



**Permit Contract**

**S3 - South Shore Cultural Center SEV**

7059 S. South Shore Dr.  
 Chicago, IL 60649  
 Phone: (773) 256-0159  
 FAX: --  
 Email: play@chicagoparkdistrict.com

**Company:** Rotary International  
 234 DiLorenzo  
 Naperville, IL 60565

**Agent:** Patrica Merryweather-Arges  
 Email: dg6450pat@aol.com

**Permit #9014710, Pending approval**

Aug 2, 2017 1:42 PM  
 Expires Aug 1, 2018



Prepared By: Elisa Arlow

Primary: (630) 202-5579

| Charges    | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance    |
|------------|-------|-----------|---------------|----------|---------------|----------------|---------|------------|
| \$7,100.00 | \$0   | \$0       | \$7,100.00    | \$850.00 | \$0           | (\$6,255.00)   | \$0     | \$1,695.00 |

**RESERVATIONS**

| Event   | Resource                         | Center  | Notes |
|---|----------------------------------|---|-------|
| Rotary International Meeting<br>Type: Venue Rental - Philanthropic<br>Attend/Qty: 500 | South Shore Paul Robeson Theatre | South Shore Cultural Center SEV<br>7059 S. South Shore Dr.<br>Chicago, IL, US 60649<br>(773) 256-0159 | --    |

  

| Day      | Days Requested | Event Begins | Duration | Date        | Event Ends |
|----------|----------------|--------------|----------|-------------|------------|
| Saturday | Jun 2, 2018    | 7:00 AM      | 12 hours | Jun 2, 2018 | 7:00 PM    |

| Summary                  | Notes  |
|--------------------------|--|
| Total Number of Dates: 1 | Load in 7-9am Event 9-6pm Load out 5-6pm- Partnership rate applied, rooms include Dining Room, Music Library, Oak Room, Lakeview Room, Robeson Theater, Solarium 8-12pm only |
| Total Time: 12 hours     | The caterer is responsible for any changes to the room set up.<br>Extra day to load in the Robeson Theater on 6/1/18 from 1:30-7:30pm has been added to the permit.          |

**CHARGES**

| Description                       | Event / Resource   | Unit Fee   | Units | Tax | Charge     |
|-----------------------------------|--|------------|-------|-----|------------|
| Venue Fee - Application           | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$35.00    | 1.00  | --  | \$35.00    |
| Venue Fee - Personnel             | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$630.00   | 1.00  | --  | \$630.00   |
| Venue Fee - Security Services     | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$200.00   | 1.00  | --  | \$200.00   |
| Venue Fee - Weekend Package       | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$4,540.00 | 1.00  | --  | \$4,540.00 |
| Venue Fee - Weekend Hourly Rental | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$1,695.00 | 1.00  | --  | \$1,695.00 |

**DEPOSITS**

| Deposit Charge               | Event / Resource   | Charge   | Tax | Amount paid | Refunds | Balance |
|------------------------------|--|----------|-----|-------------|---------|---------|
| Venue Fee - Security Deposit | Rotary International Meeting<br>South Shore Paul Robeson Theatre | \$850.00 | \$0 | \$850.00    | \$0     | \$0     |

**Payments and Refunds**

| Receipt #   | Date         | Charge Description           | Resource Event  | Payment  |
|-------------|--------------|------------------------------|---|----------|
| 1007954.022 | Aug 10, 2017 | Venue Fee - Security Deposit | South Shore Paul Robeson Theatre<br>Rotary International Meeting #9014710 | \$850.00 |
| 1007954.022 | Aug 10, 2017 | Venue Fee - Application      | South Shore Paul Robeson Theatre<br>Rotary International Meeting #9014710 | \$35.00  |
| 1007954.022 | Aug 10, 2017 | Venue Fee - Personnel        | South Shore Paul Robeson Theatre  | \$630.00 |

|             |              |                               |   |            |
|-------------|--------------|-------------------------------|---|------------|
| 1007954.022 | Aug 10, 2017 | Venue Fee - Security Services | Rotary International Meeting #9014710<br>South Shore Paul Robeson Theatre | \$200.00   |
| 1007954.022 | Aug 10, 2017 | Venue Fee - Weekend Package   | Rotary International Meeting #9014710<br>South Shore Paul Robeson Theatre | \$590.00   |
| 1008088.022 | Dec 19, 2017 | Venue Fee - Weekend Package   | Rotary International Meeting #9014710<br>South Shore Paul Robeson Theatre | \$3,950.00 |

**Payment Schedule for Original Balance of \$7,950.00**

| Due Date     | Amount Due | Amount Paid | Withdrawal Adjustment  | Balance           |
|--------------|------------|-------------|------------------------|-------------------|
| Aug 11, 2017 | \$3,975.00 | \$3,975.00  | \$0                    | \$0               |
| Jan 26, 2018 | \$3,975.00 | \$2,280.00  | \$0                    | \$1,695.00        |
|              |            |             | <b>Current Balance</b> | <b>\$1,695.00</b> |

**DISCLAIMERS**

Special Event Venues Policies

**PERMIT/PENDING PERMIT**

Failure to comply with the conditions of the Permit and/or misrepresentation of any disclosures shall result in the immediate cancellation of the Permit. The Applicant shall waive any claims against the CPD for damages arising from such cancellations.

**FEES**

The Application Fee and Reservation Down Payment are non-refundable and non-transferable when tendered and accepted. If dates, times, rooms/facilities or services are added, additional fees apply.

**DAMAGE**

The Applicant will be responsible for damage including repairs or replacement costs to equipment, furniture, facilities, grounds or related items in or around the Special Event Venue caused by Applicant, attendees, vendors and/or any person associated with the event. Additional violation fines may be assessed.

**SECURITY DEPOSIT**

Applicants are required to pay a refundable Security Deposit. If damage occurs and/or Policies & Procedures are not followed, the Chicago Park District will determine whether the Security Deposit, in whole or in part, will be withheld. Circumstances where the Chicago Park District may retain a portion or all of the Security Deposit include but are not limited to the Permit and/or Policies and Procedures violations, property damage and staff time/other resources incurred making CPD whole. This can include:  
-damage/repairs to Chicago Park District property

- additional clean-up costs
- operation of vehicles on grass or unauthorized areas
- delivery or pick up of event equipment outside of Applicant's reservation timeframe
- misrepresentation of the event and/or information in the application, including event attendance and event features
- beginning or ending outside of reservation timeframe (event times, set up and tear down times)
- failure to use a Preferred Professional for all catering, rental and production needs
- failure to abide by all laws, statutes, ordinances, rules, regulations, codes, and executive orders of the Chicago Park District, the City of Chicago, the State of Illinois, and the United States.

#### AMENDMENTS OR REVISIONS

It is the Applicant's responsibility to inform the Chicago Park District (CPD) of any and all amendments and/or revisions to the original application. All amendments and/or revisions must be made in writing and are subject to the review and approval of the Park District.

#### CANCELLATIONS

To cancel the Event, the Applicant shall send notice to the Chicago Park District in writing, no later than six (6) months prior to the date of the scheduled Event. If cancellation is received at least six (6) months prior to the Event, a full refund less the Reservation Down Payment and Application Fee will be made. All payments except the Security Deposit are forfeited if the Applicant cancels less than six (6) months before the Event. The Reservation Down Payment is never refundable or transferable. No refunds or rain dates are available due to inclement weather.

The Chicago Park District reserves the right to cancel, relocate or shut down a permitted event for convenience, health or life safety purposes. The District will work with Applicants who have been asked to relocate or reschedule displaced events on a case by case basis; however, if the cancellation was prompted by any act(s) or omission(s) by Applicant and/or Applicant's agents, guests, employees or any other person or thing within the Applicant's care or control then the Chicago Park District shall not be liable in any way to compensate, relocate or reschedule an event.

#### EVENT HOURS

Events are restricted to the public hours of the park. Please submit a written request if access to the Venue is necessary for set-up or tear-down outside of public hours. If available and approved in writing, the Applicant may be charged an additional rental fee and will be required to cover all costs associated with the request. Not available at all venues or for all dates.

#### GUEST COUNT

A final guest count must be provided to the CPD Designee at least (3) days prior to the Event. No significant increase in the number of attendees shall be changed less than (30) days prior to the Event without the consent of the CPD Designee. Failure to comply with the above condition may result in termination of the Permit. The CPD reserves the right to close access to the Event should the attendance reach site capacity.

#### SITE PLAN

A final site plan must be submitted to the CPD Designee for approval at least 30 days prior to the Event. If extensive, unusual or special set-up is required, it must not interfere with other site activities and must be arranged in advance with the CPD Designee. The CPD may issue permits to other Applicants the use of other spaces within the Special Event Venue; therefore, multiple events may occur at the same time/location.

#### CATERING, EQUIPMENT RENTALS, TENTS & EVENT PRODUCTION

Applicants must use firms from our Preferred Professional List for all food and beverage catering services. The Preferred Professional caterer provides

all personnel, materials, and supplies required in the preparation of food, alcoholic and non-alcoholic beverages, and direct provision of all beverages. Alcoholic beverages of any kind shall not be sold or distributed on the Premises except by a Chicago Park District approved caterer food service provided by the same caterer. Provision or service of alcoholic beverages by an individual or company that is not an approved caterer, including by the Applicant or Applicant's agent/associate, is prohibited. Donated food and cash bars are prohibited. Any violation may result in the cancellation of the Event and/or the withholding of the Applicant's Security Deposit and/or a penalty fee.

Additionally, Applicants must use firms from our Preferred Professional List for all rental and event production needs, including but not limited to rentals of tents, tables, chairs, staging, linen, catering equipment, plates, lighting, dinnerware, audio-visual equipment, production elements, etc. Any structure including tents and canopies larger than 400 square feet require a permit from the City of Chicago Department of Buildings (DOB), (312) 744-3449.

#### ELECTRICAL NEEDS & LIGHTING

Electrical power at indoor Special Event Venues may be limited, and generators must be rented for electrical needs at most outdoor Venues. No open flames are permitted; however, votive lights and small, enclosed candles are acceptable for use on tables.

#### DÉCOR & BANNERS

All décor to be used must be approved by the CPD Designee prior to event set up. Applicant must completely remove all decorations. Corporate, sponsor, and/or Event identity logos or banners must be approved by CPD. If approved, banners may be displayed only within the permitted area and secured with Applicant's provided equipment.

- Approved decorations/banners, etc. to be hung, suspended or posted by Applicant must be placed at a height reachable with a six (6) foot ladder (which the Applicant or Preferred Professional provides).
- No nails, hooks or tape of any kind may be used to display banners or any decor.
- Balloons, glitter, confetti etc. are prohibited.
- Anything that is decorative or an integral part of the interior or exterior of the site cannot be removed such as plants, flags, artwork, lighting fixtures, piano, etc.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub or park feature on Chicago Park District property is strictly prohibited.

#### DELIVERIES & PICK-UPS

CPD employees may not accept deliveries. All equipment or rentals must be delivered and must be removed within Applicant's approved rental timeframe. The Applicant is responsible for receiving deliveries for the Event including transporting and securing items within the Venue and ensuring that items are removed within the rental timeframe. The CPD is not responsible for any equipment or supplies during Event or left on the premises after the Event. Applicant may be issued Vehicle Delivery Passes for select venues, which allow delivery vehicles to drive on paved surfaces to access the venue. The Vehicle Delivery Pass allows for pick-up and drop-off only and does not include parking privileges. Failure to comply with this provision may forfeit the Security Deposit. The Chicago Park District is not responsible for, nor makes any accommodations for vehicles that are ticketed and/or towed.

#### PARKING

All parking arrangements, if available, must be coordinated and/or paid for by Applicant and/or their guests. The Permit does not include parking arrangements, including but not limited to the exclusive and/or free use of Chicago Park District parking lots. The Chicago Park District reserves the right to alter the price of parking and/or change the stipulations of nearby parking lots. Neither the Applicant nor any person attending or servicing an Event may park on the public way, grass, beaches, service roads, pedestrian paths, recreation courts or athletic fields. Failure to comply with this provision may forfeit the Security Deposit.

**PROHIBITED ACTIVITIES**

- Smoking on Chicago Park District Property
  - Any form of gambling activity
  - Firearms (requires additional permit and approvals from other governmental agencies, insurance and other documents as determined by CPD Designee)
  - Live animals (requires additional permit and approvals from CPD and other governmental agencies, insurance and other documents/fees as determined by CPD Designee)
  - Fireworks (requires additional permit and approvals from other governmental agencies, insurance and other documents as determined by CPD Designee)
  - Ticketing and Fund Raising. Commercial ticketing by private agents is prohibited. Any organization seeking to use the Special Event Venue for an Event involving an admission charge or fundraising must be a non-for-profit, tax-exempt organization under Section 501c(3) or other section of the IRS code. A copy of the IRS determination letter must be provided to the CPD Designee prior to executing the Permit. The sponsoring organization must appear on the Permit and present the insurance documentation in their name. The sponsoring organization must be involved in the planning of the Event.
  - The CPD Designee must approve use of any automobile, vending, giveaways, distribution of pamphlets, smoke, lasers or any equipment to be hung from any surface.
  - Please refer to the Chicago Park District Code for other prohibited activities. Applicant is responsible for enforcing these policies and procedures during their entire event, including during set-up and tear-down.
- If requested, rehearsal time can occur Tuesday-Thursday 5pm-8pm for one hour, based on availability

Please call 773-256-0941 to schedule final walk-thru/detailed site plans

**CHECKLIST ITEMS**

| Checked                  | Description                                     |
|--------------------------|---|
| <input type="checkbox"/> | Policies & Procedures - Signed Copy             |
| <input type="checkbox"/> | Driver's License or State ID Copy               |
| <input type="checkbox"/> | Insurance/General Liability - Certificate       |
| <input type="checkbox"/> | Insurance/General Liability - Endorsement       |
| <input type="checkbox"/> | Schedule - Event Time Line/Production           |
| <input type="checkbox"/> | Form - Vendor Information List                  |
| <input type="checkbox"/> | Vendor Invoices                                 |
| <input type="checkbox"/> | Site Plan                                       |
| <input type="checkbox"/> | ALL CHECKLIST ITEMS DUE 30 DAYS PRIOR TO RENTAL |

### Chicago Park District

Michael P. Kelly, General Superintendent & CEO  
541 N. Fairbanks Ct.  
Chicago, IL 60611, USA  
Tel. (312) 742.7529 | TTY: (312) 747.2001  
Email: [play@chicagoparkdistrict.com](mailto:play@chicagoparkdistrict.com)

### Methods of Payment

Visa, MasterCard, Discover Card, Other

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