



APPLICATION ONLY - NOT A PERMIT



**Application for Permit – Athletic Event Using the Public Way**

Application Must Be Submitted 45 Days Before Event

Deliver in person or by certified mail to:

CITY OF CHICAGO - DEPARTMENT OF TRANSPORTATION  
ATTN: PUBLIC WAY PERMIT OFFICE  
CITY HALL, ROOM 905  
121 N. LA SALLE STREET  
CHICAGO, ILLINOIS 60602

DATE: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_ APPLICATION FEE: \_\_\_\_\_

A non-refundable processing fee of \$50.00 must accompany the application for an athletic event permit.

1. Name of Athletic Event: \_\_\_\_\_

2. Requested Date: \_\_\_\_\_

3. Sponsoring Organization (or Individual): \_\_\_\_\_

Address: \_\_\_\_\_

24-Hour Contact Number: \_\_\_\_\_

Organization's Leaders/Representatives: \_\_\_\_\_

\_\_\_\_\_

4. Name of Athletic Event Organizer: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address and/or fax number: \_\_\_\_\_

24-Hour Contact Number: \_\_\_\_\_

5. Athletic Event start time: \_\_\_\_\_ Athletic Event end time: \_\_\_\_\_

6. Time when Athletic Event will begin to assemble: \_\_\_\_\_

Time when Athletic Event will begin to disband: \_\_\_\_\_

7. Location and exact street address of assembly area: \_\_\_\_\_

\_\_\_\_\_

Location and exact street address of disbanding area: \_\_\_\_\_

\_\_\_\_\_  
Permit obtained from property owner to use assembly/disbanding area?

(     ) Yes                      (     ) No                      (     ) Not Applicable

8. Proposed Athletic Event route (attach additional pages as necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Estimated number of participants: \_\_\_\_\_

Estimated number of spectators: \_\_\_\_\_

Basis for this estimate: \_\_\_\_\_

10. Description of any recording equipment, sound amplification equipment or other attention-getting devices to be used in connection with the event:  
\_\_\_\_\_  
\_\_\_\_\_

**TERMS AND CONDITIONS**

Upon the filing of an application to conduct an athletic event, the commissioner shall investigate the facts set forth in the application and determine:

- 1) The amount, if any, of a fee to be tendered to the City by the applicant to compensate the City for the provision of any city services deemed necessary by the commissioner for the safe and orderly conduct of the athletic event; and
- 2) The amount, if any, of any bond or insurance, naming the City as the insured, that the commissioner determines is necessary to: (i) insure the City against any liability arising from the athletic event; (ii) indemnify the City against any additional or uncovered third party claims arising out of or caused by the athletic event; and (iii) cover the cost for any damage to the public way or other city property arising out of or caused by the athletic event.

No athletic event permit shall be issued until such fees are paid and bonds furnished. The commissioner shall adopt rules and regulations to govern the determination of whether any fees or bonds are required and the amount of any such fees or bonds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title/Position (if any): \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_