

Frequently Asked Questions

What are the various types of Special Events?

- Parade: A public procession or similar activity consisting of persons, animals, and/or vehicles that requires a street closure
- Athletic Event: Sporting events that involve running, jumping, throwing, walking and/or cycling
- Special Event: An outdoor gathering on public or private property that may include entertainment, food/beverage services, and/or sales of merchandise

When do I need to complete a DCASE Special Event Permit Application?

- When the event has one or more of the following components:
 - 1) Will close City Streets
 - 2) Will prepare Food on a public street/sidewalk or private property (event open to the public)
 - 3) Will serve alcohol
 - 4) Will have tent(s) larger than 20' X 20' (400 sq. ft.)
 - 5) Will have stage(s) over 24" tall (2 ft.)
- **Bar Crawls ONLY**: (i) expected to exceed 500 participants (ii) there are more than 5 stops/participating establishments (iii) 3 or more stops/participating establishments located within the same block

When do I need a Chicago Park District Permit?

- Events taking place on park property (most green space and lakefront trail) require a permit from the Chicago Park District: <https://www.chicagoparkdistrict.com/permits-rentals/special-event-permit-application-process>

Do I need a letter of No Objection from the Alderman of the Ward?

- No. A No Objection Letter is no longer required as part of the Special Event Permit Application. Organizers are asked to send a letter to the Alderman's office with a brief description outlining the planned activities (stage, food, beer-wine-spirit sales...) for awareness. Aldermen can formerly object to an event by sending written notice to the Department of Cultural Affairs & Special Events.

Do I need a Police Commander Review Letter from the Police Commander of the District?

- Yes. A Commander Review Letter is required before a Special Event Permit can be issued. However, event organizers will no longer reach out to the Police Districts directly; event information will be communicated through DCASE and the City review process.

What are the costs associated with producing an event in the City of Chicago?

- DCASE Processing Fee:
Submitting a Special Event Application to DCASE fee starts at \$100 (60 or more days out) and increases the closer you get to your event date. **Application may be submitted up to 180 days prior to the event.**
 - \$100 (60+ days before event)
 - \$200 (59-45 days before event)
 - \$500 (44-30 days before event)
 - \$1,000 (29-15 days before event)
 - \$2,000 (21-14 days before event)

- Food:
 - Special Event Food License Fee - \$75
- Pop-Up Retail User Application (selling merchandise):
 - \$25 per vendor
- Liquor:
 - For profit
 - State Liquor License Fee - \$150 (1 day) **OR** \$250 (2-15 days). Additional \$25 late fee charged if application not received 14 days before the event.
 - City Fee - \$150 (if received 20 days before event)
 - Non-for-profit
 - State Liquor License Fee - \$25. Additional \$25 late fee charged if application not received 14 days before the event.
 - City Fee N/A
- CDOT:
 - There are fees from CDOT if streets will be closed/used
- Traffic Management:
 - Event Organizers cannot manage traffic; this is something the City handles. Volunteers/private security companies do not have jurisdiction to manage traffic has to be TMAs or police who manage that piece.
 - If TMAs/police are not at the event - resources weren't available or the City didn't feel resources were needed.
 - There are cost associated with TMAs being assigned to events - how many are assigned and for how long depends on roads affected.
- Park District:
 - Permitting and fees for Chicago Park District property are separate from the City of Chicago.

Who can I reach out to for help?

DCASE Permits Team:

Roger Cerritos (food) - rogelio.cerritos@cityofchicago.org

Janet Steins (liquor) – janet.stines@cityofchicago.org

Kylene Holderman (athletic events) - kylene.holderman@cityofchicago.org