

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:
daleycenterevents@transwestern.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 TYPE *(Check all that apply)*

DANCE MUSIC DJ BAND FLAG-RAISING

OTHER _____



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BRIEF DESCRIPTION OF PROGRAM

TECHNICAL NEEDS *(Check all that apply)*

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, MB Real Estate Services, Inc., and Transwestern Commercial Services Illinois, LLC., 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

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., Transwestern Commercial Services Illinois, LLC., its committees, and sponsors from any claim or cause of action against the above organizations, committees or sponsors.

Applicant Signature

Date

Transwestern Commercial Services Illinois, LLC. Representative

Date

Public Building Commission of Chicago Representative

Date