

Introduction and Overview

Yescenia Mota – DCASE

- DCASE Permits Team
- Agenda
- Housekeeping

2024 Webinar Agenda

- DCASE Updates for 2024
- Chicago Park District Protocols and Updates
- Chicago Police Department Staffing Support, Challenges and expectations from organizers
- Chicago Fire Department EMS/BLS Requirements
- OEMC Best practices
- Streets and Sanitation Street Closure Form and Waste Management Plan
- CDPH Food Vendor Application and Process Tips for success
- BACP Liquor License issuance procedures
- State of Illinois Liquor Commission Requirements/My Tax ID
- Fire Hydrant Application process

2024 Highlights

Ann Hickey – DCASE

- Updating ordinance
 - Reviewing timeline for applications
 - Incomplete applications
 - Community Engagement
 - Alderperson, CPD, residents and businesses
- Oversaturated dates

Chicago Park District

2024 Special Event Permit Application

- Intake Day November 3rd 9am
- All events over 50 people OR any athletic event needs a permit
- Events over 10,000 daily attendees must receive Park Board approval
 - Supplemental application must be submitted
- New in 2024
 - Amusement rides section
 - Prohibited activities including cannabis and tobacco
 - New Promotions section
 - Updated violations

Chicago Park District

- Any event not subject to the 10,000+ requirement but that will impact public access to park amenities is encouraged to take steps to notify and gather input from the community prior to submitting the permit application. Examples of such steps include contacting the local Alderperson, Park Advisory Council, Police Commander, community-based organizations, etc. Early community outreach is recommended to ensure the event's success.

Chicago Park District

Community Engagement Guidelines

- Community Meeting required for multi day events with a minimum 14 day advance announcement of meeting
- Mail and/or canvas residences and businesses in the zip codes affected by the event no less than 30 days before load in begins
- Post Public notices of event no less than 30 days out
- Organizer sends invitation to Chicago Park District Department of Revenue for all community engagement meetings
- Send in the Supplemental Application completely filled out

Chicago Park District

Large Community Engagement forms and plans submitted by the dates below will be presented to the Board of Commissioners at their monthly meeting held the following month.

Organizers of multi-day events should conduct the required community engagement meeting prior to submitting the form.

2024 Community Engagement Form Due Dates

(PRELIMINARY)

- January 9, 2024
- February 13, 2024
- March 12, 2024
- April 9, 2024
- May 14, 2024
- June 11, 2025
- July 9, 2024
- August 13, 2024
- September 10, 2024
- October 8, 2024

Chicago Park District

Important Information

Just because you receive Conditional Approval from Park DOESN'T MEAN YOU ARE APPROVED! YOU STILL NEED APPROVAL FROM DCASE! It just means your date, time, and space are available.

November 3rd, 2023 Intake Day for 2024

Any questions should go to:
Permitapp@chicagoparkdistrict.com



Chicago Police Department

David Harris, Commander, 1st District

- **Routes for runs/walks that require street closures**



Chicago Police Department

Janice Brown, Sergeant in Special Events

- **When CPD Support needed**
 - Limited resources
- **Private Security Expectations**

Chicago Police Department



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENTS POLICE DISTRICT COMMANDER'S REVIEW LETTER
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

THIS FORM MUST BE SUBMITTED 20 BUSINESS DAYS PRIOR TO THE EVENT

All organizers/applicants for a special event must make an appointment with the Local Police District Commander for the purpose of reviewing the plan for the proposed event. **The review by the District Commander must be scheduled at least sixty (60) calendar days prior to the event.** Each applicant must bring a site plan and security plan for the event. If liquor is to be served, the site plan must include the liquor booth location(s) and the number of serving stations in each booth. For athletic events, a completed review letter is needed from all districts Commanders impacted by the course.

ALDERMAN TABARES WARD 23

Please check all that apply: FESTIVAL CARNIVAL ATHLETIC EVENT PARADE OTHER

I have reviewed the proposed plan for [Redacted]
NAME OF SPECIAL EVENT

to be held on JULY 20-AUGUST 06, 2023 between the hours of 7PM-9PM
DATE(S) OF EVENT HOURS OF EVENT

at 7050 S PULASKI RD in the 008 District
LOCATION OF EVENT NUMBER

Alcohol will not be served.
 Alcohol will be served at locations (i.e. booths) from serving stations (i.e. taps) per location as designated on the attached Site Plan.
 Beer & Wine Only Spirits only Beer/Wine & Spirits
(If spirits are to be sold/served be sure to list the types and quantity)

Street(s) will be closed Yes No

THE DISTRICT COMMANDER MUST COMPLETE THE FOLLOWING:

COMMANDER'S OBJECTION NO OBJECTION

COMMENTS AND/OR REASONS:

R/Commander does not approve of the event due to inadequate security. It is a safety concern for the 008th District.

[Signature] 12 JULY 2023
Signature of Police District Commander Date
Bryan Spreyne 008th District
Print Name District

Example #1.) This event is an example of Commander Review Letter (CRL) that was **objected** by the Commander due to insufficient security plan.

- 250 total attendees each day beginning 20 July - 06 August 2023
- Location 7050 S. Pulaski (old K-Mart in strip mall)
- 2 Security Guards per shift
- CRL objected by the Commander due to inadequate security and a safety concern for the 008th District
- Commander suggested adding 3 more Security Guards per shift

Chicago Police Department



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ALDERMAN Tabares WARD 23

Please check all that apply: FESTIVAL CARNIVAL ATHLETIC EVENT PARADE OTHER

I have reviewed the proposed plan for [REDACTED]
NAME OF SPECIAL EVENT

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DATE(S) OF EVENT HOURS OF EVENT

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 Beer & Wine Only Spirits only Beer/Wine & Spirits
(If spirits are to be sold/served be sure to list the types and quantity)

Street(s) will be closed Yes No

THE DISTRICT COMMANDER MUST COMPLETE THE FOLLOWING:

COMMANDER'S OBJECTION NO OBJECTION

COMMENTS AND/OR REASONS:
Low manpower. Special attention from 008th District personnel.

[Signature] 17 JUL 2023
Signature of Police District Commander Date

Bryan Spreyne 008th District
Print Name District

- Application resubmitted with a total of 5 Security Guards per shift
- CRL approved with no objections with a special attention provided by the 008th District

Chicago Police Department



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENTS POLICE DISTRICT COMMANDER'S REVIEW LETTER
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Special Event Permit Applications are shared with the Chicago Police Department Special Events Division and the Police District of the area the event will be held in. Special Event Permits cannot be approved until the Commander of the District indicates a "No Objection".
A detailed site map, security plan, emergency action plan and medical plan (indicated in the application) are critical to their decision. For athletic events, a review letter will be required from all district Commanders impacted by the course.

ALDERMAN Roberto Madnado WARD 26

Please check all that apply: FESTIVAL CARNIVAL ATHLETIC EVENT PARADE OTHER

I have reviewed the proposed plan for [REDACTED] NAME OF SPECIAL EVENT

to be held on 7/8 & 7/09/2023 DATE(S) OF EVENT between the hours of Sat & Sun: 10am-6pm HOURS OF EVENT

at 3015 W Division (Puerto Rican Cultural Museum) LOCATION OF EVENT in the 012th DISTRICT NUMBER

Alcohol will not be served.
 Alcohol will be served at locations (i.e. booths) from serving stations (i.e. taps) per location as designated on the attached Site Plan.
 Beer & Wine Only Spirits only Beer/Wine & Spirits (if spirits are to be sold/served be sure to list the types and quantity)

Street(s) will be closed Yes No

THE DISTRICT COMMANDER MUST COMPLETE THE FOLLOWING:

COMMANDER'S OBJECTION NO OBJECTION

COMMENTS AND/OR REASONS:
A Puerto Rican Cultural Festival
Attendance: Approx 5-Thousand over the course of the (2) day fest
The event will provide private armed security

Beth A Giltmier Signature of Police District Commander 24 March 2023 Date
 Commander Beth A Giltmier 012 District
 Print Name District
 Note: The original copy of this form will be forwarded to the Coordinator, Special Events and Liaison Section/O.O.S. (Unit 136) via police mail by the District Commander

Example #2.) This event received **no objection** from the 012th District Commander. Security plan is sufficient.

- 500 total attendees each day beginning 08-09 July 2023
- Location 3015 W. Division (Puerto Rican Cultural Museum)
- 6 Armed Security Guards per shift
- CRL no objections per 012th District Commander

Chicago Police Department

Security Expectations

- CPD expects organizers to hire private security. We are not security.
- Use as guide (1) security guard per (50) attendees.
- CPD looks at returning events, previous year events and evaluation reports.
- Geographical location and crime statistics in and around location of event.
- Current manpower in the District of occurrence.
- Security needs can change each day, for example a weekend vs. weekday.
- Type of event - Music concert vs Family Fest or Art Fair

CPD Support

- Public Safety is the primary concern of the Chicago Police Department
- Events occurring on the public way
- Public Assembly / First Amendment Rights
- Athletic events or parades
- Events requiring street closures
- Events that have a potential for violence
- Events requiring street closures
- Limited resources due to increased amount of events citywide, holidays, for example the 4th of July weekend where there are parades, festivals, sporting events, concerts, etc.
- This is where the organizers can assist with providing a sufficient security plan with private assets. Must be a licensed security company.

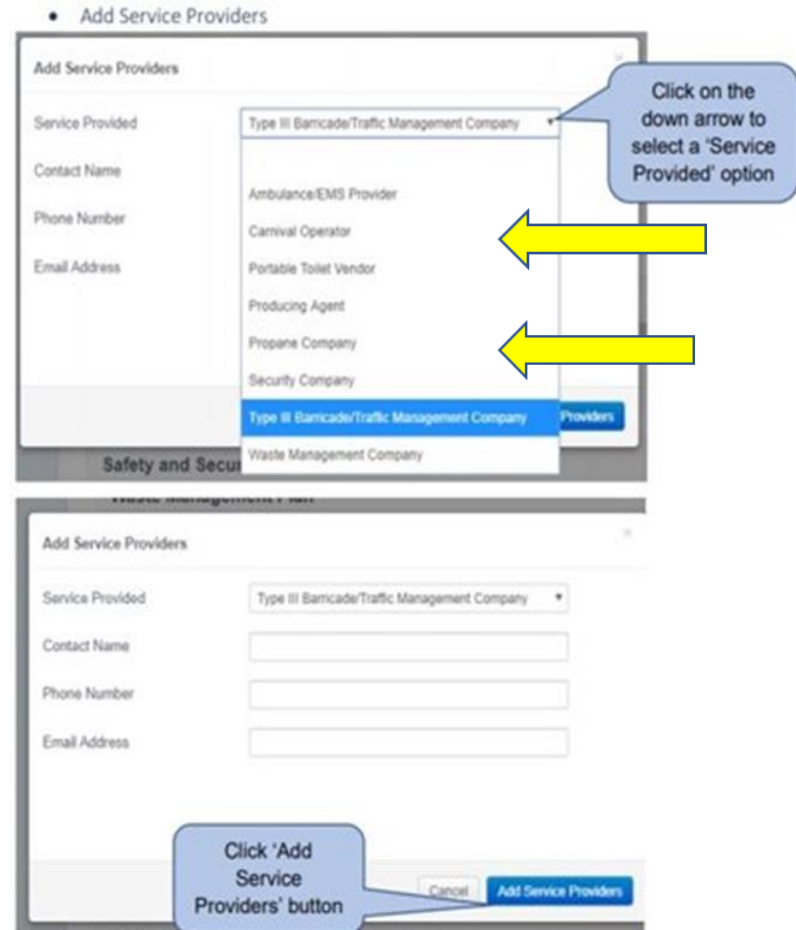
Chicago Fire Department EMS Requirements



ALL special events must have Emergency Medical Services (EMS) Region XI approved provider on site for the duration on the permit. Use of EMS providers that are not members of Region XI must be approved by a Region XI resource hospital and must be coordinated by a Region XI approved EMS agency. At no time will a permit be approved with EMS scheduled outside of the permit times.

Approved Region XI providers link:
<https://chicagoems.org/providers/>

• Add Service Providers



The screenshot shows a web form titled "Add Service Providers". The form has a dropdown menu for "Service Provided" with a list of options: "Type III Barricade/Traffic Management Company", "Ambulance/EMS Provider", "Carnival Operator", "Portable Toilet Vendor", "Producing Agent", "Propane Company", "Security Company", "Type III Barricade/Traffic Management Company", and "Waste Management Company". A blue callout bubble points to the dropdown arrow with the text "Click on the down arrow to select a 'Service Provided' option". Two yellow arrows point to the "Ambulance/EMS Provider" and "Security Company" options. At the bottom of the form, there is a "Cancel" button and an "Add Service Providers" button. A blue callout bubble points to the "Add Service Providers" button with the text "Click 'Add Service Providers' button".

Click on the down arrow to select a 'Service Provided' option

Click 'Add Service Providers' button

Chicago Fire Department



Alcohol Sponsored Events					
Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent
1000 - 3000	1 team of EMTs				Not Required
3001 - 5000	1 team on EMTs		1-BLS Ambulance		First Aid Station
5001 - 7500	2	1	1	1	Consider
7501* - 10000*	*	*	*	*	Required
10001* - 20000*	*	*	*	*	Required
20001*+	Event Specific Staffing Plan Required				

MINIMUM EVENT EMERGENCY SERVICES STAFFING REQUIRMENTS						
Non - Athletic Events						
Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent	MD
1000 - 3000	1 team of EMTs	0	0	0	Not Required	Not Required
3001 - 5000	1	0	0	0	Not Required	Not Required
5001 - 7500	1	0	1	0	Required	Not Required
7501* - 10000*	*	*	*	*	Required	Not Required
10001* - 20000*	*	*	*	*	Required	Consider
20001*+	Event Specific Staffing Plan Required					

Endurance (Races, Runs and Walks)						
Anticipated Attendance	BLS Non-Transport Team(s)	ALS Non-Transport Teams(s)	BLS Ambulance(s)	ALS Ambulance(s)	Medical Tent	MD
1000 - 3000	1 team of EMTs	0	1	0	Consider	Not Required
3001 - 5000	2	0	0	1	Required	Not Required
5001 - 7500	2	1	1	1	Required	Consider
7501* - 10000*	*	*	*	*	Required	Consider
10001* - 20000*	*	*	*	*	Required	Consider
20001*+	Event Specific Staffing Plan Required					

***For any event with anticipated attendance of over 7,500, a specialized staffing plan is REQUIRED, including approval by Chicago Fire Department Office of Special Events**

Chicago Fire Department

EMS Region 11 Providers

- **EMS Provider Agencies**
- **CHICAGO FIRE DEPARTMENT**
- Medical Administration and Regulatory Compliance (MARC)
1338 S. Clinton Ave.
Chicago, IL
Fax: (312) 746-6981
- **CHICAGO NORTH EMS SYSTEM (ADVOCATE ILLINOIS MASONIC MEDICAL CENTER)**
- [LifeLine Ambulance](#)
- 2424 S. Wabash Ave.
Chicago, IL 60616
Telephone: (312) 949-9595
Fax: (312) 949-9292
Dispatch: (312) 949-9500
info@lifelineamb.org
- **CHICAGO WEST EMS SYSTEM (JOHN H. STROGER, JR. HOSPITAL OF COOK COUNTY)**
- [Cook County Sheriff's Department SWAT](#)
- [Hatzalah Chicago](#)
PO Box 59816
Chicago, IL 60659
Telephone: (847) 454-0800 (non-emergency)
Fax: (847) 324-4577
Dispatch: (847) 674-9111
info@hatzalahchicago.org
- **CHICAGO CENTRAL EMS SYSTEM (NORTHWESTERN MEMORIAL HOSPITAL)**
- Chicago Police Department [Marine](#) and SWAT Units
- [Event Medical Solutions](#)
(844) Event-Med
- [Medical and Safety Engineering Inc. \(M*A*S*E\)](#)
19W023 Avenue Barbizon
Oak Brook, IL 60523
Telephone: (225) MASEINC (225-627-3462)
Fax: (888) 977-8831
E-mail: info@maseinc.us



[Office of Emergency Management and Communications \(OEMC\)](#) Emergency Medical Dispatchers, including O'Hare and Midway Airports
[The Clare Chicago – Independent Senior Living](#)

55 East Pearson St.
Chicago, IL 60611

[University of Illinois at Chicago EMS](#)

1129 S. Hermitage Ave.

Chicago, IL 60612

Telephone: (312) 355-4367 (non-emergency)

Emergency: (312) 355-5555

mwalsh23@uic.edu

CHICAGO SOUTH EMS SYSTEM (UNIVERSITY OF CHICAGO MEDICINE)

[ATI Ambulance](#)

2819 S. Stewart Ave.

Chicago, IL 60616

Telephone: (708) 802-8101

Fax: (708) 802-8112

Hawthorne Race Course EMS

[University of Chicago Aeromedical Network](#)

[\(UCAN\)](#)

Telephone: (773) 702-3225 or (800) 621-7827

[University of Chicago EMS](#)

6054 S. Drexel Ave.

Chicago, IL 60637

ucems.chief@gmail.com

[Vandenburg Ambulance](#)

8400W. 183rd Place

Tinley Park, IL 60487

Telephone: (708) 532-1613

Fax: (708) 633-1677

OEMC



Chicago's Office of Emergency Management and Communications (OEMC) oversees a number of functions that support public safety and provides assistance to residents 24 hours a day, 365 days a year. The OEMC manages the following operational areas for the city: 9-1-1 call taking and dispatch; the 3-1-1 call center; emergency management; and traffic management. The OEMC coordinates with departments citywide, including the Chicago Police Department and Chicago Fire Department, in addition to various other local, state, and federal agencies as it relates to public safety planning and coordination for everything from large-scale special events to public safety emergencies and disasters.

OEMC



- Permits must be complete and up-to-date, including all documentation before submitting, or they will be 'denied' instead of marking 'incomplete.' Recycling the previous year's documents is unacceptable.
 - No event is ever the same!
- Event size will dictate the event's location(s) (necessary vs. requested street closures, set-up/tear-down times, etc.)
 - Arterial Streets
 - LSD
- NO HEELS AND WHEELS!!!
 - Cones and verticades are not acceptable means of separation!
- Events that are advertised ahead of the permitting process will not be accepted unless there is a signed contract for a multiyear event
- Organizers are responsible for sheltering locations and/or warming/cooling contingencies

OEMC



- **Emergency Plan Contents:**
 - Event Description
 - Estimated Attendance
 - Event Leadership Contact Information
 - Event Operations Location
 - Schedule of Events
 - Communications Plan
 - Weather Monitoring
 - Emergency Notification
 - Responsibilities
 - On-Site Emergency Personnel
 - Access and Parking Considerations
 - Pre-Event Briefing
 - Event Map
 - Evacuation Assembly Areas
 - Shelter-in-Place Gathering Points

**RISK MANAGEMENT
VS.
INCIDENT MANAGEMENT**



Shelter in Place and Warming/Cooling Best Practices

- Weather is ALWAYS a factor in special events planning!!!
- Shelter locations and timing go hand-in-hand. It is critical to determine (1) how long it takes to alert everyone and (2) how long it takes for everyone to move to shelter or evacuate. The logistics of - and time required to - evacuate or move people to the shelter areas must be considered.

HEAT

- Excessive heat can pose serious health risks. Heat cramps, heat exhaustion, or heat stroke can occur.
 - Consider offering free water stations, renting misters and/or cooling stations. Encourage attendees to drink plenty of water.

COLD

- Excessive cold can pose serious health risks including hypothermia and increased risk of frostbite.
 - Consider renting heating stations and offering/selling hand warmers or warm beverages.

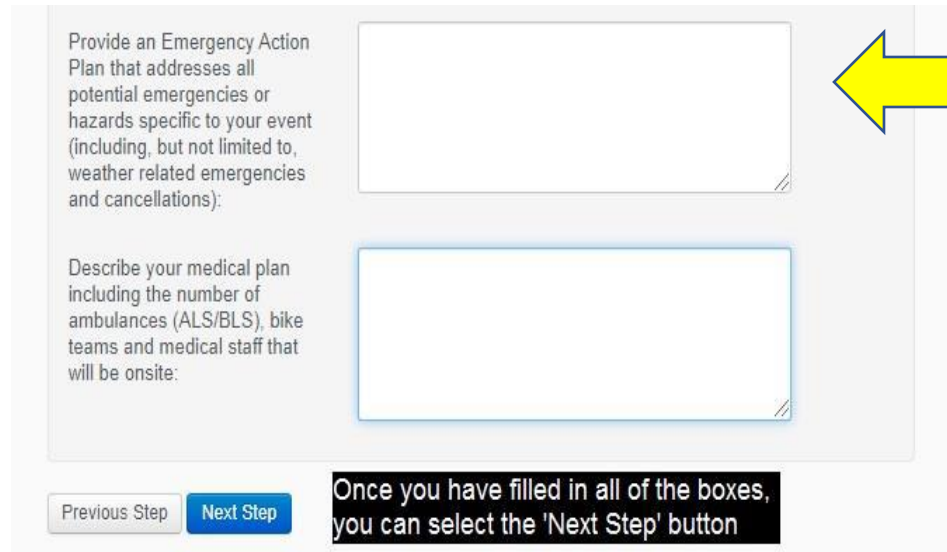
OEMC



Standard OEMC Comments for Application Approval in the Permit Portal

Permit holders will need to consider and demonstrate the following: weather contingency plans and adequate sheltering options, public way vs. private property considerations and plans, residential access/impacts, community outreach, traffic flow and signage, parking restrictions/impacts outreach, and hostile vehicle mitigation.

Important Information for OEMC



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:

Previous Step **Next Step**

Once you have filled in all of the boxes, you can select the 'Next Step' button

Event organizers must provide proper wayfinding signage/communications for pedestrian and vehicular traffic, type 3 barricades, and appropriate vehicle barriers to ensure pedestrians and vehicles are appropriately isolated.



Examples of proper signage and barricades:

Variable Message Boards



Vehicle Barriers / Bollards



Sandwich Boards



Concrete Ballast



OEMC



- TMA/TCA's
 - When are they needed?
 - Expectations for support



Department of Streets & Sanitation

Waste Management Plan

All street closures or requests for stripped parking must be clearly listed on the correct updated Street Closure form and uploaded to the application. DSS posts the signs 48 to 24 hours before the start of the requested closure time/date. Make sure to incorporate setup and tear down times and dates into your stripped parking/street closure request. Work orders come from CPD and any changes to approved requests must be reapproved by CPD & CDOT, DSS must receive revised orders to change signs.

All events must have a waste management plan, including indoor events. Plan must include dumpster/Hauler info as well as schedule of maintenance, number of volunteers/hired help and number of cans or carts being used.

DSS will not loan out/deliver black or blue carts/cans for events or collect refuse. All organizers must secure private waste collection.

Chicago Department of Public Health (CDPH)

- 180 applications
- Examples of complete applications
- Organizer's responsibilities
- Current inspections must be within 6 months
- Summer Sanitation Certificate
- Expectations for onsite protocols

CDPH

- Contact: Matithia Eiland, MPH, REHS/RS, CHES
Supervising Sanitarian
matithia.eiland@cityofchicago.org
 - Responsible for reviewing special event food vendor applications
- Food vendors will be inspected by CDPH inspectors during event operation
- Park District events not currently reviewed by CDPH

CDPH - Types of Licenses

- Single event applications are generally facilitated by the event coordinator
 - The event coordinator uploads completed applications to Infor portal
- Multiple event applications (180 day) can be obtained from the Department of Business Affairs
 - chicagobusinessdirect@cityofchicago.org

NOTE: Participation in special events for food trucks (mobile food dispenser or mobile food preparer) must have either a single event permit or a multiple event permit and must be currently licensed in the city of Chicago.

CDPH - Food Vendor Applications (Reformatted in 2020)



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT! Please type or print clearly. Application will be returned if not completed in its entirety.

EVENT INFORMATION

Name of Event _____
 Address of Event (Street & number) _____
 Date(s) of Event _____ Hours of Event _____
 Event Food Coordinator _____ Phone # _____ Email _____

VENDOR INFORMATION

Legal Name of Food Vendor _____ Contact _____
 Phone # _____ Email _____
 Address of Food Vendor _____ City _____ State _____ Zip Code _____

Illinois Department of Revenue (IDOR) # (if applicable) _____
 Dept. of Business Affairs & Consumer Protection ACCOUNT # (if applicable) _____

If you do not know your account # please call (312) 34-6086. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account # _____

Summer Food Festival Sanitation Certificate # _____ (Please attach a copy of the certificate to this application)
 For a list of summer sanitation class locations and dates click on: www.chicago.gov/content/dam/city/depts/dca/neighborhoodfood/2019festival/summer-survey.pdf

Print Name _____ Title _____
 Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a (paper letter) commissary letter from the 3rd party location owner/supplier. **NOTE: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.**

Describe how cooling requirements (cool foods at 41 degrees F or below, hot foods at 133 degrees F or above) are maintained during the transport of food to the event. (i.e. refrigerated cold storage containers, refrigerated truck).

List the name(s) and address(es) of the food supplier(s) used for the event (vegetables, proteins, etc.) Attach a receipt for inspection.

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Does it apply?

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Does it apply?

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Does it apply?

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 4 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org

____/____/____

If the restaurant/commissary is located OUTSIDE of the city of Chicago, a copy of the most recent health inspection report must be submitted with application.

Menu Item (i.e. sandwich, spaghetti, etc. exact recipe must)	Ingredients (i.e. beef, rice, onions, cheese, bread)	How is it prepared at event? (i.e. grill, fry, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking At Event Booth (i.e. refrigeration, steam table, grill, toaster)	Final Internal Cooking Temp. °F (32 for frozen items)
				75
				75
				75
				75
				75
				75
				75
				75
				75
				75

Are condiments provided for customer self-service? Yes No

If yes, list them below and how they are dispensed.

All questions must be answered, or the application will be denied.

CDPH – Booth Layout

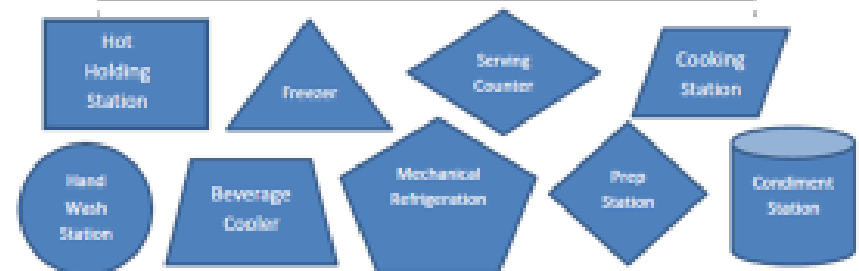
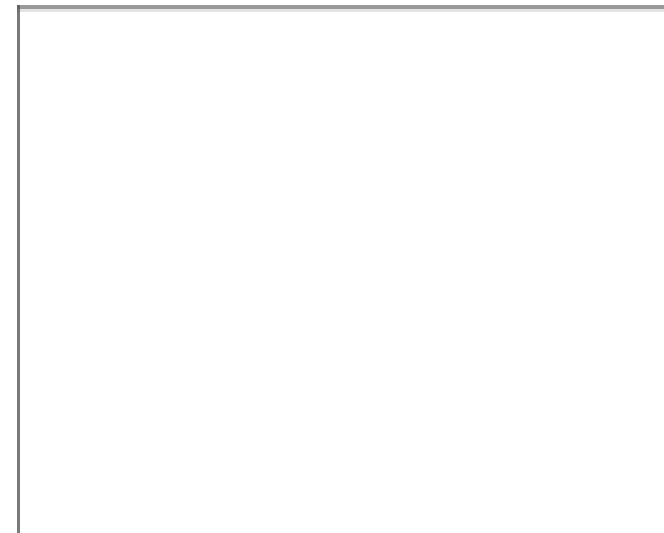
- Template included with application
- Can draw their own must include all booth features

Special Event Food Booth Layout *(Required with all applications)*

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

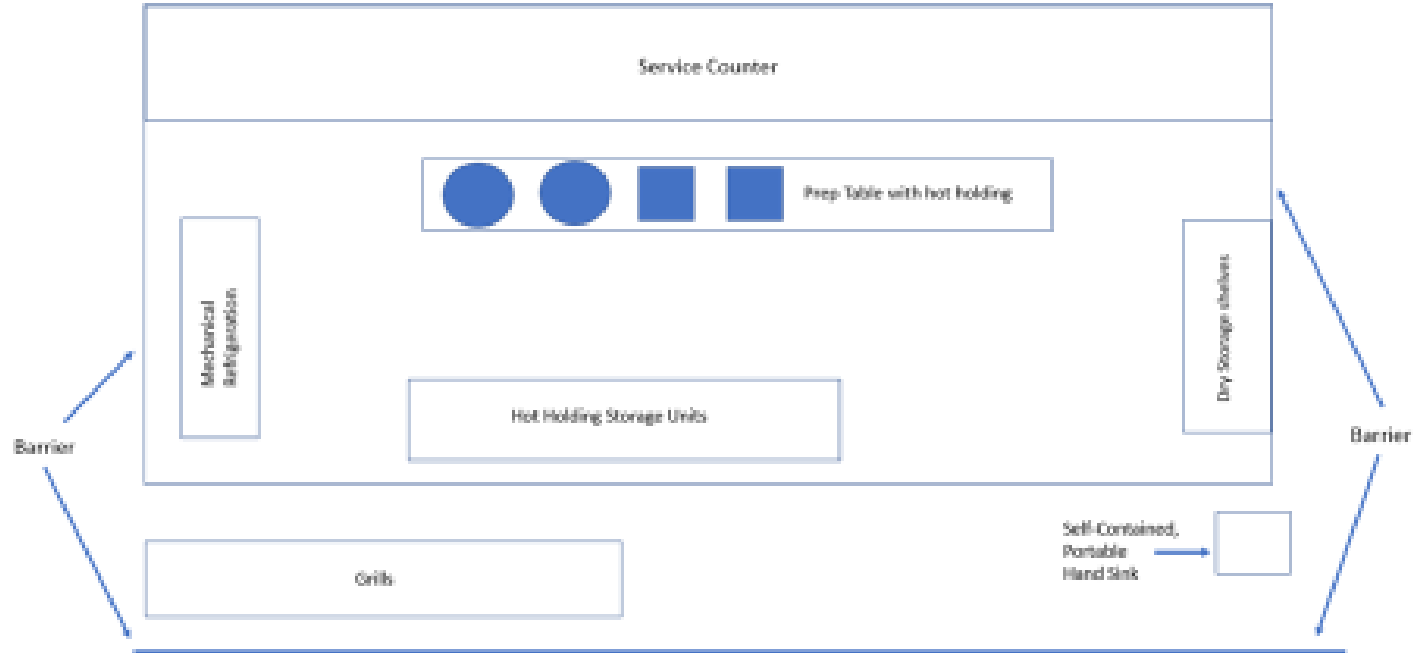
*Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING** is allowable on-site so this should not be done or shown on the layout.*

Vendor Name: _____

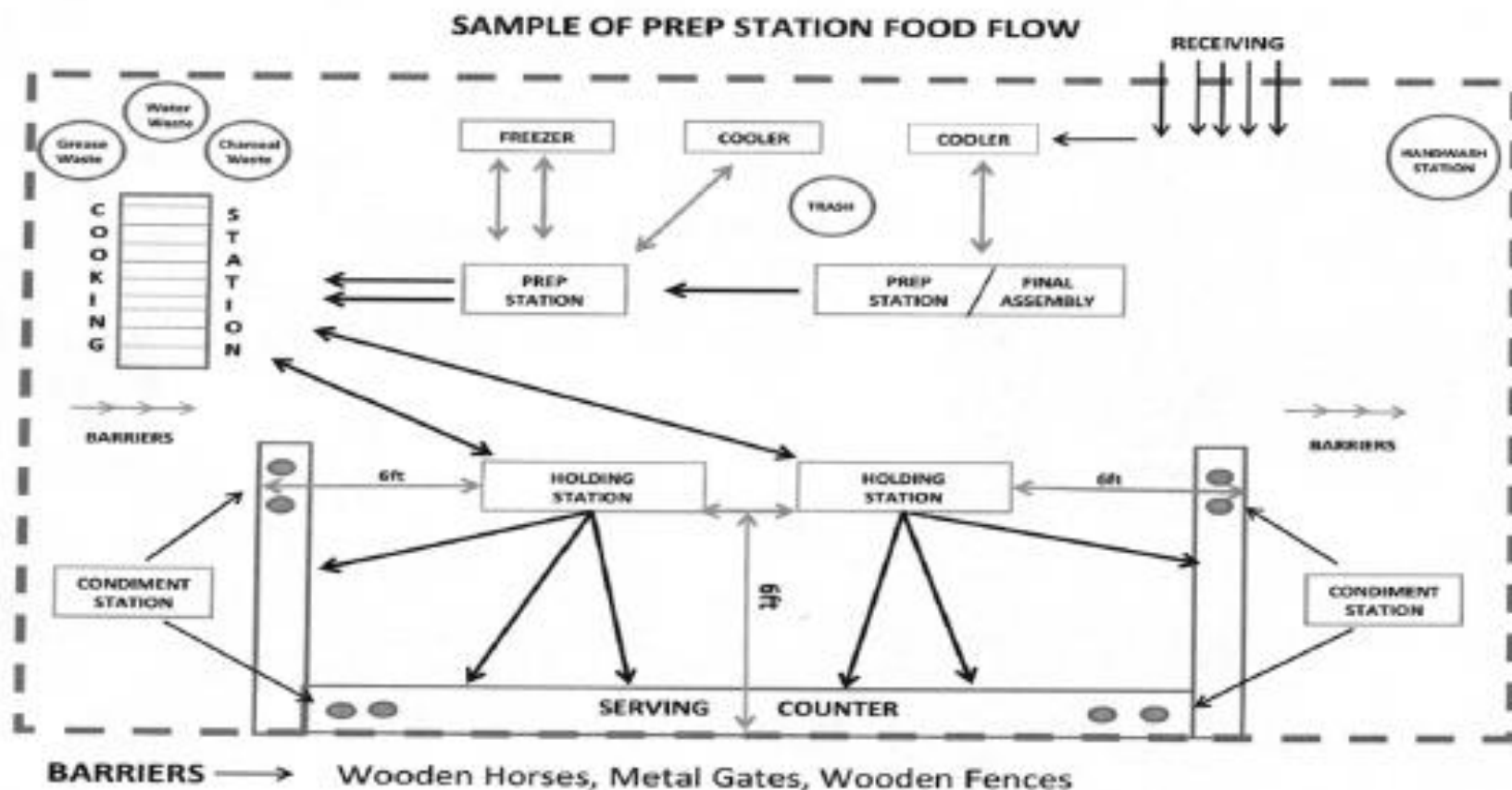


CDPH – Sample Booth Layout

Sample Special Event Food Booth Map



CDPH – Sample Booth Layout



CDPH - Application attachments

- Summer festival sanitation certificate
 - Must provide copy of actual certificate
 - Receipts/proof of enrollment NOT accepted
- Health inspection
 - Must be dated within **last 6 months** and show **Passing result**.
 - If commissary is located outside of the City of Chicago, a copy of the most recent health inspection must be provided.
- Commissary agreement or letter
 - If using another business as a commissary, a contract or notarized letter of permission from host business must be provided and business must have shared kitchen supplemental license or shared kitchen operator license

CDPH - Mobile Food Vendors

- Mobile food vendors must obtain a special event permit in order to participate in special events
- Only vehicles with a City of Chicago mobile food license are eligible for the special event permit
- Single event or Multiple 180 day

CDPH - Mobile Food Vendors

- If a vendor wishes to use a shared kitchen located in the City of Chicago as their commissary for an event, they must obtain a shared kitchen user license
 - Short term (90-day) license is \$75
 - Long term (2-year) license is \$330
- Shared kitchen users must arrange their own inspection at the shared kitchen
 - The inspection will take place on the shared kitchen user's own license number with the shared kitchen user present
 - Shared kitchen user must be operating at time of inspection
 - Copy of inspection report must be included with application



CHICAGO DEPARTMENT OF PUBLIC
HEALTH FOOD PROTECTION SERVICES

SPECIAL EVENT FOOD VENDOR REQUIREMENTS

EVENT ORGANIZER'S CHECKLIST

NAMING CONVENTION

- The beginning should state the word Food, then business name, then type of applicant.
 - For 180 license applicants - Food_NameofBusiness_180 OR For Single Event Food Vendor Applicants - Food_NameofBusiness_Single
- Examples:**
1. Business name is Healthy and have a 180 license, then the attached document should be - Food_Healthy_180.
 2. Business name is Very Good and applying for a Single Event, then the attached document should be Food_VeryGood_Single

PLEASE FOLLOW THIS CHECKLIST SO THAT
EVENTS CAN BE REVIEWED IN A TIMELY MANNER.

- PREFERABLY ONE ATTACHMENT PER FOOD VENDOR APPLICANT. INCLUDE ALL FOOD-RELATED DOCUMENTS PER BUSINESS UNDER ONE SCAN/ATTACHMENT.
- ORGANIZERS MUST LABEL THEIR UPLOADED (PDF) DOCUMENTS. REFER TO NAMING CONVENTION TO PROPERLY LABEL.

REQUIRED DOCUMENTS

- For 180 license applicants:**
 - Attach the 180 license and properly name the attachment as described above.
- For Single Event Food vendor applicants:**
 - The application must be filled out completely.
 - Ensure all questions are answered. Type or Print clearly.
 - Booth layout must be clearly labeled, including hand sink location.
- Attach a clear scanned copy of at least one Summer Festival certificate that will be on-site.
- Ensure the last inspection date is within 6 months. If restaurant/commissary is outside the City of Chicago, must attach the inspection report. The report cannot have outstanding Priority or Priority Foundation (critical/serious) violations.
- If not using own restaurant, must operate out of a licensed shared kitchen.
 - Submit a recent notarized letter dated within 30 days.

SOME COMMON REASONS FOR NOT APPROVING APPLICATIONS

1. Using older version of Special Event application. Ensure that recent version is submitted.
2. Incomplete applications, such as missing:
 - BACP Account number; Address of Food Suppliers; Hand sink nor refrigeration (if cold foods) not on booth layout.
3. Last inspection report over 6 months ago.



Contact information:

If you need a recent health inspection or have food safety questions email: CDPHFood@cityofchicago.org
If you have questions for the DCASE Permits Team email: SEPermits@cityofchicago.org

CDPH – Common ACTION REQUIRED items on Applications

- Trailers (not allowed in any form)
- No copy of actual summer fest certificate provided (letters, proof of registration NOT accepted)
- Incomplete menu processes
- Incomplete booth layouts
- Commissary permission letter not notarized
- No mechanical refrigeration provided
- **No recent *passed* inspection at commissary kitchen**
 - Restaurants can request inspection by emailing food@cityofchicago.org

CDPH – Tips for Applicants

- Submit COMPLETE application ON TIME
- Include booth layout with application
- Plan ahead if a recent inspection is needed
 - Passed inspection should be completed BEFORE vendor submits their application to the event coordinator
 - Reminder that event coordinators must submit vendor applications 20 days prior to the event
- Plan ahead complete summer sanitation course. It may take up to 6 weeks to receive certificate

CDPH – Contacting CDPH for Inspection

- Make sure your facility is ready for the inspection.
- It may take CDPH one week to come out for an inspection (based on the number of requests)
- Send email to: food@cityofchicago.org
- Subject line: Special Event inspection, License number, Address
- Don't forget to include:
 - DBA (name of business)
 - Address (as listed on business license)
 - Zip code
 - Contact phone number
 - Business hours
 - (If you are a shared kitchen user, include the DBA and address of the Shared Kitchen.)

BACP - Liquor

- BACP reviews liquor applications for both for-profit and not-for-profit applicants
 - Only for-profit businesses need a City of Chicago special event liquor license
 - BACP must approve State applications for both types
- For-profits must have a retail liquor license with the City to be eligible for a special event liquor license
- BACP approval will only be given after CPD approval

BACP - Liquor

- Application and insurance must be in the name of the licensed entity
- List event details
 - Date/Time
 - Location
 - Name of event
- Liquor liability (\$300K)
- Additional insured
 - BACP
 - ILCC

ACORD CERTIFICATE OF LIABILITY INSURANCE (DATE:MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____

COVERAGES **CERTIFICATE NUMBER:** _____ **REVISION NUMBER:** _____

INS. LINE	TYPE OF INSURANCE	AGRL. SUBG. NO.	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
COMMERCIAL GENERAL LIABILITY						
	CLAIMS MADE					EACH OCC. INCURR. \$
						DAMAGE TO RENTALS \$
						PREMIERS (24 month) \$
						MED. EXP. (per person) \$
						PERSONAL & AUTO INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMM/CP AGG. \$
						OTHER \$
AUTOMOBILE LIABILITY						
	ANY AUTO					COMBINED SINGLE LIMIT \$
	ALL OWNED AUTOS					EA. ACCIDENT \$
	HIRER AUTOS					BOC.Y. INJURY (per person) \$
						BOC.Y. INJURY (per person) \$
						PROPERTY DAMAGE (per accident) \$
						OTHER \$
UMBRELLA LIAB.						
	EXCESS LIAB.					EACH OCCURRENCE \$
						AGGREGATE \$
						OTHER \$
WORKERS COMPENSATION AND EMPLOYERS LIABILITY						
						E.L. EACH ACCIDENT \$
						E.L. EMPLOYEE - EA EMPLOYEE \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Include the address, date, time and description of special event

CERTIFICATE HOLDER **CANCELLATION**

BACP must be listed as Additional Insured:
City of Chicago
Department of Business Affairs and Consumer Protection
121 N. LaSalle St., Rm. 805
Chicago, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE SHALL BE DELIVERED IN WRITING TO THE CERTIFICATE HOLDER. **Must indicate 30 days advance written notice.**

AUTHORIZED REPRESENTATIVE: _____
Signature of Authorized Representative

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD. © 1988-2014 ACORD CORPORATION. All rights reserved. BACP SMALL BUSINESS CENTER

BACP

- Approved for-profit applicants
 - Will receive an email for online payment for City special event liquor license
 - City special event liquor license will be provided after payment
 - Will be sent State application with local authority approval to be submitted to ILCC
- Approved not-for-profit applicants will receive State application with local authority approval to be submitted to ILCC in online application process

BACP - Liquor

Common issues:

- Make sure to check beer & wine or beer, wine & spirits
- If having spirits make sure to list your drink menu
- Event address on insurance must match the event address on your liquor application
- Application needs to be signed by owner/officer
- Shots and bottle service are not allowed
- For-profit entities must be licensed in Chicago
- Holds on City account need to be resolved



LICENSING SPECIAL EVENT OVERVIEW

Presented by:

Dusanka Marijan/Licensing Administrator



Licensing Staff

Dusanka Marijan-Licensing Administrator(Chicago)

Tara Womack-Licensing Supervisor (Springfield)

Chicago Office

Esperanza Guevara

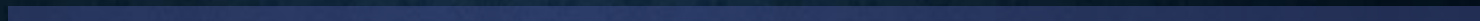
Danielle Daniels

Alejandro Torres

Carlos Palma Alarcon

Springfield Office

Stacey Long





OVERVIEW OF LICENSING

- The **Licensing Division** is responsible for reviewing state liquor applications and issuing more than 200 new licenses monthly and we renew approximately 2,000 state liquor licenses every month. There are 56 different license classes - including airplanes, trains, liquor stores, winery shippers, out-of-state distributors, special events, non-resident dealers, national and foreign licensing, and brand registration. This Division has staff in both the Chicago and Springfield offices and provide assistance to licensees to facilitate the license issuance process.
-



DUAL- LICENSING STATE

- If you are selling alcohol to the general public the Illinois Liquor Control Act *requires* a local retailer's license, be issued *before* an ILCC license for that premises can be issued [235 ILCS 5/3-14].
 - Without a local retailer's license, a licensee can NOT sell at retail.
 - Local liquor commissioner issues local license for privilege of sale at retail **ONLY**.
 - If the local license is invalid (expired, suspended, revoked, etc.), **BOTH** licenses are invalid.
-



SPECIAL EVENT/SPECIAL USE PERMIT LICENSES

We really want to encourage all of our special event and special use applicants to apply online via [MyTax.Illinois.gov](https://mytax.illinois.gov).

We have included some helpful links and contact numbers to our step-by-step instructions for our applicants in case you are having issues accessing your MyTaxIllinois accounts.

Please plan ahead to make sure you have access to your MyTaxIllinois account, one of the main reasons applicants are not able to submit their special event applications timely is due to User ID and Password resets. Event organizers should begin the process now to make sure that they have access to their MyTaxIllinois account.



Governor JB Pritzker
Cynthia Berg, Chair
Lisa Gardner, Executive Director

(312) 814-2206
(217) 782-2136
ILCC@Illinois.gov

ILLINOIS LIQUOR CONTROL COMMISSION

The Illinois Liquor Control Commission is encouraging all special event and special use permit applicants to apply online via **MyTax Illinois**. To avoid the \$25 late fee for late applications, we strongly encourage you to submit your application 14 days in advance.

Once you have received local approval for your special event and your certificate of insurance for your upcoming special event, you then need to log into your MyTax Illinois account at mytax.illinois.gov.

If you have questions about creating a MyTax Illinois login or have trouble logging in, please contact Rev.MyTaxHelp@illinois.gov or call 1 800 732-8866.

Once you are logged in, you will be required to enter information in the required fields, and you will be asked to upload a copy of your local approval along with the certificate of insurance. Once those documents are uploaded, you will be prompted to tender payment and submit your request.

You can find the step-by-step instructions on our website www2.illinois.gov/ilcc

If you have questions about the online application process, or if you have trouble submitting your online application, please contact LCC.Licensing@illinois.gov or you can call the Illinois Liquor Control Commission office at 312-814-2206 or 217-782-2136 for additional assistance.

Once your request is submitted, the review process can take approximately 1-3 business days. You can check the status of your application via your MyTax Illinois account. All correspondences, including your newly issued liquor license certificate for your event, can be found in the Letters and Message section.

You can find the step-by-step instructions on our website www2.illinois.gov/ilcc



Special Event

Private Party

PRIVATE PARTY is an event where attendance is by invitation only, the host controls access to the premises, and alcoholic beverages are provided to invited guests at no charge. **A Special Event Liquor License is not required for a private party.**

Special Event License (4A)

- Issued to a registered Not-For-Profit Organization – must be registered with the Illinois Secretary of State as a Not-For-Profit.
 - Local Approval is required.
 - Certificate of Insurance is required.
-



SPECIAL USE PERMIT LICENSE

- 4B license is for a one-day event.
 - 4C license is for events that will be two or more days.
 - Issued to an Illinois licensed retailer.
 - Allows the transfer of a portion of the retailer's inventory from the licensed premises to an off-site location specified on the license.
 - Allows the direct delivery from a distributor to the Special Use Permit licensed location.
-



MANUFACTURING TIER SPECIAL EVENT LICENSES

- Special Use Permits
 - Brew Pubs (1C)
 - Distilling Pubs (1X)
 - Wine Maker Premises (1E, 1J, 1U)
 - Beer Showcase Permits
 - Class 3 Brewer (7Y)
 - Distributor (2G, 2E, 2F)
 - Craft Distiller Tasting Permits
 - Class 1 Craft Distiller (6Y)
 - Class 2 Craft Distiller (6Z)
-



Application Denials/Approvals

General review and processing times can take approximately 1-7 business days.

- **Reasons for denial**

- Missing information (ex: required fields not complete, missing signature, unanswered questions, etc.)
- Applicant not qualified (ex: Entity applying for license is not in good standing with the Illinois Secretary of State, applicant applying for a special use permit did not renew their State of Illinois liquor license, etc)
- Failed to include required documentation (ex: copy of local liquor license approval and certificate of insurance)
- Inconsistent information (inconsistent times/dates/applicant information)

*Rejection letter is generated and available in your MyTaxIllinois account- licensees can re-submit their information once they have addressed all of the issues on the rejection letter.

- **License is approved**

- License is issued and mailed or emailed to the licensee, licensees can also print a copy of their liquor license from their MyTaxIllinois account- we have step by step instructions available on our website in reference to how to print a copy of your liquor license certificate.
-



ILCC WEBSITE RESOURCES

Our frequently used resources can be found on our homepage.











- License Renewal

- Printing Your License

- Special Events

- License Lookup

Featured Links

 Delinquency List DELINQUENCY LIST >	 RENEW LIQUOR LICENSE ONLINE MYTAX >	 Brand Registration ONLINE BRAND REGISTRATIONS >
 ADVISORY OPINION REQUEST FORM >	 UNDER AGE COMPLIANCE PROGRAM >	 PRINTING YOUR LICENSE >
 SPECIAL EVENTS SPECIAL EVENT ONLINE APPLICATIONS INSTRUCTIONS >	Cooperative Purchasing Agreement COOPERATIVE PURCHASING AGREEMENT LIST >	Filing Brewer Production Report INSTRUCTIONS TO FILE BREWER PRODUCTION REPORT >
 Get a License	 Lookup a Liquor License	 Renew a License



ILCC CONTACT INFORMATION

- Chicago Office 312-814-2206
- Springfield Office 217-782-2136
- Licensing Inbox LCC.Licensing@illinois.gov
- Enforcement Inbox LCC.Enforcement@illinois.gov
- Legal Inbox ILCC.Legal@illinois.gov
- Delinquent List ILCC.Delinquency@illinois.gov

Department of Water Management (“DWM”)

All Festival/Event applicants will need to:

- Agree to the general rules for hydrant use in the current DWM Hydrant Permit Policy;
- Complete the online application (hup.buildingnewchicago.org) at least five business days before a hydrant permit is needed.
- Use an up to date and certified backflow device

Only a full brass body Reduced Pressure Zone backflow preventer (“RPZ”) with the ASSE seal (American Society of Sanitary Engineering) must be used for hydrant use. The RPZ shall be inspected and tested by a licensed and bonded Cross-Connection Control Device Inspector Plumbing Contractor every six months at the applicant’s sole cost and expense, unless otherwise set forth in DWM’s Hydrant Permit Policy.

Department of Water Management (“DWM”)

The application must include:

- Applicant Information - Name/title of the person submitting the application, name of legal entity (if any), address, email, phone.
- Description of proposed use, including event start & end dates
- Location of hydrant being requested & requested use dates.
- Uploaded RPZ test sheet on the official City of Chicago form (dates of use shall not exceed the RPZ test date validity date.)
- Letter on company letterhead containing:
 1. A statement acknowledging, agreeing to, and stating shall follow all General Rules for Hydrant Use in the current DWM Hydrant Permit Policy.
 2. Copy of the permit application that reflects the purpose for the use of the water is, such as for a festival, short-term event, etc.
 3. The RPZ device # (only this RPZ can be used with this permit)

Department of Water Management (“DWM”)

Notes:

- Hydrant water is non-potable; it must not be used for cooking, drinking, or final washing of produce.
- Hydrant permits can only be used by the applicant, unless otherwise determined by the DWM Commissioner.
- No high-rise hydrants can be used. No custodial hydrants may be used for any festivals or other short-term events.
- Hydrant use is not allowed if unattended. The hydrant shall not be used without the RPZ connected directly to the hydrant cap.
- Hydrants are not to be used when the daily temperature forecast is below 40 degrees Fahrenheit, unless written approval by a DWM plumbing inspector is received in advance.

Department of Water Management (“DWM”)

Notes (continued):

- Any misuse or damage of a hydrant, or any portion thereof, or any incidental damage to water mains and any other appurtenances, will cancel the permit and there shall be no refund of fees. You will be held responsible for the actual cost of repair and may also be fined in accordance with Sections 11-12-070, 11-12-080; and 11-12-085 of the Municipal Code of Chicago, and the laws of the State of Illinois.
- All hydrant permit holders must supply the hydrant cap assembly, key and an RPZ at the permit holder’s sole cost and expense. RPZ must have been tested, approved, up to date, & must be in DWM’s cross connection system. This setup must be COMPLETELY REMOVED when not actively in use. RPZs should not be kept in cold temperatures as it could damage the unit.
- Hose guards must be used crossing streets/sidewalks, subject to CDOT’s review and approval. Permit holder is liable for all claims, including but not limited to property damage and personal injury for use and failure to use hose guards.

Department of Water Management (“DWM”)

Snapshots of DWM’s Current Hydrant Permit Policy:



CITY OF CHICAGO
DEPARTMENT OF WATER MANAGEMENT (DWM)
HYDRANT PERMIT POLICY
 (As may be amended from time to time at DWM sole discretion)

GENERAL RULES FOR HYDRANT USE:

- An application for a hydrant permit must be submitted not less than five (5) business days before a hydrant permit is needed, unless otherwise set forth herein.
- The location of the hydrant must appear on the application. All required documents must be uploaded at time of submitting the application. A failure to provide all necessary document may cause a denial of the application.
- Hydrant permits can only be used by the applicant, unless otherwise determined by the Department of Water Management Commissioner.
- All permit fees and water charges are non-refundable.
- An on-site meeting may be required prior to your permit approval.
- No custodial hydrants may be used by any contractor, Community Garden, Urban Farm, or for any festivals or other short-term events. Should site conditions require an exception, the DWM Commissioner shall, in his/her sole discretion, make a final determination and provide a cost estimate to remove and replace the fire hydrant head. (Note: Costs for such removal and replacement could range in thousands of dollars.)
- Any misuse or damage of a hydrant, or any portion thereof, or any incidental damage to water mains and any other appurtenances, will cancel the permit and there shall be no refund of fees. You will be held responsible for the actual cost of repair and may also be fined in accordance with Sections 11-12-070, 11-12-080; and 11-12-085 of the Municipal Code of Chicago, and the laws of the State of Illinois.

- Only a full brass body Reduced Pressure Zone backflow preventer (“RPZ”) with the ASSE seal (American Society of Sanitary Engineering) must be used for hydrant use. The RPZ shall be inspected and tested by a licensed and bonded Cross-Connection Control Device Inspector Plumbing Contractor every six months at the applicant’s sole cost and expense, unless otherwise set forth herein.
- The hydrant application dates of use shall not exceed the RPZ test date validity date.
- All hydrant permit holders shall be responsible to supply the hydrant cap assembly, key and an RPZ at the permit holder’s sole cost and expense. The RPZ must have been tested, approved, up to date, and it must be in DWM’s cross connection system. This setup must be **COMPLETELY REMOVED** when not actively in use. RPZs should not be kept in cold temperatures as it could damage the unit.
- All permit holders must upload a PDF copy of the RPZ test sheet on the official City of Chicago form along with the hydrant permit application.
- The hydrant shall not be used without the RPZ connected directly to the hydrant cap.
- Hydrants are not to be used when the daily temperature forecast is below 40 degrees Fahrenheit, unless otherwise set forth herein. When the daily temperature forecast is below 40 degrees Fahrenheit the Applicant must submit hydrant use procedures for review and written approval by a DWM plumbing inspector before any hydrant use is allowed. All hydrant barrels must be checked for water after use and pumped out if they contain and hold water. A plumbing inspector must be notified immediately of any issues.
- Hydrant water is non-potable; it must not be used for cooking, drinking, or final washing of produce.
- The exact hydrant address or location must be on the permit. A paid paper copy of the approved hydrant permit must be on site at all times.
- Hydrant use is not allowed if unattended.
- Hose guards must be used crossing streets and sidewalks, subject to the Department of Transportation’s review and approval. The permit holder shall be liable for all claims, including but not limited to property damage and personal injury for use and failure to use hose guards.
- No high-rise hydrants can be used.

2024 Highlights

Pro Tips

- Labeling attachments and updating attachments
- Attachment of all licenses and permits
- Proper insurance documents
 - Listing accurate event location and date information
- Changing dates and moving location
- Accurate attendance numbers
- E-mail protocol
 - Event name and Permit # in subject line
- Use DCASE Website as a resource
 - www.chicagoneighborhoodfestivals.us



SEPermits@cityofchicago.org