



2020

CITY OF CHICAGO

# Special Event Resource Guide

[www.chicagoneighborhoodfestivals.us](http://www.chicagoneighborhoodfestivals.us)



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Mayor of Chicago

CHICAGO DEPARTMENT OF  
**DCASE**  
CULTURAL AFFAIRS & SPECIAL EVENTS

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# GUIDELINES

## FOR PRODUCING A SPECIAL EVENT

THE CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS AND THE DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION, HEREBY PROMULGATE THE FOLLOWING RULES AND REGULATIONS PURSUANT TO SECTION

10-8-335 (P) OF THE MUNICIPAL CODE OF CHICAGO:

These rules and regulations are effective January 1, 2017. They may be updated or changed at any time without notice. All appropriate applications must be submitted in a timely manner.

- No fee may be charged for admission to the public way in connection with any special event. A financial donation may be requested. Signs must be posted at all of the entry points that clearly state that the donation is voluntary.
- Donation collection points must be clearly outlined on your site plan.
- Food vendors must be licensed if selling food. In the event that food will be sold or sampled, at least one person from the organization (or sponsoring organization) per booth must have a Summer Food Festival Food Service Sanitation Certificate. Refer to page 8 for more information.
- Liquor vendors must be licensed. The Local Liquor Control Commissioner determines whether to issue a special event liquor license. Issuance of a Special Event permit does not ensure issuance of liquor licenses. Approval of a special event does not include approval of a liquor license.
- Chicago Transit Authority Notification. All organizers are required to notify CTA prior to the event (if on CTA bus route) (888) 968-7282.
- If merchandise other than food or liquor is sold at an event, the event organizer must obtain an "Itinerant Merchant License". Refer to page 11 for more information.
- Adequate sidewalk passage and fire lanes must be open at all times. NO BOOTH, TENT, TRAILER, ETC. MAY BE PLACED ON SIDEWALK OR FIRELANE.

## FOR THE SPECIAL EVENT PERMIT APPLICATION

NOTE: BLOCK PARTIES DO NOT REQUIRE SPECIAL EVENT LICENSES. HOWEVER, YOU ARE REQUIRED TO CONTACT YOUR ALDERMAN FOR A PERMIT. BLOCK PARTY PERMITS WILL NOT BE ISSUED TO COMMERCIAL ENTERPRISES. BLOCK PARTIES DO NOT RECEIVE CITY SERVICES.

Please read the following information carefully and obtain all the necessary permits and licenses for your Special Event.

### GENERAL EVENT INFORMATION

- An organization (i.e. church, non-for-profit, for-profit) is required to obtain Special Events Permits to conduct any outdoor festival, street fair or carnival located on the public way or outdoors on private property.
- Each organization should submit a Special Event Permit Application 60 days or more prior to the event.
- Additional Special Event Permit Applications must be submitted for multiple events.
- All applications must be completed in their entirety.
- A Certificate of Insurance for \$1,000,000 Commercial General Liability, naming the City of Chicago as an Additional Insured, must be attached Special Event Permit Application. The Certificate Holder is the City of Chicago, Chicago Cultural Center, 78 East Washington Street, Room 410, Chicago, IL 60602. (The Organization's existing insurance policy may be utilized to meet this requirement.)
- All organizers must complete pages 4-11, including a security plan, emergency action plan, medical plan and site map.
- Large scale pub crawls must also fill out the special event packet and receive approvals from the commander and alderman. If the event is expected to have participants that exceed 500, or there are more than 5 stops/participating establishments or if 3 or more stops/participating establishments within the same block.

# 10-8-335 OUTDOOR SPECIAL EVENTS

Unless the special event is to be conducted in January or February, applications must be filed in the calendar year in which the event is to take place. If the event is to take place in January or February, the application must be filed no earlier than one year prior to the event. Each application submitted by the sponsor of an outdoor special event shall be accompanied by a nonrefundable processing fee of:

- (1) \$100.00 if the application is submitted more than sixty days prior to the event;
- (2) \$200.00 if the application is submitted between fifty-nine and forty-five days prior to the event;
- (3) \$500.00 if the application is submitted between forty-four and thirty days prior to the event; and
- (4) \$1,000.00 if the application is submitted between twenty-nine and twenty two days prior to the event.
- (5) \$2,000.00 if the application is submitted between twenty one and fourteen days prior to the event.

**NO APPLICATION FOR A SPECIAL EVENT PERMIT SHALL BE ACCEPTED LESS THAN FOURTEEN DAYS PRIOR TO THE SPECIAL EVENT. ISSUANCE OF A CHICAGO PARK DISTRICT PERMIT DOES NOT NECESSARILY MEAN THAT THE EVENT IS PERMITTED.**

The application shall include the following information:

The Department shall inform an applicant for a special event permit whether the application is approved or disapproved within 35 business days after the application and any amendments are received by the Department. If the Department approves the application, it shall either (1) issue a conditional special event permit pursuant to subsection (l) until all necessary licenses are issued, required plans approved, fees paid, and costs prepaid or bonds posted; or (2) if all necessary licenses have been issued, required plans approved, fees paid, and costs prepaid or bonds posted, issue a special events permit. If the Department disapproves the application, it shall provide written notice of its action within such time, stating the specific facts and conclusions that are the basis for his denial of the permit. If the Department fails to act within 35 business days after the date upon which the application and any amendments were received by the Department, the application shall be approved and the permit deemed granted in conformance with the application.

If the permit is for a special event that will require the closing of a street, the applicant shall pay an additional fee of \$100.00 per block, per day if the street closure is in the Central Business District as described in Section 9-4-010, or \$50.00 per block, per day in the rest of the City for each day the street will be closed. This fee does not apply to neighborhood block parties.

For the purposes of this section, "block" means both sides of the part of a street that lies between two or more intersecting streets, as the term "street" is defined in section 9-4-010 of this Code, up to the crosswalk bordering the intersection.

# CHICAGO DEPARTMENT OF TRANSPORTATION GUIDELINES FOR STREET CLOSURES AND USE OF PUBLIC WAY

A certificate of commercial general liability insurance with not less than 1,000,000 in limits for bodily injury, personal injury and property damage liability is required for any street closure or use of public way. The policy must name the City of Chicago as an additional insured and indemnify and hold the City harmless from any action. The certificate holder will be the City of Chicago, Chicago Department of Transportation (CDOT) 121 N. LaSalle St, Rm 905, Chicago IL 60602. A copy of this policy and a \$50 fee per block per day for a festival and \$100 processing fee for an athletic event is required for a street closure permit. A copy of the Certificate of Insurance submitted with the Special Event Permit Application can also be utilized for the street closure permit. City reserves the right to demand/ require additional traffic aides/personnel to assist with traffic control

For athletic events, all routes must be measured by the event coordinator and a Chicago Department of Transportation (CDOT) Athletic Applications must be applied for online at [CityofChicago.org/transportation](http://CityofChicago.org/transportation). CDOT requires a Traffic Control Plan (TCP) for all events that close an arterial street, boulevard, or signalized intersection in the City of Chicago. The TCP must show details of the proposed detour route, signage included, of vehicular and CTA bus traffic. Proposed detour should redirect traffic to like-kind streets (i.e... arterial streets to arterial streets or residential streets to residential streets). Applicants can refer to the CDOT manual on Regulations for Openings, Construction and Repair in the Public Way, Chapter 4 - Section 3, Work Zone Traffic Control and Detour Plan for additional details and guidance.

The proposed traffic and reroute plan must be attached to your Special Event application and must be in written form with directions. A map may be submitted with the application, but will not serve as a substitute to the written route.

Separate permits must be obtained from the Permit Division, Room 905, City Hall for reviewing stands, exhibits in the public way, etc. Reviewing stands must not be placed within an intersection. Parades proposed for a downtown location are not to exceed two hours and fifteen minutes.

A street closure in an area where there is a public garage, tenant indoor parking or off-street activity requiring driveway access will require a mechanism for entry, security, and a ten foot fire lane.

In addition to permitting, detour signs and barricades are required for all street closures. Organizers are responsible for all traffic control equipment used for detouring vehicular and pedestrian traffic for the event. This shall include any electronic sign messaging equipment required as part of the TCP. Street closures for all Special Events must be cordoned off with Type III barricades. Applicants must provide all Type III barricades. The City of Chicago will not provide barricades for street closures. Type III barricades must extend completely across a roadway and its shoulders or from curb to curb. Where access is provided through the Type III barricade, responsibility should be assigned to a person to assure proper closure. The applicant or organization must supply proof that they have obtained the proper number of Type III barricades needed to comply with the terms and conditions of the federal law. In cases where collapsible street closure systems that are present in the public way. Organizers are to solicit approval of the use of said system by CPD and/or OEMC as a condition of approval for the event permits, as alternate to Type III barricades system protocol

All businesses located on the street to be used or closed must be notified of the event dates and times.

Street closure permits may be issued for no longer than 14 days. When filling out the Street Closure application make sure to include set-up and tear down times as well as all locations and times for loading in and out.

The following will be taken into consideration when issuing a street closure or use of public way permit:

- public health or safety
- the previous issuance of a permit for another event, public assembly or similar event at the same location
- the proximity of another event in the area at the same time

Bus Reroutes - street closures associated with events (set up, event or clean up) need to be provided to CTA in order to reroute bus service where needed. Once the City of Chicago has approved the event permit application. Bus service will be rerouted as necessary.

Bus and Rail Service - additional bus and rail service will be provided where ridership warrants. Dates and location of event in previous years assists CTA with analyzing ridership on impacted bus routes and rail lines.

Customer Information/Alerts - for information about upcoming impacts to CTA rail and bus service, visit <http://www.transitchicago.com/alerts/>

Advertisement of event on CTA (i.e. Car cards, vehicle wrapping) - for information about advertising on CTA, visit <http://www.transitchicago.com/advertising/>

# GUIDELINES FOR ERECTION OF TENTS OR CANOPIES

A tent is defined as a temporary structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes or cables (non-combustible). A canopy is defined as a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, ropes or cables (non-combustible).

Effective June 1, 2015, Tent and Canopy permits must be submitted electronically through the Standard Plan Review process using E-Plan via DOB E-permits at [https://www.cityofchicago.org/city/en/depts/bldgs/provdrs/stand\\_plan/svcs/e-permits.html](https://www.cityofchicago.org/city/en/depts/bldgs/provdrs/stand_plan/svcs/e-permits.html).

*Please note: E-Plan permit applications shall be submitted by an Illinois licensed Architect, Structural Engineer or City licensed Permit Expediter.*

1. Tents equal to or less than 400 square feet no longer require permits.
2. Tents and Canopies that are equal to or greater than 401 square feet require a permit along with the following documents:
  - A. **Completed Tent/Canopy and Platform Application**-The description of Permit shall include: Name of Event, Quantity and Size of each Tent/Canopy.
  - B. **Tent Drawings**
    - i. **Tent area between 401 sf and 599 sf** – Provide tent contractor prepared drawings indicating tent size (length, width and height) on floor plans and elevations. Site Plan indicating distance away from adjacent buildings and location of stakes or ballasts
    - ii. **Tent area 600 sf and above** - Provide Illinois licensed Architect or Structural Engineer prepared drawings (plans, elevations and stake/ballast details) indicating tent size (length, width and height), Site Plan indicating distance from adjacent buildings, location of exits, exit paths and location of stakes or ballasts
  - C. **Wind Resistance Calculation Form** demonstrating compliance with requirements of section 13-52-310 of the Chicago Building Code with Licensed Professional Compliance Statement.
  - D. **Aldermanic Acknowledgement Letter** of the event temporary tent structures. The letter shall state event name and location.
  - E. **Letter of Intent from Tent Contractor** (stating size of tent/canopy, date(s) of event, dates of set-up and removal and confirmation the tent/canopy will be dismantled if the wind speeds exceed 35 mph)
  - F. **Flame Spread Certificate** (official copy with date – no older than 7 years from date of application submission, certificate number, size of tent and material illustrating the Tent Fabric has been fire treated per NFPA 701.
  - G. **Chicago Park District letter** indicating their awareness and approval if on CPD property.
  - H. **High Winds Action Plan** shall state the design wind speed limit for the tent structure and the wind speed and/or time interval prior to the arrival of a storm at which the tent area must be evacuated and at what wind speed or weather conditions the tent shall be dismantled.

### Tent/Canopy Reinstatement Permits:

- Tent and Canopy Permits can be reinstated up to 5 years from the original permit issue date when using the same tent quantities, size, connection details and location as well as the same Professional of Record and Installation Contractor. Tent and Canopy Reinstatement permits must be submitted electronically through the Standard Plan Review process using E-Plan. You must include the words “TENT REINSTATEMENT” followed by the quantity and size of all tents in the field labeled “description of work.”
- Reinstatements shall be submitted no later than 1 week before the event.
- Reinstatement permits require all items listed above Items A-H ((A) permit application, (C) wind resistance calculations, (D) Aldermanic Acknowledgment, (E) Tent Contractor Letter, (F) Flame spread certificate, (G) Chicago Park District Letter (if applicable) and (H) High Wind Action Plan) for new tent/canopy permits except Item B Tent/Canopy drawings. In lieu of item B, Reinstatement Permits will require an electronic copy of the original DOB stamp approved plan set (issued not more than 5 years from original date of submittal)
- Reinstatement tent/canopy permits do not receive a reduction in permit fees.

### Tent/Canopy Permit Fees:

- All tent permits follow the fee permit structure within the Chicago Building Code. Department of Buildings Tent fees are assessed per Chicago Building Code Section 13-32-310 (A) and (C). Department of Buildings Tent Fee calculation: *Construction factor of \$0.14 X Scope of Review Factor of 0.5 X Area of tent/canopy (in square feet) = DOB Tent fee (Minimum fee of \$250.00)* Per section CBC 13-32-302, there is a single \$75.00 zoning fee per permit.

**Total Tent/Canopy permit fee = DOB Tent fee total (calculation above) + \$75.00 Zoning**

## GUIDELINES FOR STAGES AND PLATFORMS

Effective June 1, 2015, Stage and Platform permits must be submitted electronically through the Standard Plan Review process using E-Plan via DOB E-permits at [https://www.cityofchicago.org/city/en/depts/bldgs/provdrs/stand\\_plan/svcs/e-permits.html](https://www.cityofchicago.org/city/en/depts/bldgs/provdrs/stand_plan/svcs/e-permits.html).

*Please note: E-Plan permit applications shall be submitted by an Illinois licensed Architect, Structural Engineer or City licensed Permit Expediter.*

**A Stage** is a raised area used for entertainment, deliberation, worship, amusement, ceremonies or similar uses utilizing overhead lighting, hanging curtains, drops, hanging speakers, hanging scrims, hanging scenery or roof structure. These rules are applicable to Outdoor Stages. **A Platform** does not incorporate any overhead lighting hanging curtains, drops, hanging scenery, overhead stage effects/equipment or roof structure.

Stages and platforms greater than 24” in height above grade level require a building permit. The following items are required for permit submission:

1. The applicant shall be an *Illinois-licensed Architect, Structural Engineer or a City-licensed Permit Expediter*. Application and associated documents are submitted online using E-Plan. Temporary Stage and Platform permits must be obtained prior to the stage erection and at least two weeks prior to the date of the event.
2. Drawing set sealed and signed an Illinois-licensed Architect or Structural Engineer containing:
  - **Site Plan** – Drawn to scale (architectural or engineering scale is acceptable) and include the following information: A signed and sealed professional of record statement indicating the structure complies with the City of Chicago Building Code sections 13-52-210, 13-96-490 and 13-96-610 for temporary structures and specifically meets the 100 PSF live and 10 PSF dead load requirements.

### Stage and Accessory Technical structures

- Indicate and dimension the stage and stage loading area.
- Show any lighting, camera, speaker, electronic display panels or sound delay towers on the site plan.
- Indicate a minimum of two remotely located 36" wide exit stairs or ramps with handrail height of 32"-38" above the nosing of the stair treads. Tread and riser dimensions must meet the Chicago Building Code
- Indicate the structural live load capacity on each stage and platform.
- Indicate the location of fully charged (ABC general purpose) type fire extinguisher(s) immediately adjacent to the stage for emergency use by the stage crew.

### Seating Areas

- If fixed seating is provided, show the layout of seating, number of rows, the location and width of aisles and exits. Include the maximum seating capacity at each location.
- Indicate handicapped accessible seating and companion seats. Indicate raised platforms (with access ramps or platform lifts) for handicapped accessible viewing.
- Indicate where plastic or metal ground cover panels will be used.

### Auxiliary Structures/Circulation Paths/Fencing

- Show the location and number of toilet facilities. Indicate accessible toilet stalls and wash stands.
- Show and locate all event temporary structures, booths, tents, etc.
- Show all site circulation paths, parking, roads proposed barriers and fencing.

**Provide Stage Plan/Framing Plan and Elevations** showing the stage and any related lighting towers, speaker towers or structure to carry awnings, roof coverings or curtain assemblies. Include structural framing plans and details. Indicate how the structure will be anchored to the ground surface. Show any counterweight assemblies and call out the weight of these assemblies in pounds. Indicate how counterweights will be anchored or tied back to stage structures. Indicate how anchors are tied or ganged together. Provide details as required. Show stairs, guardrails, fences, fire extinguisher locations etc.

**Provide High Winds Action Plan** State the design wind speed limit for the stage covering and related structures, the wind speed or time interval prior to the arrival of a storm the stage and surround area must be evacuated, stage roof coverings and related structures brought down to stage level or completely dismantled. The High Winds Action Plan shall be included on the Cover Sheet of permit drawings AND as a separate document kept permanently at the weather station for the duration of the planned event.

3. **Provide a Weather Station /Anemometer** on or immediately adjacent to the stage when the highest point of roof or truss system is greater than twenty feet above grade. This shall include a wind anemometer mounted at the highest portion of the stage structure and be capable of providing an accurate read-out of the moment-to-moment wind-speed at the top of the stage. The anemometer shall have a hardwired connection to the stage weather station. A laptop computer and screen or other electronic device capable of providing a wireless internet connection to the stage weather station. A laptop computer and screen or other electronic device capable of providing a wireless internet connection to an appropriate weather site with Doppler radar display of the Chicago area such as the US Weather Service website shall be provided at the weather station. The weather station and anemometer must be located on the permit plans. Please Note: Where the event and stage(s) will be located in a stadium equipped with its own weather monitoring facilities and anemometer this requirement may be waived provided that the designated safety officers and stage crew will receive and use weather data from the stadium weather facility for the duration of the event.
4. **Provide a completed Tent, Canopy and Platform Application Form.** The description of work on the permit application shall include the quantity and size of each stage/platform. Identify the name and contact information of the Designated Safety Officer(s) authorized by the event promoter to implement the *High Winds Action Plan*.



5. **Provide a signed letter from the Promoter/Production Company** hosting the event on company letterhead. The letter shall state the name and contact information (cellphone numbers and e-mail addresses) of the Designated Safety Officer(s) authorized by the promoter/production company hosting the event and a statement that the safety officer(s) will be onsite in attendance for the duration of the event and will continuously monitor the Weather Station and be prepared to implement the *High Winds Action Plan* if required.
6. **Wind Resistance Calculation** showing compliance with Chicago Building Code section 13-52-310.
7. **Stage and Platform Product Data** information specifying materials and connections.
8. **Flame Spread Certificate** for structures that contain any fabric materials (curtains, roof coverings, stage curtains, scrims, etc.) The flame spread certificate shall confirm the material is in conformance with NFPA 701
9. **No Propane or Liquefied Gas Containers** allowed on or adjacent to stages. Drawings shall verify and confirm if these containers are present they will not be located on or adjacent to stage structure.
10. **Fireworks and Pyrotechnical Devices** are NOT permitted without Fire Department Approval and Inspection.
11. **Park District Approval Letter** shall be provided for all stages located on City of Chicago Park District Property.
12. **Department of Buildings Stage Fees** are assessed per Chicago Building Code Section 13-32-310 (A) and (C). Department of Buildings Stage/Platform Fee calculation: *Construction Factor* of \$0.10 X *Scope of Review Factor* of 0.5 X *Area of Stage/Platform* (in square feet) = DOB Tent Fee (Minimum of \$250.00) Per Section CBC 13-32-302 Additional fees not included in calculation of permit fee include Zoning Fees. This requires an additional \$75.00 per stage/platform permit.

**Total Stage/Platform permit fee = DOB Tent Fee total (calculation above) + Zoning Fee (\$75.00)**

#### **REINSTATEMENT PERMITS**

1. A temporary Stage and Platform permit can be reinstated for up to 5 years.
2. Permit must utilize the same stage sizes, details, quantity and location, site plan, profession of record, stage contractor and event promoter
3. Provide a copy the previous permit certification AND Department of Buildings stamped approved plans.
4. Provide the following items for the current event: Tent, Canopy and Platform permit application, High Winds Action Plan, Signed letter from Event Promoter/Organizer, Wind Resistance Calculation, Signed Aldermanic Acknowledgement Letter, Flame Spread Certificate and Park District Approval Letter (if located on Park District Property).
5. Reinstatement Stage/Platform permits are not eligible for permit

- The Tent Canopy Permit Application document found at the following link:  
<https://www.cityofchicago.org/dam/city/depts/bldgs/EZPERMIT/tentapl.pdf>
- The Tent/Canopy permit process document found at the following link:  
<https://www.cityofchicago.org/content/dam/city/depts/bldgs/general/EZPERMIT/tentsCanopies20162017.pdf>
- The state/Platform permit process document found at the following link:  
[https://www.cityofchicago.org/city/endepts/bldgs/provdrs/stand\\_plan/svcs/stages-and-platform.html](https://www.cityofchicago.org/city/endepts/bldgs/provdrs/stand_plan/svcs/stages-and-platform.html)

## DEPARTMENT OF ANIMAL CARE AND CONTROL GUIDELINES FOR USING/DISPLAYING ANIMALS

If animals will be involved in the event, the event coordinator will be required to obtain a Temporary Animal Exhibition Permit from Chicago Animal Care and Control. The permit only applies to exhibitions 30 days or less. The Permit requirement is effective as of January 1, 2013. You must send the application which is located in the Special Event License Packet 30 days prior to the date of the exhibition and fee of \$275.00 to: Chicago Animal Care and Control; Attn: Temporary Animal Exhibition Permit; 2741 S. Western Ave., Chicago, IL 60608. Health, vaccine records and shipping documents are required for all animals to be used; a copy of a valid exhibitor's license issued by the USDA; and proof of insurance must all be included with the application. If there are any changes to the original applications the applicants must notify CACC at least 15 days prior to the event date.

If you have any questions, please call 312-747-1384. The city reserves the right to inspect the exhibition.

## DEPARTMENT OF STREETS AND SANITATION GUIDELINES FOR CITY SERVICE REQUESTS

### CITY SERVICES AND OVERTIME CHARGES

City services may be provided by the Department of Streets and Sanitation during regular city working hours but will be subject to availability. Services from the Department of Streets and Sanitation may include posting of NO PARKING signs, towing, street sweeping & refuse collection (limited to after the event only). No weekend or holiday refuse collection or street sweeping unless organizer assumes the overtime cost. The City will not provide blue barricades, Type III barricades, electrical generators, and electrical services for carnival rides or cooking equipment.

Note that all vehicles that have been towed from event locations posted with NO PARKING signs will be impounded and strictly enforced. Owners of such vehicles will be required to redeem their vehicle from the City of Chicago Auto Pound.

Event organizers can also hire qualified private contractors for set-up and event needs, provided that all Building and Municipal Codes are met and all necessary permits issued in time. The following "Rate Chart" is for planning purposes only. Organizers MUST call Streets and Sanitation at (312) 744-1912 to schedule a meeting more than 60 days in advance to determine actual city services availability and final costs.

### CITY SERVICE PRICE SCHEDULE OF OVERTIME RATES FOR NEIGHBORHOOD FESTIVALS, PARADES AND ATHLETIC EVENTS (Evenings and Weekends):

Service	Evening & Saturday Rate* (Time and a half)	Sunday and Holiday Rate (Double Time)
Posting of No Parking Signs	\$40.17 per hour/laborer	\$53.56 per hour/laborer
Towing	\$43.43 per hour/driver/laborer	\$57.90 per hour/driver
Street Sweeping	\$43.43 per hour/driver	\$57.90 per hour/driver

### CONDITIONS:

1. There is a four-hour minimum for all services.
2. Equipment and services above is subject to availability.
3. Prices are subject to change without notice.
4. Reimbursements must be pre-paid to the City of Chicago by certified check at least one week before date of event.
5. The rates mentioned above do not apply to the Jumping Jack Program.
6. For Police overtime at Sporting Events, call (312) 744-7430.

\*Prices and services are subject to change without notice.

# DEPARTMENT OF STREETS AND SANITATION GUIDELINES FOR RECYCLING AT A SPECIAL EVENT

All special event organizers shall implement an effective recycling program at each licensed event. Cooperation and coordination among all vendors, merchants, and organizers is important to ensure the successful separation and collection of recyclable materials at your events. As the organizer, it is essential to communicate the recycling program to everyone involved.

If you contract with a private waste hauler for garbage collection, you must implement a recycling program in accordance with Chapter 11-5 of the Chicago Municipal Code. The code requires the recycling of three materials. For example cardboard boxes, plastic bottles and metal cans are all acceptable. Organizers need to coordinate with their private haulers to determine what materials will be recycled and the method of collection.

If you have any questions, or would like a review of your recycling plan, call the Department of Streets and Sanitation Recycling Hotline at 312-744-1614.

## ORGANIZER RESPONSIBILITIES:

- Determine types of recycling materials at your event
- Organizers **MUST** call Streets and Sanitation at (312) 744-1912 more than 15 days in advance to determine actual City Services availability
- Contract or arrange for garbage and recyclables collection services
- Implement effective public way recycling for cans and bottles
- Work with your vendors to coordinate paper material recycling collection
- Monitor recycling during the event

## GUIDELINES FROM THE POLICE DEPARTMENT

The following points must be considered regarding Special Events:

- Contact the Commander of the district where the event is being held and schedule a meeting with his/her representative.
- Be prepared to discuss location, time, and anticipated problems and give the Commander the [Special Events Police District Commander's Review Letter](#) to fill out.
- Attempt to locate the event at a site with adequate parking for patrons.
- Maintain a traffic lane for emergency vehicles.
- Designate individuals to monitor the conduct of patrons.
- Individuals acting as monitors should wear some type of identification, such as: a badge, armband, jacket, or cap.
- You must submit a [SITE PLAN](#) and a [SECURITY PLAN](#), if applicable, that lists private security firms or individuals associated with the event who are acting as security guards.
- Designate a secure location on the event grounds as a "Command Post."
- Establish a communications system between monitors and command post (two-way radio).
- Designate a responsible individual to act as a liaison between festival sponsors and city departments, such as the Chicago Police Department, Chicago Fire Department, Department of Streets and Sanitation, Chicago Department of Cultural Affairs and Special Events, etc.

## GUIDELINES FROM THE OFFICE OF EMERGENCY MANGEMENT AND COMMUNICATIONS

- Based on the size and impact of the event, be prepared to discuss and present your planning efforts in a meeting(s) with numerous City Departments. Meeting documents or handouts you may need to provide include agendas, maps, plans and an electronic presentation.
- Based on the size and complexity of the event, Command Post capabilities shall include, but not be not limited to: electricity, phone, internet, tables/chairs, heat/air conditioning, restrooms(s), designated parking, and adequate meeting space.
- Command Post representatives must be capable of making decisions, acting on requests, and gathering/sharing information
- Be prepared to discuss any event sponsors or vendors that may require additional or special planning efforts.
- Questions regarding staff and volunteer training subjects/materials can be directed to the Office of Emergency Management and Communications 312-746-9111
- Consider setting up a telephone hotline for your event that citizens can call for questions and concerns.

# CHICAGO DEPARTMENT OF PUBLIC HEALTH GUIDELINES FOR FOOD HANDLING AT OUTDOOR SPECIAL EVENTS

The Food Vendor Application must be submitted twenty (20) days prior to your event. Date of the most recent health inspection at restaurant/commissary used for the initial food preparation and storage of equipment (must be dated within the prior 6 months) must be provided. An organizer of the event must attend a mandatory class given by the Department of Health before submitting any applications. The Application will be reviewed and then forwarded to the Department of Public Health for its approval. The Chicago Department of Cultural Affairs and Special Events will contact you when you can pay the license fee at the Department of Business Affairs and Consumer Protection, Room 805, City Hall and pick up the license. Please note that the permit will not be available on the day that you submit your application(s). The fee is \$75 per vendor. The license must be displayed at the licensed location for the duration of the event. Vendors who opt to receive the 10 days, 180 days or 1 year license can contact Greg Adams in the Department of Business Affairs and Consumer Protection at [greg.adams@cityofchicago.org](mailto:greg.adams@cityofchicago.org) for the application process and further information.

Only those potentially hazardous foods requiring limited preparation, upon approval of the Health Department, shall be prepared or served. All unapproved menu items that are offered to the public may be destroyed, and the vendor's permit to operate will be suspended.

A Special Event Food License may be issued by the Mayor for any event for a period not to exceed 10 consecutive days. It is illegal to operate a temporary food establishment without such a license. These temporary food establishments must meet the requirements of these rules and regulations related to the operation of temporary food establishments. The Health Officer may prohibit the sale of some or all potentially hazardous foods, or may waive or modify requirements of these rules and regulations when in his opinion a health hazard is not likely to result from such modification.

The Department of Public Health may, without warning or hearing, suspend any permit to operate a special retail food establishment, if the permittee: does not comply with the requirements of these rules and regulations; fails to correct violations of these rules and regulations within the time frame specified in an inspection report; or fails to comply with the lawful directives of the Health Officer. The Department of Public Health shall suspend the permit of a special retail food establishment whenever the operation constitutes a substantial hazard to public health. The permit suspension is effective upon service of written notice. When a permit is suspended, the food service operations shall immediately cease.

Without exception, at all times food is being handled, a person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with his original certificate. Operations without such supervision shall be immediately suspended.

**MANDATORY SANITATION SEMINAR** - You must attend a sanitation seminar and become certified. You can contact the following organizations:

[https://www.cityofchicago.org/city/en/depts/cdph/profdrs/healthy\\_restaurants.html](https://www.cityofchicago.org/city/en/depts/cdph/profdrs/healthy_restaurants.html)

If there are any questions or a pre-event consultation is needed, please contact the Food Protection Division of the Chicago Health Department at (312) 746-8030.

## FOOD

- A. All food shall be clean, wholesome, free from adulteration and misbranding.
- B. All food and drink sold or served must originate from licensed food sources.
- C. All fruits and vegetables, for cooking and ready-to-eat, must be washed with clean drinking water prior to service at licensed commissary.
- D. No food or drink cooked or prepared in the home or other unlicensed facility (home canning and baking included) will be allowed to be sold, served or given away.
- E. Only clean drinking water, such as commercially bottled drinking water, may be used for food preparation tasks, cooking, cleaning and hand washing.

## CONTAINERS AND LABELS

- A. All beverages must be sold in the original container or from dispensers filled in licensed facilities. Food not in an original container shall be properly labeled.
- B. Milk for drinking purposes shall be dispensed from an unopened, commercially filled package, not exceeding one pint in capacity.

## FOOD PROTECTION

- A. All food must be shielded from the public with some type of protective covering, such as a sneeze guard or be displayed at least six (6) feet from the public to prevent malicious handling or contamination.
- B. Customer self-service is prohibited.
- C. All perishable foods shall be stored in a manner to protect against spoilage. Mechanical refrigeration is required. Cold packs, ice and dry ice are also recommended. Hot holding facilities are required.
  - 1. All potentially hazardous foods requiring refrigeration must be maintained at an internal temperature of 41oF or below.
  - 2. Hot foods, after appropriate cooking, shall be kept hot (>135oF) until served.
  - 3. Precooked food (permitted only from licensed facilities) must be rapidly reheated to at least 165o F prior to hot holding or service.
- D. Ice shall be obtained from a licensed commercial source in either chipped, crushed or cubed form and shall be received in single use closed bags. Ice must be stored in clean and sanitized storage containers which are self-draining. The ice must be protected from dust, insects and other potential contaminant's.
- E. All food shall be stored off the ground (e.g. on pallets or shelves 6" above ground) and shall be covered to prevent contamination by dust, insects, rain and other contaminant's.
- F. Storage of food in undrained ice is prohibited, except that cans of non-potentially hazardous beverages (e.g. soft drinks, beer) may be so stored when the water contains at least 100 ppm chlorine (1 tablespoon household bleach per gallon of water) and is changed at least twice daily or more if needed to maintain the chlorine sanitizer at that level. Chlorine test strips shall be provided at each booth to test that the chlorine in the water is at least 100 ppm.
- G. The food preparation area shall be sanitized after each use to minimize cross-contamination.
- H. Frozen potentially hazardous foods shall be thawed in a mechanical refrigerator (41oF or below), or in cold running potable water at a licensed facility, or cooked frozen.

- I. All potentially hazardous foods must be cooked to the required internal temperature. Improperly cooked product will be disposed of.
  - 1. Preheated cooked foods, poultry and stuffed meats shall be cooked to an internal temperature of 165o F.
  - 2. Pork and hams-155o F.
  - 3. Beef-155o F. Ground meat for hamburgers, etc, and other comminuted meat products shall be cooked to an internal temperature of 155o F.
- J. Condiments (e.g. catsup, mustard, sugar, etc.) shall be individually packaged or dispensed from a container, such as a squeeze bottle or pump dispenser, which protects the condiment from contamination. Other condiments such as chopped onions, pickles, hot peppers, etc., shall be dispensed from containers with self-closing lids.
- K. No bare hand contact with ready-to-eat foods. All food and ice shall be handled with scoops, tongs, spoons, deli paper or other appropriate utensils. Ice shall not be hand-dipped or dispensed by dipping into the ice with a glass or cup; ice tongs or scoops are required.
- L. Serving utensils shall be stored either:
  - 1. In food with the handle extending out of the food;
  - 2. Stored clean and dry;
- M. All potentially hazardous foods must be removed from the booth at the end of the day. Foods requiring refrigeration overnight (at 41oF or below) must be stored in shallow containers (>2 inches or less) within the monitored refrigerated vehicles at the site or stored at the originating licensed retail food establishment. Leftover prepared foods must be properly disposed of at the end of each day. No re-service of leftovers is permitted.
- N. Each mechanically refrigerated unit shall be provided with a thermometer which is accurate to plus or minus 2o F.
- O. Each stand that serves potentially hazardous foods shall have and use a metal stem-type food thermometer to assure the attainment and maintenance of the temperature requirements. This thermometer shall be numerically scaled in 2o F increments from at least 0o F to 185o F, and be accurate to plus or minus 2o F.

## BOOTH CONSTRUCTION

- A. The walls and ceiling shall be made of wood, canvas or other material which protects the interior from the weather.
- B. All wood framing shall be freshly painted so that it is easily cleaned and non-absorbent.
- C. The flooring of the booths shall be covered with a minimum of one layer of double-faced Kraft box board material.
- D. Food- and grease-stained segments shall be replaced on a daily basis as a minimum or more often as needed.
- E. Any water soaked material shall be replaced immediately. Sufficient quantities of box board should be immediately available to accomplish this requirement.

## TOXIC MATERIAL

- A. No toxic material or chemicals shall be stored in or around the food service area. Any chlorine solution container, when used, must be properly labeled and handled under the direct supervision of the Summer Festival Certificate holder.

## PERSONNEL PERSONAL HYGIENE

- A. The following individuals shall NOT work in a food establishment:
  - 1. Personnel with infected cuts, burns, or boils on their hands or arms, and/or
  - 2. Personnel with diarrhea or who are carriers of a food-borne pathogen, and/or
  - 3. Personnel with respiratory infections.
- B. Fingernails shall be cleaned and trimmed; excessive jewelry shall not be worn.
- C. Hands and arms shall be washed with clean water and soap, before starting work, after using the toilet, handling money, handling raw products, coughing and sneezing and as frequently as necessary to maintain clean hands and arms.
- D. Hand washing facilities shall be provided and used in each facility. The minimum acceptable arrangement shall be a hand washing station, potable water, soap, and paper towels. Common towels are prohibited.
- E. Personnel shall wear clean outer clothing. No sleeveless shirts, such as tank or halter tops, are permitted.
- F. Personnel shall wear effective hair restraints, such as hairnets or billed "baseball caps" where the hair is covered and contained. Visor caps or hair spray are not considered adequate. Mustache or beard restraints shall be used for any facial hair exceeding one (1) inch in length.
- G. Eating, smoking or other use of tobacco is prohibited in the food preparation area.

## FOOD EQUIPMENT

- A. Only single-service customer utensils (forks, spoons, knives, cups and plates) shall be provided to the customer. No single-service article may be reused.
- B. Single-service articles shall be stored off the ground and protected from contamination in storage and dispensing. The utensils shall be dispensed handle-first from containers.
- C. Single-service cups shall be dispensed from an approved tube dispenser or from the original plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or exterior lip of the cup.
- D. On-site dishwashing is not permitted; vendor must supply enough sanitized cutting boards and utensils to meet the daily needs. All dirty utensils and equipment must be taken to a licensed facility for washing, rinsing and sanitizing.
- E. Food contact equipment and surfaces shall be smooth, easily cleaned, non-absorbent, in good repair, and of food- grade material. Chipped or glazed enamelware, galvanized surfaces, and non-food grade wood surfaces (i.e. not an approved wooden cutting board) are not approved food contact surfaces. Wooden daubers are prohibited.
- F. Cooking surfaces shall be cleaned at least once a day, and more frequently if needed.
- G. Wiping cloths used for cleaning food contact and non-food contact surfaces shall be kept clean and stored in separate, clearly labeled containers. These containers shall contain a sanitizing solution of 100 pp chlorine (1 tablespoon per gallon of water). The water shall be changed every four (4) hours during operation.

## WASTE

- A. Waste water-a minimum of one 55-gallon drum open at one end covered with tightly fitted 1/4" mesh screening shall be required of each vendor to receive food preparation waste water. Additional drums may be necessary for large operations. Each waste water drum (including beer icing barrels) shall be pumped out nightly by a contractor who has vacuum truck equipment. The accumulated water must be delivered to the Metropolitan Water Reclamation District for Disposal. Do not dispose of this waste water in the public sewers at the site.
- B. Cooking oils and grease-Each vendor who performs deep-frying shall be required to provide one (1) open end 55 gallon drum with a solid lid in which all generated waste oil and grease will be disposed of. This waste must be collected nightly by a grease rendering contractor for proper disposal. Do not dispose of this waste grease in the public sewers at the site.
- C. Charcoal ash-any vendor who operates a charcoal fire cooking table shall be required to provide one open end 55 gallon drum with a tightly fitting lid for ash disposal. Additional drums may be necessary as the ash is not collected until the end of the event to minimize the residual fire potential.
- D. Container identification-each vendor's drums purpose shall be clearly marked on its side and each shall be color coded as follows:
  - 1. Blue-waste water
  - 2. Black-grease
  - 3. Red-charcoal/ash waste
  - 4. Yellow or brown-trash

## BOOTH CONSTRUCTION

- A. The walls and ceiling shall be made of wood, canvas or other material which protects the interior from the weather.
- B. All wood framing shall be freshly painted so that it is easily cleaned and non-absorbent.
- C. The flooring of the booths shall be covered with a minimum of one layer of double-faced Kraft box board material. Food- and grease-stained segments shall be replaced on a daily basis as a minimum or more often as needed. Any water soaked material shall be replaced immediately. Sufficient quantities of box board should be immediately available to accomplish this requirement.

If there are any questions or a pre-event consultation is needed, please contact the Food Protection Division of the Chicago Health Department at (312) 746-8030.

# DEPARTMENT OF BUSINESS AFFAIRS & CONSUMER PROTECTION GUIDELINES FOR POP-UP RETAIL

The event organizer is required to complete the Pop-Up application. Along with the application the organizer must submit a list of the participating vendors\* which includes the vendors name, address, Illinois Business Tax Number and a description of the productions to be sold. The application and the vendor list must be submitted to the Chicago Department of Business Affairs & Consumer Protection 10 days prior to the event. A license will then be issued to the organizer covering the participating vendors for the length of the event (up to 10 days).

The fee is \$25.00 per vendor.

\*Participants who are only exhibiting and not selling need not be included.

## LOCAL LIQUOR CONTROL COMMISSION GUIDELINES FOR SPECIAL EVENT LIQUOR VENDORS

The Special Event Liquor License Application must be submitted to the Chicago Department of Cultural Affairs and Special Events twenty (20) days prior to the event. Each for-profit liquor vendor must be a licensed liquor retailer in the City of Chicago and State of Illinois. Corporations or non-profit organizations applying for a Special Event Liquor License must be in good standing with the State of Illinois Secretary of State for the duration of the event. The vendor will be required to provide proof of good standing at the request of the Local Liquor Control Commission. Under special circumstances, the Local Liquor Control Commission may request a meeting with an event coordinator.

The following is a broad outline of the liquor license process:

1. Applicant submits state application (and City of Chicago application, if applicable) with supporting documentation (listed below) to Chicago Department of Cultural Affairs and Special Events.
2. After applicant submits completed application(s) with all supporting documentation, Chicago Department of Cultural Affairs and Special Events will review the application and affix a stamp and route the application to Local Liquor Control Commission.
3. Local Liquor Control Commission will review the application and supporting documentation.
4. If approved, for-profit entities will pay \$150 per licensee to Department of Business Affairs and Consumer Protection, Room 805 at City Hall, and receive a City of Chicago Special Event Liquor License which must be displayed at the licensed location at all times for the duration of the event, up to 11 consecutive days.
5. If approved, both for-profit and not-for-profit entities will pay a fee to Illinois Liquor Commission and receive a state liquor license.

Dram shop Insurance is required for all events at which liquor is sold in an amount not less than \$300,000.

The description box on the Certificate of Insurance must state the name, date(s), and hours of the event, and the exact location of the liquor booth(s). The certificate holder is Local Liquor Control Commission, 121 N. LaSalle, Room 800, Chicago, Illinois 60602. The cancellation notice must be 30 days.

All liquor sales and consumption must end at 10:00pm.

SUPPORTING DOCUMENTATION (required for each application) includes:

- The State of Illinois Liquor License application (original signature required)
- Copy of Police District Commander's Acknowledgement
- Copy of site plan (showing # of Alcohol booths)
- Copy of security plan (Should detail how the organizer will prevent the sale of alcohol to minors, over consumption, list the number of security personnel and must be signed by the organizer).
- Letter from property owner acknowledging service of liquor at the event (Chicago Park District, private property owner, etc.)
- Certificate of Insurance evidencing Dramshop with limits of not less than \$300,000.
- For profit only - copy of current liquor license



# LIQUOR LICENSE FEE SCHEDULE

License Fee – effective September 1, 2016			
License Class	License Prefix	New Applications and Non-Online Renewals	Online Renewals
Special Event Retailer (*no charge)	4A	\$25	\$25
Special Use Permit – 1 day	4B	\$150	\$100
Special Use Permit – 2 days or more	4C	\$250	\$150

License Class	License Prefix	License Fee Effective September 2016	
		New Applications and Non-Online Renewals	Online Renewals
1st Class Wine Maker	3F	\$900	\$750
1st Class Wine Manufacturer	3D	\$900	\$750
2nd Class Wine Maker	3G	\$1,750	\$1,500
2nd Class Wine Manufacturer	3E	\$1,750	\$1,500
Airplane	1H	\$150	\$100
Auction	1D	\$150	\$100
B.A.S.S.E.T.	5A	\$350	\$300
Boat	1G	\$1,000	\$500
Brew Pub	1C	\$1,500	\$1,200
Brewer	3C	\$1,500	\$1,200
Broker	1I	\$1,000	\$750
Caterer Retailer	1B	\$500	\$350
Class 1 Brewer	3Y	\$75	\$50
Class 2 Brewer	3Z	\$100	\$75
Craft Distiller	3X	\$2,500	\$2,000
<b>Craft Distiller Tasting Permit *new (Public Act 99-0902)</b>	<b>4G</b>	<b>\$25</b>	<b>\$25</b>
Distiller	3A	\$5,000	\$4,000
Distributor (*issued through August 2016)	2A	see below	see below
<b>Distributor (11,250,000 gallons or more) *new</b>	<b>2E</b>	<b>\$2,200</b>	<b>\$1,450</b>
Distributor (more than 4,500,000 but less than 11,250,000 gallons) *new	2F	\$1,450	\$950
<b>Distributor (4,500,000 gallons or less) *new</b>	<b>2G</b>	<b>\$450</b>	<b>\$300</b>
Foreign Importing Distributor (*no change)	2C	\$25	\$25
Homebrewer Special Event Permit (*no change)	4E	\$25	\$25
Importing Distributor (*no change)	2B	\$25	\$25
Limited Wine Manufacturer	3H	\$350	\$250
Non-Beverage User less than 500 gallons (*no change)	1K	\$24	\$24
Non-Beverage User less than 1,000 gallons (*no change)	1L	\$60	\$60
Non-Beverage User less than 5,000 gallons (*no change)	1M	\$120	\$120
Non-Beverage User less than 10,000 gallons (*no change)	1N	\$240	\$240
Non-Beverage User 50,000 or more gallons (*no change)	1O	\$600	\$600
Non-Beverage User (Restricted Use) (*no change)	1Q, 1Q, 1R, 1S	no change	no change
Non-Resident Dealer (less than 500,000 gallons)	3I	\$350	\$250
Non-Resident Dealer (500,000 gallons or more)	3J	\$1,500	\$1,200
Winery Shipper (*issued through August 2016) (Effective Sept. 2016, these multiple licenses are consolidated into three types based on gallons)	3K, 3L, 3M, 3N, 3P, 3O, 3R, 3S, 3T, 3U, 3V, 3W	see below	see below
<b>Winery Shipper (less than 250,000 gallons) *rev.</b>	<b>3U</b>	<b>\$350</b>	<b>\$250</b>
Winery Shipper (250,000 or more but less than 500,000 gallons) *revised	3V	\$1,000	\$750
<b>Winery Shipper (500,000 or more) *revised</b>	<b>3W</b>	<b>\$1,500</b>	<b>\$1,200</b>
Railroad	1F	\$150	\$100
Rectifier	3B	\$5,000	\$4,000
Retailer	1A	\$750	\$600
<b>Special Event Retailer (*no change)</b>	<b>4A</b>	<b>\$25</b>	<b>\$25</b>
<b>Special Use Permit - 1 day</b>	<b>4B</b>	<b>\$150</b>	<b>\$100</b>
<b>Special Use Permit - 2 days or more</b>	<b>4C</b>	<b>\$250</b>	<b>\$150</b>
<del>Tasting Representative</del>	<del>4D</del>	<del>\$600</del>	<del>\$300</del>
Wine Maker Retailer	1E	\$500	\$250
Wine Maker Retailer, 2nd Location	1J	\$1,000	\$500
Wine Maker Retailer, 3rd Location	1U	\$1,000	\$500

\* Index to above table: 1) Bold font indicates new or revised license type, 2) grey, bold font indicates an obsolete license type, and 3) italicized font indicates no change for the license type or fee and no separate online and non-online fee amounts.



# CHICAGO FIRE DEPARTMENT

## BUREAU OF FIRE PREVENTION GENERAL INFORMATION

Below is a list of the Code Sections of the Chicago Municipal Code, which pertain to festivals and other outdoor activities. While these codes are not meant to hinder any of your activities, they will provide some necessary guidelines for the safe operation of the event.

### FIRE PREVENTION REGULATIONS AND RECOMMENDATIONS FOR CHICAGO OUTDOOR FESTIVALS

1. Code Section 13-96-490

Tents - All canvas tents, booths or canopies used for cooking or vending shall be of fire retardant material. Certificate of approval by an approved testing laboratory certifying fire retardance shall be required.

2. Code Sections 15-16-160 15-16-640

Fire Extinguishers - Every tent, booth or canopy used for cooking or vending shall require an approved fire extinguisher. These extinguishers shall be C02 (Carbon Dioxide) or ABC (Multi-Purpose Dry Chemical) a minimum of twenty (20) pounds. A Type K fire extinguisher is required for any type of grilling. Fire extinguishers must be visible and accessible to all employees.

3. Code Sections 15-26-540,15-26-590, 13-96-490

L.P.G. (Liquefied Petroleum Gas). The total capacity of L.P.G. at any one vendor booth shall not exceed 100 pounds, with-out the approval of the Deputy Fire Commissioner in charge of the Bureau of Fire Prevention. L.P.G. cylinders shall be located on the outside of any booth on a firm level base protected from mechanical injury and secured in an upright position. There shall be no L.P.G. cylinders located in tents or canopies. The minimum clearance between the tent and the L.P.G. cylinders is 10ft. L.P.G. cylinders shall be approved and equipped with a control valve. All valves, fittings, piping, hose or accessories shall be of a type approved for use with Liquefied Petroleum Gas. Tents and canopies exceeding 240 square feet in area shall require a building permit based on plans submitted to the Department of Buildings and must be erected by a tent erector licensed by the city. Storage of empty and spare full cylinders shall be in accordance with safety clearances established in Section15-26-700 for open-air assembly units. Cooking appliances shall be approved for use with Liquefied Petroleum Gas.

4. Code Sections 13-84-230 13-84-270

Seating - Temporary seating in a place of assembly shall be secured together in units of not less than five (5) seats, and not more than fourteen (14) seats per row. A clearance of thirty-four (34) inches shall be required between rows of seats. Aisle space shall be a minimum of thirty-six (36) inches.

5. Code Section 15-4-950

Rubbish Containers - Sufficient metal containers with metal covers shall be provided for the storage of combustible rubbish or spent charcoal.

6. Code Section 15-24-310

Flammable liquids or highly flammable materials shall not be stored within or in the area of any tent, booth or canopy used for the cooking or vending of any food.

7. Code Section 15-4-970

Rubbish shall not be allowed to accumulate in or adjacent to any tent or booth. All rubbish shall be stored in metal containers with metal covers.

8. Code Section 13-160-070

Tape edges and seams of tarpaulins used to cover artificial turf so it will not move or cause someone to trip on seam or edge in an emergency. Dial 9-1-1 in case of emergency.

#### ADDITIONAL RECOMMENDATIONS

1. Electrical cords should be taped down and multiple outlets are recommended. Avoid overloading and prevent rainwater or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
2. Fire lanes for Fire Suppression or Emergency Medical Services vehicles are recommended. Make certain that vehicles are not blocking access to fire hydrants.
3. What to do prior to the arrival of an ambulance:
  - a. Stay calm and reassure patient.
  - b. Avoid any patient movement.
  - c. Protect patient from the weather.
  - d. Relate any medical information to the Paramedics.
  - e. Clear a pathway for the Paramedics.
  - f. Give a street location and have someone meet the Paramedics to guide them to the victim.
4. Basic C.P.R. and First Aid courses are recommended for staff members.
5. Fire safety literature is available upon request.
6. All Fire Department vehicles are IN-SERVICE and will respond to other alarms. Contact the American Red Cross at 312-279-6100 to arrange for a First Aid Station.

Any questions should be directed to: CHICAGO FIRE DEPARTMENT, Bureau of Fire Prevention, Headquarters Section, 444 North Dearborn Street, Chicago, Illinois 60610 (312) 744-4762.



# FIRE PREVENTION REGULATIONS FOR CHICAGO OUTDOOR FESTIVALS



13-96-490 Assembly occupancy.  
(h) Liquefied petroleum gas tanks ("GAS TANKS") shall not be permitted intents or canopies, or within ten feet of either.  
*Municipal Code of Chicago*

**FRONT OF TENT**

ABC or CO2 FIRE EXTINGUISHERS SHALL BE VISIBLE AND ACCESSABLE AT ALL TIMES



TYPE "K" (Kitchen Rated) Fire Extinguisher Required for any deep frying.

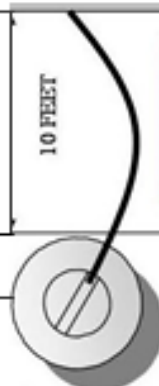
**NO GAS TANKS ALLOWED ON THE SIDES OF TENT WHERE FOOD IS SOLD TO PATRONS**

**NO SMOKING**



**WITHIN 15 FEET OF GAS TANKS AND TENTS**

**REAR OF TENT**



HOSE OF THE PROPER SIZE SHALL BE USED TO PROVIDE **10 FEET CLEARANCE** BETWEEN GAS TANK AND TENT

**PROVIDE 3 FEET CLEARANCE AROUND ALL GAS TANKS**

3 FEET

**METAL TRASH CAN WITH LID REQUIRED**



**GAS TANKS SHALL BE SECURED TO PREVENT TIPPING**

**FIRE EXTINGUISHERS** Every tent, booth or canopy used for cooking or vending shall have an approved fire extinguisher, and shall be **CO2 (Carbon Dioxide), ABC (Multi-Purpose) or TYPE "K" (Kitchen Rated)**

Rubbish shall not be allowed to collect in or near any tent or booth. ALL RUBBISH SHALL BE STORED IN METAL CONTAINERS WITH METAL COVERS

# ILLINOIS DEPARTMENT OF REVENUE BINGO LICENSE INFORMATION

## DEFINITIONS

Bingo is the form of lottery authorized by the Act in which prizes are awarded on the basis of designated numbers or symbols on a card for which consideration has been paid, conforming to numbers or symbols selected at random.

- An organization can obtain a "regular license" which is defined as the license authorizing the holder to conduct one session of bingo per week on the date and at the time and location stated on the license.
- To be eligible for a regular license an organization must have been organized in Illinois and during the entire five-year period preceding application must have had a bona fide membership engaged in carrying out its objectives. However, the five-year requirement shall be reduced to two years if the Illinois organization is affiliated with and chartered by a national organization which meets the five-year requirement. The organization must fall within one of the following categories: Charitable • Educational • Religious • Fraternal • Veterans • Labor • Youth Athletic • Senior Citizens

## APPLICATIONS

Application for a regular license must be made on the form prescribed by the Illinois Department of Revenue and must be accompanied by a license fee of \$200.00 in the form of a certified check or money order payable to: Illinois Department of Revenue. Each regular license shall be valid for one year from its date of issuance.

The Application must be submitted to the Illinois Department of Revenue 30 days prior to your event.

## SPECIAL OPERATOR'S PERMITS

A regular license entitles the licensee to obtain up to two special permits each license year. A special permit authorizes the licensee to conduct one session per day for up to seven consecutive days on premises other than those used by the organization for bingo under its regular license.

## PROCESS:

1. To apply for a special permit, a licensee must submit a request for the permit, in writing, to the Illinois Department of Revenue, Office of Bingo and Charitable Games, Post Office Box 19480, Springfield, Illinois 62794.
2. Requests for special permits should be received by the Department at least 30 days before the desired starting date for the special permit.
3. The request must state the proposed date(s), beginning and ending times, and location of the sessions to be played under the special permit. If the person or organization providing the premises for bingo under the special permit has a provider's license issued by the Department, the provider's license number must be included in the request and a copy of any lease or rental agreement must accompany the request.
4. An organization may not conduct bingo under both its regular license and a special permit on the same day.

## LIMITED LICENSES

Any organization which would be eligible for a regular license but which does not hold one is eligible for a limited license to conduct bingo. A limited license authorizes the licensee to conduct bingo at no more than two indoor or outdoor festivals during the calendar year for which the license is issued for a maximum of five consecutive days on each occasion.

## PROCESS:

The application for a limited license must be made on the form prescribed by the Illinois Department of and must be accompanied by a license fee of \$50.00 in the form of a certified check or money order payable to the Illinois Department of Revenue. Each limited license shall be valid for one year from its date of issuance.

## MISCELLANEOUS PROVISIONS

1. The entire net proceeds from bingo must be exclusively devoted to the lawful purposes of the licensed organization.
2. No admission fee may be charged for entrance onto premises on which bingo is to be conducted. Nor may any minimum requirement be imposed as to the purchase of bingo cards.
3. No person under the age of 18 years may play or participate in the conducting of bingo.
4. No organization may conduct bingo without having in its possession a valid license issued by the department.
5. Every organization shall display its license in a prominent place in the area where it is to conduct bingo.

## FOR MORE INFORMATION:

Illinois Department Of Revenue  
Office Of Bingo And Charitable Games  
Post Office Box 19480  
Springfield, Illinois 62794  
(217) 524-4164

# DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION RAFFLE LICENSE INFORMATION

If your organization is planning a game of chance such as a raffle drawing, you are required to obtain a Raffle License. A Raffle License is required for bona fide religious, charitable, labor, fraternal, educational or veteran's organization. Your organization must have been in existence continuously for the past 5 years to qualify for a Raffle License. A separate Raffle License is required for each raffle.

Each organization must complete a Business Information Sheet so that the Department of Business Affairs and Consumer Protection may create an appropriate license application.

## APPLICATION DOCUMENTS:

You will need to provide the following documents along with your application:

- Provide a sworn statement attesting to the Not-for-Profit character of the applicant signed by its presiding officer and secretary.

## LICENSE FEE

- \$100.00

## BUSINESS LOCATION INFORMATION

Please be prepared to answer the following questions at the time of application:

- ✓ Are you a bona fide religious, charitable, labor fraternal, educational or veteran's organization located within the corporate limits of the City of Chicago?
- ✓ Has your membership been engaged in carrying out your organization's objectives over the past five years?
- ✓ What is the location where the raffle will be sold or issued?
- ✓ How will the winning chances determined?
- ✓ When will the winning chances be determined?

For information, questions or to set up an appointment, please call Department of Business Affairs & Consumer Protection at (312) 74 GO BIZ (744-6249)

For more information regarding the operation of a raffle in the City Of Chicago, please refer to the Chicago Municipal Code, Chapter 4-156 available at the City Clerk's Office located at City Hall, Room 107, 121 North LaSalle Street. This Fact Sheet is provided for general information only and does not represent the entire contents of the ordinance.

# DEPARTMENT OF TRANSPORTATION GUIDELINES FOR LIGHTPOLE BANNERS

In order to process your streetlight pole banner request, you must include the following:

- A written request on your organization's letter head addressed to:  
Department of Transportation  
Division of Electrical Operations  
2451 South Ashland Avenue  
Chicago, Illinois 60608  
*Your written request must include the event or organization to be recognized on the banner, the date of the event, and any other significant aspect to your request.*
- A completed Banner Permit Application.
- A Copy of the proposed banner's graphics.

Street pole banner request can be faxed to 312-746-4432. If you have any questions regarding your request, please call 312-746-8118.

**Requests that do not include, and comply with, all three of the above requirements will not be accepted.**

# CONTACTS

## CITY OF CHICAGO

Chicago Department of Cultural Affairs and Special Events	
Recorded Information.....	312.744.3370
Department of Transportation - Permits Division.....	312.744.4656
Office of Emergency Management & Communication.....	312-746-9111
Department of Buildings - Tent, Canopy & Stage Permits.....	312.744.6479
Tent & Canopy Inspection.....	312.744.3438
Elevator Inspection (Mechanical Rides).....	312.744.3498
Electrical Permits.....	312.744.3462
Department of Streets and Sanitation.....	312.744.2085
Department of Environment.....	312.744.7606
Animal Care and Control Commission.....	312.747.1484
Department of Fire .....	312.744.4762
Department of Fire Prevention .....	312.744.8955
Department of Health Food and Dairy Protection (Health Inspector)	
.....	312.746.8030
Department of Business Affairs and Consumer Protection....	312.744.6249
Illinois Department of Revenue (Bingo License).....	217.524.4164
Illinois Secretary of State .....	312.793.3380
Illinois Liquor Control Commission.....	312.814.2206

## CHICAGO PARK DISTRICT

Department of Park Services.....	312.742.5369
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CHICAGO TRANSIT AUTHORITY.....	888.968.7282
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## CHICAGO POLICE DEPARTMENTS

1st District - Central, 1718 S. State St., 60616.....	312.745.4290
2nd District - Wentworth, 5101 S. Wentworth Ave., 60609.....	312.747.8366
3rd District - Grand Crossing, 7040 S. Cottage Grove Ave., 60637	
.....	312.747.8201
4th District - South Chicago, 2255 E. 103rd St., 60617.....	312.747.7581
5th District - Calumet, 727 E. 111th St., 60628.....	312.747.8210
6th District - Gresham, 7808 S. Halsted St., 60620.....	312.745.3617
7th District - Englewood, 1438 W. 63rd St., 60636.....	312.747.8223
8th District - Chicago Lawn, 3515 W. 63rd St., 60629.....	312.747.8224
9th District - Deering, 3120 S. Halsted St., 60608.....	312.747.8227
10th District - Ogden, 3315 W. Ogden Ave., 60623.....	312.747.7511
11th District - Harrison, 3151 W. Harrison St., 60612.....	312.746.8386
12th District - Blue Island, 1412 S. Blue Island.....	312.746.8396
14th District - Shakespeare, 2150 N. California Ave., 60647.....	312.744.8290
15th District - Austin, 5701 W. Madison Ave., 60644.....	312.746.8303
16th District - Jefferson Park, 5151 N. Milwaukee Ave., 60630	
.....	312.742.4510
17th District - Albany Park, 4461 N. Pulaski Rd., 60630.....	312.742.4410
18th District - Near North, 1160 N. Larrabee Ave., 60610.....	312.742.5870
19th District - Town Hall, 850 W. Addison.....	312.744.8320
20th District - Foster, 5400 N. Lincoln Ave., 60625.....	312.742.8714
22nd District - Morgan Park, 1900 W. Monterey Ave., 60643.....	312.745.0710
24th District - Rogers Park, 6464 N. Clark St., 60626.....	312.744.5907
25th District - Grand Central, 5555 W. Grand Ave., 60639.....	312.746.8605