

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

**INSTRUCTIONS**

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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:  
[permitapplication@mbres.com](mailto:permitapplication@mbres.com)  
(P) 312-603-7981  
(F) 312-603-5800

**GENERAL EVENT INFORMATION**

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*Name of Event*

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*Sponsoring Organization*

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*Contact Name*

*Contact Email Address*

*Contact Phone Number*

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*Street Address*

*City / State / Zip Code*

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**EVENT DETAILS**

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*Event Start Date*

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

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*Set Up Date*

*Set Up Hours*

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*Breakdown Date*

*Breakdown Hours*

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**EVENT DESCRIPTION**

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Estimated number of attendees: \_\_\_\_\_

List the organization's legal status: \_\_\_\_\_  
(i.e. Government, Non-Profit, Corporation, Individual)

Will food be served at the event?  YES  NO

Will alcohol be served at the event?  YES  NO  
*If yes, please attach a detailed security plan, alcohol permit, and a letter from the Chicago Police Department.*

Will the event have a banner hung from the building?  YES  NO

Will the event have a corresponding Noontime Program?  YES  NO

Will the event require a Loading Permit from the City of Chicago?  YES  NO  
*If yes, please attach Loading Permit.*

Is the event open to the public?  YES  NO

Is the event ticketed?  YES  NO

Will the event require vehicle access on the plaza for delivery, any major equipment, or display?

YES  NO *If yes, please describe:* \_\_\_\_\_

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If the event will have security, please name the security services provider: \_\_\_\_\_

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

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# PUBLIC BUILDING COMMISSION OF CHICAGO

## RICHARD J. DALEY CENTER

# PLAZA PERMIT APPLICATION

### 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.





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**DALEY PLAZA ELECTRICAL REQUEST**

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Date(s): \_\_\_\_\_

Set Up Times: \_\_\_\_\_

Times Requested: \_\_\_\_\_

Technician Name/Number/Email: \_\_\_\_\_

VENDOR NAME / TENT #	EQUIPMENT	VOLTS	AMPS	WATTS	PHASE

**ELECTRICITY SPECIFICATIONS**

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**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 must be permitted by 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.

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### **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.

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### **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 events. Applicants must ensure all food, grease, and liquid must be disposed of off the premises properly.

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### **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-inch on center.

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### **ALCOHOL**

The sale and consumption of alcohol is permitted on the Plaza. Vendors serving alcohol must obtain and provide copies of the appropriate licenses from the State of Illinois Commission and the City of Chicago Special Event Liquor License. A designated area for the sale and consumption of alcohol must be identified on the Site Plan and Layout map provided in this application. Event organizers must provide a security plan to be reviewed by the Chicago Police Department detailing the control of access to restricted areas and measures to comply with age restrictions and identification of individuals purchasing and consuming alcohol. Vendors serving alcohol must provide proof of a current host liquor liability policy. Upon receipt of proof of host liquor liability security plan and approval from Chicago Police Department, the event organizer will be issued a letter acknowledging the Public Building Commission and MB Real Estate are aware of the sale and consumption of alcohol during the event.

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### **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.

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### **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. Building staff will be hired for this coverage and costs will be billable back to the event organizer. All events that include the sale and consumption of alcohol will require a minimum of (4) security guards. Event organizers can hire a third-party vendor to provide the necessary coverage, or the Daley Center security staff.

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### **WEATHER**

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

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**NOONTIME PROGRAMS**

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All noontime program applications sponsored by the Department of Cultural Affairs & Special Events must be submitted to Cheryl Johnson at the at [Cheryl.Johnson2@cityofchicago.org](mailto:Cheryl.Johnson2@cityofchicago.org).

If the event includes a noontime program, an equipment line up should be provided for every applicable day. Any performance exceeding the 12pm to 1pm limit is subject to additional fees and rates for services and equipment. Longer programs schedules must be reviewed and approved by management in advance, and performers are 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 program. Electrical assistance will remain on site until the completion of the program.

\*Noontime Programs take place every day Monday - Friday.

**VENDOR LIST**

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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.


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**DALEY PLAZA INSURANCE REQUIREMENTS**

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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 MB Real Estate Services, Inc. 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  
MB Real Estate Services, Inc.

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



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**LABOR, EQUIPMENT, AND UTILITIES REIMBURSEMENT**

Applicant hereby agrees to reimburse MB Real Estate Services, Inc. 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	\$27.27	\$42.00
ENGINEERING	\$62.54	\$98.00
CARPENTER	\$88.13	\$140.00
SECURITY OFFICER	\$35.00	\$51.00

**ADMINISTRATIVE REIMBURSEMENT**

Applicant hereby agrees to reimburse MB Real Estate Services, Inc. for the expense of administrative support, including application processing, coordination, and monitoring. See matrix below.

	DALEY CENTER TENANT	NON- PROFIT 501(c)	CORPORATE	PLAZA DISPLAYS & FLAG RAISINGS	RALLIES
<b>RATE PER DAY</b>	\$750	\$1,500	\$5,000	\$250 flat rate	Requiring no assistance from the building: • No Fee • Certificate of Insurance
<b>4-HOUR MINIMUM</b>	N/A	\$750	\$2,500	N/A	
<b>ADDITIONAL FEES</b>	N/A	Events booked for four-hour minimum, \$188 will be charged for each additional hour. After eight hours, daily rates will apply.	Events booked for four-hour minimum, \$625 will be charged for each additional hour. After eight hours, daily rates will apply.	N/A	Requiring assistance from the building: • \$250/hour • Certificate of Insurance  <i>Please see page 7 for insurance requirements</i>

*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 MB Real Estate Services, Inc.*



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**PAYMENT**

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Amount of payment will be determined by MB Real Estate Services, Inc. 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 MB Real Estate Services, Inc. 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 MB Real Estate Services, Inc., its respective members, employees, and agents from any claim or cause of action against the above organizations and its members, employees, and agents.*

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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*