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"?

<table>
<thead>
<tr>
<th>Licensee Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Authorized to Sign contract:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Person who can verify Signatory:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Licensee Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Bank reference:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit reference:</td>
<td>Phone #:</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Name of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat event?</td>
</tr>
<tr>
<td>Date(s) Requested:</td>
</tr>
<tr>
<td>Location of event:</td>
</tr>
<tr>
<td>Hours of Event:</td>
</tr>
<tr>
<td>Type of event:</td>
</tr>
<tr>
<td>Purpose of event:</td>
</tr>
<tr>
<td>Live Entertainment?</td>
</tr>
<tr>
<td>DJ Performing?</td>
</tr>
<tr>
<td>Event open to public?</td>
</tr>
<tr>
<td>Method of Promotion:</td>
</tr>
<tr>
<td>Projected attendance:</td>
</tr>
<tr>
<td>Method of ticket sales:</td>
</tr>
<tr>
<td>Alcohol Served:</td>
</tr>
<tr>
<td>Food Served:</td>
</tr>
</tbody>
</table>
## 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: ____________________________
   ____________________________
   ____________________________
   ____________________________