Start Here…

- When is a DCASE application needed?
  - Streets will be closed
  - Liquor is served
  - Food will be prepared on City Streets/Sidewalks
  - There will be tents over 400 sq. ft. & stages over 24” tall

- **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

- Send one page cover letter to make Alderman aware
Costs

- Processing Fee Breakdown
  - $100 (60+ days before event)
  - $200 (59-45 days before event)
  - $500 (44-30 days before event)
  - $1,000 (29-22 days before event)
  - $2,000 (21-14 days before event)
    - Applications will NOT be accepted less than 14 days before an event date

- Anticipated City Costs (if applicable): Food Vending, Pop-Up Retail, Alcohol, Street Closures, and Traffic Management
NEW Online Special Event Permit Application Workshop
Saturday, February 29, 10am-Noon
Chicago Cultural Center, Claudia Cassidy Theater, 78 E. Washington St.

Join the DCASE Special Event Permit Team for a training on the New Online Permit Application.

More than 400 neighborhood festivals take place in Chicago each year, showcasing the city's diverse culture, music and food.

Family Entertainment • Ethnic Food • Music • Customs

May Schedule
June Schedule

NEW Online Special Event Permit Application
(soft launch Tuesday, February 18, 2020)
Outdoor events held in the City of Chicago having one or more of the following components must complete a Special Event Permit Application:

- Will close City Streets (Street closures are not allowed for Private Events)
- Will serve food on a public street or sidewalk
- Will serve alcohol
- Have tent(s) larger than 20' X 20'
- Have stage(s) taller than 2 ft (24”)

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
Resources

- Bring original signed Liquor Application to DCASE Office
- Provide clear site/course maps
- Type III Barricades must be rented

**Please Note:** Police & Fire Department can’t be listed as Security or Medical Plans

- Contact Streets & Sanitation (1) week before event to ensure no park signs will be posted (if applicable) (312) 744-1912

- DCASE Landing Page
- Tutorial on how to create an account
DCASE Special Event Process

- After a complete application is received...
- DCASE Review
- Follow up questions
- City agency review
- City agencies questions
New in Spring 2020…

- DCASE Application is Online
  - Use Google Chrome
  - Document types must be PDF or JPEG
  - Security, Emergency Action Plan, and Medical plans must be provided for ALL events
- Use application # when communication with DCASE
- Online apps finds Ward/Police District
- Submit application 180 days before the event
- DCASE processing is based on when the application is started
- These are the documents that will be required:
  - Site Map
  - Security/Safety Plan
  - COI
  - Emergency Action Plan
  - Marketing Materials
  - Written Course Description (if athletic event)
  - Course Map (if athletic event)
To manage your account, sign in using your credentials.
Create a new permit

- Click the ‘Create New’ drop-down
- Select ‘Permit Application’
Select Application Type

Select the type of permit application you would like to complete. If you do not see the permit type you are looking for, please click here for additional information.

**Farmers Market Registrations**
This application process handles registrations for Farmers Markets, which is required of all Farmers Markets. A permit is required for markets which include one or more of the following: located on public property (City streets, sidewalks, etc.), serves alcohol or serves prepared food and/or merchandise. If so, please click on Festival and Athletic Event Permits below.

**Festival and Athletic Event Permits**
A Festival / Athletic Event Permit Application is required for outdoor events that have one or more of the following: street(s) will be closed, food will be served on City streets/sidewalks, alcohol will be served, have a tent(s) over 400 sq. ft. or a stage(s) over 2 ft. tall. Indoor Special Events are permitted through the Department of Business of Affairs and Consumer Protection (BACP). Click here to visit the BACP website for additional information.

**Filming Permits**
Apply for Filming Permits.

**Sidewalk Sales and Block Parties**
Apply for permit to use the public right of way for Sidewalk Sales or Block Parties. Assembly
Event Description

- Name of Event
- Description of Event

Enter the name of your Event (required)

Select the 'Event Type' from the drop-down list. The options are Festival or Athletic Event

Enter a description for your event

Select 'Next Step' button to proceed
Applicants

- Event Organizer
- Production Company

Event organizer is the only required applicant. Production Company is optional.
Emergency Contacts

- Add Emergency Contact Information

Select the ‘+Add Emergency Contact Information’ button
Event Scope

Festival and Athletic Event Permit Application
Application Number - 1204181

Enter the scope of the event below, which includes information such as whether food and alcohol will be served. If this event will take place on park district property, it is a requirement to apply for a permit through the park district website.

* Required Information

Will food be served at your event?

If yes, how many expected vendors?

Will beer or wine be served at your event?

If yes, how many expected vendors?

If yes, how many expected serving locations?

Are you selling spirits at your event?

If yes, how many expected serving locations?
Event Details

Festival and Athletic Event Permits - Festival
Application Number - 1204174

Enter the detailed information for this event. Please provide as much information as possible to assist in expediting the application review process.

* Required Information

Location Information *

<table>
<thead>
<tr>
<th>Location</th>
<th>Street Closure</th>
<th>Additional Information</th>
</tr>
</thead>
</table>

Click "+Add Location Information"
- Add Location Information pop-up

**Fill in required information**

- From
- To
- Direction
- Street Name
- Suffix
- Street Closure

**Select applicable street closure from drop-down**

- Additional information

* indicates it’s a required field

- Click on ‘Add Location Information’ button when complete

**Click the ‘Add Location Information’ button**
## Event Schedule *

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Stop Time</th>
</tr>
</thead>
</table>

**Click the 'Add Event Schedule' button**

Your application fee amount varies based on the amount of time between your application date and event start date. [Click here for more information regarding this fee structure.](#)
Event Schedule for a Festival

- Add Event Schedule
  - Click a date on the calendar

* indicates it’s a required field
- Enter the ‘Start Time’ and ‘Stop Time’
- Click ‘Add Event Schedule’

Enter a ‘Start Time’

Enter a ‘Stop Time’

Click on ‘Add Event Schedule’
Current Event

Estimated Total Attendance

Sponsoring Organization

Phone Number / Website for Publication

Is this a first-time event?  
- Yes  
- No

Answering 'No' to 'Is this a first-time event?' will display 'Last Year's Event'

Last Year's Event

Last Year's Location

Last Year's Total Attendance

Last Year's Date

Last Year's Permit Number
Event Details

Community Outreach Plans
Has this event already been publicized?
○ Yes  ○ No

If this event has already been publicized please upload copies of any flyers, mailings or emails on the Documentation step.

How will residents and businesses directly impacted by street closures, parking restrictions, and traffic be notified?

Noise Control Plan
If amplified sound will be used, the location of all stages and location and direction of all sound systems must be indicated on the Site Plan.

Amplified Sound Schedule

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Stop Time</td>
<td>8:00 AM</td>
</tr>
</tbody>
</table>

What is the proximity of the sound system(s) to residential addresses?

Describe the sound system(s):

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Answering 'Yes' to any of the questions on the 'Event Scope' page will give user this section.

Answering 'Yes' to 'Will amplified sound or a public address system be used?' on 'Event Scope' page will give user this section.
Answering 'Yes' to any questions on the 'Event Scope' page will give users this section.

**Waste Management Plan**

Describe the Waste Management Plan

Will recyclable materials be collected at your event?
- [ ] Yes
- [ ] No

If so, what materials and how will they be collected?

Answering 'Yes' to 'Will recyclable materials be collected at your event?' Generates the next question, 'If so, what materials and how will they be collected?'
## Event Details

**Service Providers**

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Click on '+Add Service Providers' button

Adding 'Yes' to 'Are you requesting a street closure for your event?' on the 'Event Scope' page will require user to event a Type III Service Provider.
Click on the down arrow to select a 'Service Provided' option.

Click 'Add Service Providers' button.
Event Details

- Safety and Security Plan

Safety and Security Plan

Note: If applying for a large scale event, a detailed security plan may be requested.

Security Company Name

Address

Phone Number

Number of Private Security Personnel Per Shift

Describe your security and safety plan, including the number of private security personnel hired per shift:

Describe procedure for carding minors (if applicable):

Describe procedure for preventing over-consumption of alcohol (if applicable):

If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content:
Provide an Emergency Action Plan that addresses all potential emergencies or hazards specific to your event (including, but not limited to, weather related emergencies and cancellations):

Describe your medical plan including the number of ambulances (ALS/BLS), bike teams and medical staff that will be onsite:

Once you have filled in all of the boxes, you can select the 'Next Step' button
This page will be available during the entire process. Even after a permit has been issued.

Vendor Information

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204124

Enter the information for each of the vendors that will be participating at your event.

* Required Information

Click on the ‘+Add Food Vendors’ button to add food vendors

Click on the ‘+Add Food Truck Vendors’ button to add food truck vendors

Click on the ‘+Add Pop-up Retail Vendors’ button to add pop-up retail vendors

Click on the ‘+Add Liquor Vendors’ button to add liquor vendors

Click here to look up your BACP Account Number
Vendor Name is all that is required.

Click on the ‘Add Food Vendors’ button to save information.

Vendor Name is all that is required.

Click on the ‘Add Food Truck Vendors’ button to save information.

Vendor Name is all that is required.

Click on the ‘Add Pop-Up Retail Vendors’ button to save information.
DCASE Special Event Process (Food)

~ City needs to be involved with food prepared on City Streets/Sidewalks or Private Property~

Applying for Food App(s)

- Food application 20 days
- Chicago Business Account #
- Restaurant health inspection
  - In Chicago: date of inspection
  - Outside Chicago: copy of inspection
- Affidavit if shared kitchen
- Food Booth Layout
- Chicago Summer Sanitation Certification
Vendor Name is all that is required.

Click on the ‘Add Liquor Vendors’ button to save information.

If you are not ready to add Vendors yet or you have and are ready to move forward, click the ‘Next Step’ button.
DCASE Special Event Process (Liquor)

Applying for Liquor App(s)
- Liquor application 20 days (preferably before)
- COI
  - Name of event, date(s), and location
  - Contain liquor liability coverage
- Your Commander & Park/private property letter
- Submit City Liquor Application
- Submit correct State of IL Liquor Application
  - Original signature from owner/officer
  - Non-For-Profit OR For-Profit
# Documentation

**Festival and Athletic Event Permits - Athletic Event**

**Application Number - 1204144**


## Document Details

<table>
<thead>
<tr>
<th>Document</th>
<th>Categories</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>misc3.png</td>
<td>• Site Plan</td>
<td>Edit</td>
</tr>
<tr>
<td>route map3.png</td>
<td>• Route maps and written description</td>
<td>Edit</td>
</tr>
<tr>
<td>sketch3.png</td>
<td>• Promotional Materials (e.g. Flyers, Emails)</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Once documents have been uploaded, click the ‘Next Step’ button.
Legal Agreements

- You will need to read and agree to the Legal Agreements before moving on in the application process.

Select the ‘I Agree’ option

Select the Submit button
• Review Status

Permit Application Status

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204140

Application Information:
• Your application is currently under review. You will receive an email when it is complete.

<table>
<thead>
<tr>
<th>Type</th>
<th>Festival and Athletic Event Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Application in Review</td>
</tr>
<tr>
<td>Applicants</td>
<td>Infor Team - Event Organizer</td>
</tr>
</tbody>
</table>

Reviews

<table>
<thead>
<tr>
<th>Review</th>
<th>Date Completed</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCASE SE Intake Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

- The first review is the intake review. The DCASE team looks at your application and approves or denies.
You will still be able to update your application with Vendor information and Documentation even after the permits have been issued. Click on the respective link.

Permit Application Status

Festival and Athletic Event Permits - Athletic Event
Application Number - 1204140

Application Information:
- All Applicable Reviews Must Be Completed

<table>
<thead>
<tr>
<th>Type</th>
<th>Festival and Athletic Event Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Final Review</td>
</tr>
<tr>
<td>Applicants</td>
<td>Infor Team - Event Organizer</td>
</tr>
</tbody>
</table>
DCASE Contact Info

- Food/Pop-Up Retail User Application: Rogelio Cerritos
  rogelio.cerritos@cityofchicago.org

- Liquor: Janet Stines
  janet.stines@cityofchicago.org

- Athletic Events: Kylene Holderman
  kylene.holderman@cityofchicago.org
THANK YOU!