



PUBLIC BUILDING COMMISSION OF CHICAGO  
RICHARD J. DALEY CENTER  
WEDDING CEREMONY APPLICATION

**EVENT DESCRIPTION**

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Estimated number of attendees (150 maximum unless providing own chairs): \_\_\_\_\_

Will food be served?  YES  NO

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

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

If security services are needed the preferred vendor is Premier Security Services provided by Daley Center Plaza.

**VENDOR LIST**

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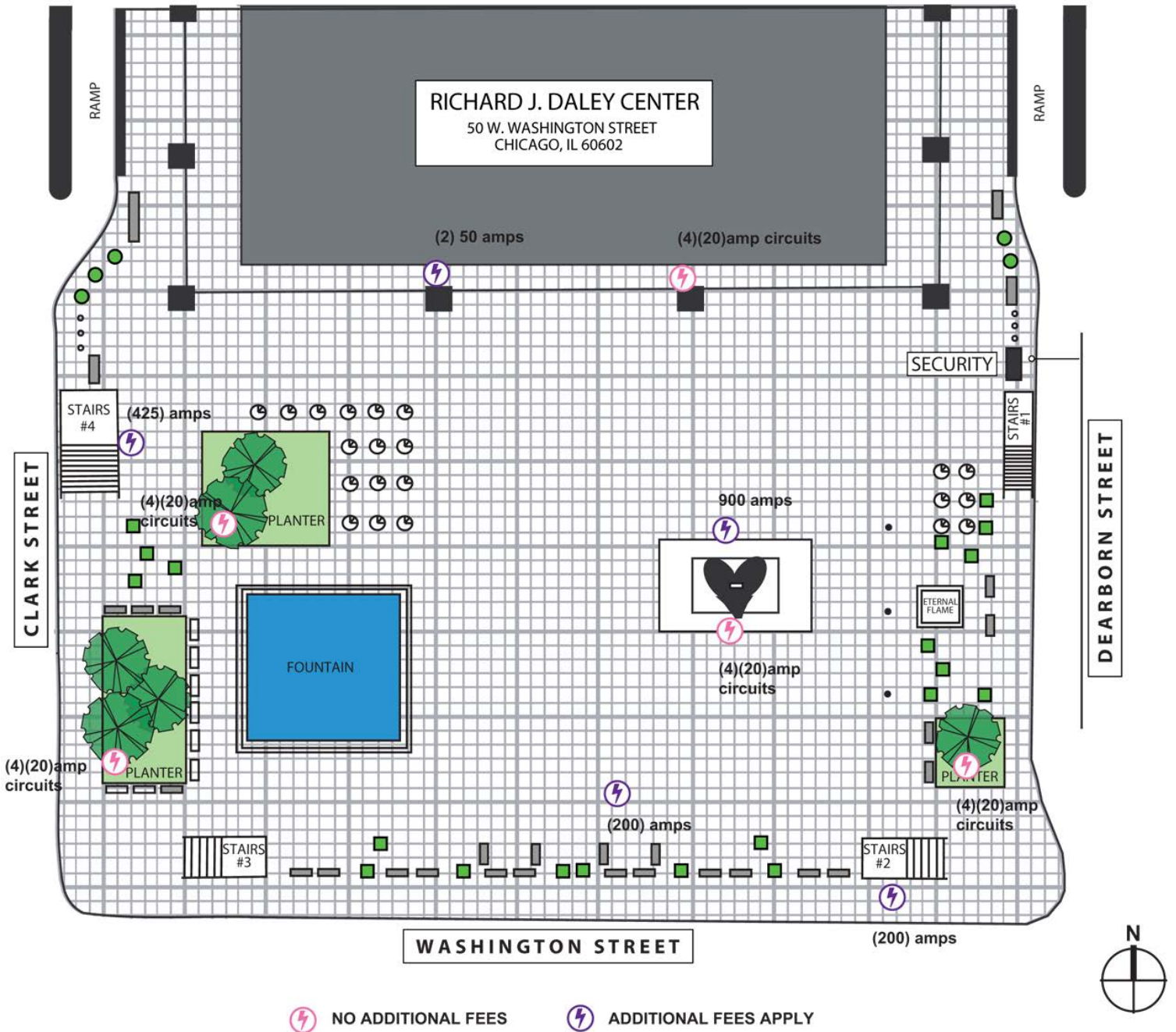
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# WEDDING CEREMONY APPLICATION

## 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 requirements.



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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**

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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.

**PORTABLE TOILETS**

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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**

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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.

**ALCOHOL**

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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.

**SECURITY**

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All weddings 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 security will be hired for this coverage and costs will be billable back to the event organizer. All weddings will require a minimum of (4) building security guards.

**SOUND**

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Includes one wireless microphone on a stand or at a podium or one wireless lavalier, two speakers, mixer, CD or iPod playback and one sound engineer. Weather permitting, all sound and building equipment (stage, chairs, etc.) will be dismantled per management discretion.

**WEATHER**

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Due to building capacity, there is no rain plan for outdoor weddings. Cancellation is required within 24 hours of wedding date. If cancellation notice not received within 24 hours of wedding date, deposit will not be refunded.

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**DALEY PLAZA APPLICANT INSURANCE REQUIREMENTS**

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Applicants will be covered under building TULIP (Tenant User Liability Protections) insurance. Cost is included in the administrative reimbursement.

**DALEY PLAZA VENDOR INSURANCE REQUIREMENTS**

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All vendors 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

# WEDDING CEREMONY APPLICATION

## **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.

<b>LABOR</b>	<b>RATE PER HOUR Monday - Friday (8am - 5pm)</b>	<b>OVERTIME RATES PER HOUR Monday - Friday after 5pm &amp; weekends</b>
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.

	<b>EVENT RATE</b>
<b>2ND WEDNESDAY OF EVERY MONTH</b>	\$300 (insurance included) for 1 hour only
<b>WEEKDAYS &amp; WEEKENDS EXCLUDING WEDNESDAYS</b>	\$400/hour (insurance included) *2 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 prior to event. 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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*Permit Approved*

*Date*

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*Public Building Commission of Chicago Representative*

*Date*