subject to a 1% late fee per month, or a minimum of \$50.00 per month, if received after 10 days of invoice.

Estimated fees may include security, custodial, union engineer, site coordinator, and maintenance costs, as needed. These costs will be determined at the time of contract execution between Transwestern Commercial Services Illinois, LLC. and the user. All users will be required to adhere to the Chicago Municipal Code and any other guidelines for Richard J. Daley Center.

I have read and agreed to abide by the terms set forth in this application. On behalf of my organization, we assume full responsibility for any damage or for loss thereof. I further agree that we will indemnify and hold harmless the Public Building Commission of Chicago, the City of Chicago, Cook County of Illinois and Transwestern Commercial Services Illinois, LLC., its respective members, employees, and agents from any claim or cause of action against the above organizations and its members, employees, and agents.

Applicant Signature

Date

Transwestern Commercial Services Illinois, LLC. Representative

Date

Public Building Commission of Chicago Representative

Date

