

Navy Pier's Public Ticketed Event Policy

This policy is for clients who are proposing to hold an event at Navy Pier which is **OPEN TO THE PUBLIC** and who will be **SELLING TICKETS** for admission to the event.

This policy exists to ensure that all public safety and security issues related to a Public Ticketed events are addressed prior to the event resulting in a safe and pleasant event for all involved.

BEFORE your event will be considered for Navy Pier you must comply with the following:

- complete a ***Pre-Booking Checklist*** which must be signed
- complete **ALL** reference information on the ***Pre-Booking Checklist***
- Identify and provide copies of all government and/or professional licenses or permits required for the event (business) and indicate:
 1. All such government and/or professional licenses or permits currently held by the applicant or, if applicable, by an employee or agent of the applicant, and the expiration date of such license of permit.
 2. If such government and/or professional licenses or permits are not currently possessed, describe plans for acquiring same.
 3. State whether applicant or any employee or agent of applicant has been denied such government and/or professional licenses or permits, or had such permit or license revoked or suspended? If so, describe circumstances of such denial.
 4. State whether there are or have been any governmental or regulatory enforcement action initiated or pending within the last 5 years with respect to such government and/or professional licenses or permits? If so, describe circumstances of such action.

AFTER we have received the **PRE-BOOKING CHECKLIST** we will review it and check all references and if the event is approved by our Senior Director of Sales and Events, the following provisions will be applicable to your event:

- all Public Ticketed Events must ***end by 12:00 am*** with the exception of ***New Year's Eve*** events (taking place on December 31) which must end by ***2:00 am***
- if alcohol is being served all ***bars must close by 11:30 pm***
- alcohol will only be served in ***plastic containers***, no glass is allowed
- Navy Pier makes all ***security personnel arrangements*** at the client's expense
- the ***quantity of security personnel*** required is determined by Navy Pier
- the ***cost for security personnel*** must be paid by client 30 days prior to event
- the client must pay a ***\$10,000 damage deposit*** 30 days prior to event
- Navy Pier will control ***ticket sales*** in advance and on-site
- Navy Pier will determine ***number of tickets*** to be sold based on venue capacity

If you have any questions regarding this policy, please contact your Account Executive for more information at (312) 595-5300.

Pre Booking Checklist

LICENSEE INFORMATION

This section requests information as to “what party is responsible for providing insurance, paying the bills and signing the contract”?

Licensee Name: _____

Person Authorized to Sign contract: _____ Title: _____

Person who can verify Signatory: _____ Phone #: _____

Licensee Address: _____ City: _____

Email: _____ Phone: _____ State: _____ Zip: _____

LICENSEE CREDIT HISTORY

This section must list at least one bank reference AND one other credit reference with an entity with whom the licensee has done business in the past:

Bank reference: _____ Phone #: _____

Comments: _____

Credit reference: _____ Phone #: _____

Comments: _____

EVENT INFORMATION

This section requests information about the PROPOSED Navy Pier event - ALL areas must be completed in order for event to be considered for booking:

Name of Event: _____

Repeat event? Yes No OR New event? Yes No

Date(s) Requested: _____

Location of event: _____

Hours of Event: _____

Type of event: _____

Purpose of event: _____

Live Entertainment? Yes No if yes, who? _____

DJ Performing? Yes No if yes, who? _____

Event open to public? Yes No if yes, goal attendance? _____

Method of Promotion: _____

(if radio station(s) please list them) (please attach promotional materials used in past if available)

Projected attendance: _____ Ticket cost? _____

Method of ticket sales: _____

Alcohol Served: Yes No If yes, Cash Bar? Or Hosted Bar?

Food Served: Yes No If yes, Concessions? Or Hosted Banquet?

PUBLIC SAFETY HISTORY

1. Have you used **licensed security firms** for past events? _____
if yes, how many security personnel were used? _____
if yes, who did you use and for what events and venues? _____

2. Have you had any **public safety incidents** arise during your events? _____
if yes, what events and venues? _____
if yes, what occurred? _____

SPONSOR INFORMATION

1. **Sponsor** name: _____
Sponsor Contact: _____ Contact Phone: _____
Comments: _____

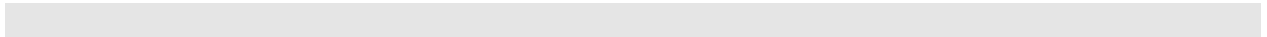
2. **Sponsor** name: _____
Sponsor Contact: _____ Contact Phone: _____
Comments: _____

REFERENCES - PROMOTER

List references who have worked with this promoter for past events or the proposed Navy Pier event.

1. **Name of Reference:** _____
Title: _____ Organization: _____
Phone #: _____ Venue: _____
Comments: _____

2. **Name of Reference:** _____
Title: _____ Organization: _____
Phone #: _____ Venue: _____
Comments: _____



REFERENCES - PRIOR VENUES USED

List references of venues you have used for previous events. If more than 3, attach separate sheet.

1. **Name of venue:** _____
 Date venue Used: _____ For what event? _____
 Location: _____
 Capacity of venue: _____ Attendance: _____
 Contact Person: _____ Title: _____
 Contact Phone # _____ Contact Email: _____
 Comments: _____

2. **Name of venue:** _____
 Date venue Used: _____ For what event? _____
 Location: _____
 Capacity of venue: _____ Attendance: _____
 Contact Person: _____ Title: _____
 Contact Phone # _____ Contact Email: _____
 Comments: _____

1. **Name of venue:** _____
 Date venue Used: _____ For what event? _____
 Location: _____
 Capacity of venue: _____ Attendance: _____
 Contact Person: _____ Title: _____
 Contact Phone # _____ Contact Email: _____
 Comments: _____

This form MUST be completed in its entirety and signed by the person who completed the form. Your signature verifies that all information submitted in this checklist is true and complete.

Applicant warrants that all information submitted is accurate and complete. Applicant shall update such information as necessary related to any change affecting the accuracy or completeness of such submittals, or within five (5) days in the event Applicant becomes aware that the submittal contains inaccurate or incomplete information.

Form Completed By: _____ **Date:** _____
Signature: _____
Title: _____
Company: _____
Comments: _____

