

**The Chicago Park District (CPD)
Garfield Park Conservatory
Special Use Site – Indoor
Policies and Procedures
Exhibit A**

Special Events – CPD Designee

A CPD Designee will work closely with the permittee to ensure that the Event proceeds smoothly. Signed contracts, copies of insurance certificates, building permits, and any other necessary paperwork must be on file with the Designee (1) week prior to the Event.

Catering – Exclusive Caterers

To insure the success of the Event the CPD will provide a list of exclusive caterers who are trained in the policies and procedures of the CPD. All of our exclusive caterers are fully licensed by the city and state. They have provided current certificates of insurance to the Risk Management Department of the CPD. The caterer provides all personnel, materials, and supplies required in the preparation of food, alcoholic and non-alcoholic beverages, and the beverages themselves. Space is provided as available for food preparation. Donated food is prohibited. Cash bars are prohibited.

Rentals

Rentals of tents, tables, chairs, staging, catering equipment, plates, dinnerware, etc. must be rented from our exclusive vendor list for any Event. Tents 240 square feet or larger require a building permit from the Dept. of Buildings. A limited number of tables and chairs are available from the CPD and are subject to availability.

Planning and Set-up

A final layout must be submitted to the CPD Designee for approval (1) month prior to the Event. If extensive or unusual or special set-up is required, it must not interfere with other site activities and must be arranged with the CPD Designee. A final walkthrough by the caterer, CPD Designee and permittee must occur no later than (1) week prior to the Event to finalize arrangements.

Electrical Needs

Electrical power at the Indoor Special Use Site is limited. The CPD Designee can show locations of electrical outlets. A detailed electrical plan must be submitted to the CPD Designee at least (1) week prior to the Event. The CPD Designee can coordinate the use of CPD electricians for an event if necessary. This must be coordinated at least (2) weeks prior to the Event and charges will incur.

Lighting

If decorative lighting is to be used, a detailed plan must be submitted to the CPD Designee at least (2) weeks prior to the Event for review. No open flames are permitted within an Indoor Special Use Site. Votive lights and enclosed candles are acceptable for use on tables.

Deliveries

CPD employees may not accept deliveries. All equipment or rentals must be delivered on the day of the Event and must be removed within (1) hour following the Event. Unless otherwise permitted by the CPD Designee, there are no exceptions. The Permittee is responsible for receiving deliveries for the Event including transporting and securing items within the Indoor Special Use Site.

Cooking Equipment

Chafing dishes, metal hotboxes, and sterno may be used in the Indoor Special Use Site for food heating. Prior to use, the CPD Designee must approve any other cooking equipment. All cooking equipment must be accompanied by an ABC fire extinguisher located in the immediate area of cooking. Exterior doors must be closed whenever grilling outside at an Indoor Special Use Site. Coals must be disposed of in a manner approved by the CPD Designee.

Housekeeping

The Indoor Special Use Site will be clean and ready for set-up for the permitted event. The caterer is responsible for cleaning of food preparation areas and food service cleanup during and after an event.

Insurance

Certificates of insurance are required and must show the Permittee as insured and CPD as additionally insured for the date(s) of the Event. CPD Risk Management may approve Permittee insurance provided it has a Best's rating of no less than A:VII and the CPD is listed as additionally insured. CPD Risk Management and the Region Manager must review any event with projected attendance over 500.

Indoor Special Use Site

Any Indoor Special Use Site is a smoke free facility. Permittee shall enforce this policy. The CPD reserves the right to approve or disapprove any entertainment offered at an Event to ensure that the nature of the gathering is consistent with the CPD's mission. The name and type of entertainment must be provided to the CPD Designee at least (30) days in advance of the Event. All amplified sound is subject to the City of Chicago Noise Ordinance (11-4-1100).

The CPD prohibits any form of gambling activity, firearms, and live animals. The CPD Designee must approve use of any automobile, vending, distribution of pamphlets, smoke, lasers or any equipment to be hung from any surface. Nothing may be hung or suspended from any tree or shrub.

Fund Raiser Events

Any organization seeking to use the Outdoor Special Use Site for an Event involving an admission charge or fundraising must qualify as a non-for-profit, tax-exempt organization under Section 501c (3) or other section of the IRS code. A copy of the IRS determination letter must be provided to the CPD Designee prior to executing the Permit Agreement. The sponsoring organization must appear on the Permit Agreement and insurance certificate in their name. The sponsoring organization must be involved in the planning of the Event. Commercial ticketing by private agents is prohibited.

Security

Security must be provided by our exclusive vendor list for the Event. Security staffing requirements for each Event will be determined by the CPD Designee and is based on type and nature of the Event. The CPD reserves the right at Permittee's cost to assign security for an Event which serves alcoholic beverages, social activities involving teenagers or any Event that is deemed appropriate by the CPD. In the event of an emergency the CPD may be contacted at (312) 747-2193.

Banners/Decorations

The CPD must approve the display of corporate, sponsor, Event identity logo's or banners. Upon approval, banners may be displayed only within the permitted area and secured on Permittee provided equipment. No nails, hooks or tape of any kind may be used to display banners. Any decorations to be used must be approved by the CPD Designee. The Permittee must remove all decorations brought in by the Permittee. Balloons, glitter, and confetti are prohibited in an Indoor Special Use Site. If approved, any decorations to be hung, suspended or posted by Permittee must be placed at a height reachable with a six (6) foot ladder. Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed such as plants, flags or the piano etc.

General

Certificates of insurance from Permittee and Permittee vendor must be on file with the CPD Department of Risk Management. The CPD must be listed as additionally insured on all certificates of insurance. Failure to comply with the conditions of this Permit Agreement or misrepresentation of any of the disclosures shall result in the immediate cancellation of the Permit Agreement. The Permittee shall waive any claims against the CPD for damages arising from such cancellations. All fees and costs associated with an Event will be the responsibility of Permittee or sponsoring organization. The Permittee or Event sponsor is also responsible for any damages to the Indoor Special Use Site. The permit holder agrees to pay for any costs or attorney fees associated with defending or enforcing any provisions or rights under this Permit Agreement. An Event booking is not secured until an executed Permit Agreement and non-refundable deposit is received by the CPD. The non-refundable deposit is a minimum of \$250.00 or 25% of the Permit Fee whichever is greater. Any remaining Permit Fee and estimated expenses are due 60 days prior to the Event. The Security Deposit for an Indoor Special Use Site is the Room Permit Fee up to a maximum of \$500.00. The Permittee will provide the CPD Designee with a guest count at least (3) days prior to the Event. All Permittees are required to comply with all conditions of the Permit Agreement. No significant increase in the number of attendees or any material aspect of this Event shall be changed less than (30) days prior to the Event without the consent of the CPD Designee. Failure to comply with the above conditions may result in termination of the Permit Agreement. The CPD reserves the right to close access to the Event should the attendance reach site capacity. The CPD may permit the use of other spaces within the Indoor Special Use Site during the permitted Event. An additional Permit Fee may be charged should the Permittee request additional use of the Indoor Special Use Site. The CPD is not responsible for any equipment or supplies left on the premises after the event. Permittee shall not transmit a description of any portion of the Event by means of radio broadcasting or television without first receiving written permission from the CPD Designee. Children under the age of thirteen (13) are not allowed on any terrace without adult supervision. The CPD reserves the right to reject any person or persons from the Premises, and upon exercise of this right by the CPD Designee, it's representative or agents, the Permittee hereby waives any right and all claims for damages against the CPD it's agents or employees. An Event must begin no earlier than 6:00am and end no later than 11:00pm. The CPD will reserve the right to disapprove the use of any subcontractor used for any component of the Event.

Parking

Parking may be available at an Indoor Special Use Site at no charge. Neither the Permittee nor any person attending an Event may park on the grass, service roads or athletic fields. Vehicles are prohibited within the Indoor Special Use Site. Failure to comply with this provision forfeits the Security Deposit.

Printed Materials

The content of all printed materials including promotional material, press releases, electronic copy and radio advertisements must be submitted to the CPD Designee for review before being printed. Any violation can result in cancellation of the event. All photographs of CPD property to be submitted for publication must be approved by the CPD. Permittee may not place the CPD telephone number on any written material without prior written consent of the CPD Designee.

Damage

The Permittee will be responsible for damage including repairs or replacement costs to equipment, furniture, or related items in or around the Indoor Special Use Site caused by Permittee or attendees.