
October 28th, 2017

Prospective Applicant:

Park Concession Management, LLC, the concession manager for the Chicago Park District, is pleased to provide you with information pertaining to the available concession opportunities in the Chicago Park District during the 2018 concession season. If you are interested in the opportunity to operate a food, retail, recreational, or rental location then read carefully, complete the attached "Notice of Availability" application and submit it to Park Concession Management, LLC no later than **3:00 p.m. on Friday, December 1st, 2017.**

Applications must be submitted to (see p. 3 for details):

**Park Concession Management, LLC
20 North Michigan Avenue, 4th Floor
Chicago, Illinois 60602**

There will be two pre-submittal meetings: (1) 6:30 p.m. on Tuesday, November 14th, at Horner Park located at 2741 W. Montrose Ave. (2) 6:30 p.m. on Tuesday, November 21st at the South Shore Cultural Center located at 7059 S. South Shore Dr. These meetings are not mandatory, but encouraged, especially if you have questions or require additional information regarding the Notice of Availability or the Park District's concession program.

After the application deadline, you will be contacted within sixty (60) days regarding the status of your application. The application review and selection process, including the criteria used in reviewing the applications are explained within this packet.

For additional information please contact Park Concession Management at 312-456-7062 or refer to www.parkconcessions.com.

Preguntas sobre completar la forma de disponibilidad pueden ser dirigidas a la Gerencia de Concesion de Parques a 312-456-7062.

Thank you for your interest in the Chicago Park District's 2018 concession program.

Park Concession Management, LLC.

CHICAGO PARK DISTRICT CONCESSION PROGRAM OVERVIEW

GOAL OF THE CHICAGO PARK DISTRICT CONCESSION PROGRAM

"The goal of the concessions program is to provide the highest possible quality and variety of foods, commodities and services that will enhance the use of the parks and provide comfort and convenience to patrons at reasonable prices while assuring reasonable revenue to the Park District, and consistency of the concessions with current and future Park District plans for recreation, operations and other activities on Park District property." (Code of the Chicago Park District, Chapter IX)

GENERALLY

There are approximately 200 concessionaires throughout the Chicago Park District ("Park District"), and these concessionaires vary by their location, type of operation, and what they offer. The concessionaires can be classified as either food and beverage or services. The food and beverage concessionaires include: a white table cloth, fine dining restaurant; casual dining restaurants; cafes; grab-n-go operators; and mobile food operators. There are some food concessionaires that cook on site and others that don't cook on site – they prepare their food off site or sell pre-packaged goods, or make smoothies on site. The type of cuisine offered by the concessionaires' ranges from hot dogs to ethnic cuisine. The service concessionaires are equally varied and these concessionaires include: (i) bike rental and maintenance services, (ii) dog washing services, (iii) massage services, (iv) rental of beach chairs and umbrellas, (v) rental of jet skis, (vi) rental of kayaks, (vii) rental of stand-up paddle boards, (viii) ATM's, and (ix) a news stand. Lastly, some of the concessionaires operate out of existing Park District facilities and pay for their capital improvements; others pay for their own concession facility (e.g. trailer, kiosk, cart) that they install and remove at the end of each concession season.

The concession season generally runs from the Friday before Memorial Day through Labor Day, and there are concessionaires that open before Memorial Day and close their operation after Labor Day. Additionally, the operating schedule for concessions can vary as well based factors including the location and weather, but the concessions are expected to be open as often as possible, Monday through Sunday during park hours which are 6:00 a.m. to 11:00 p.m.

Please see the FAQs for more detail about the concession program.

PARK CONCESSION MANAGEMENT

Park Concession Management, LLC ("PCM") is the concession manager for the Park District, and we manage the day to day operations of the concession program for the Park District. PCM advertises the Notice of Availability, reviews the applications submitted and makes recommendations of award, negotiates the Concession Permit Agreements, helps concessionaires with concession season start up and take down, and during the concession season is the main contact with the concessionaires regarding any matter they have.

NOTICE OF AVAILABILITY

The Notice of Availability is the document used to announce available Park District concession opportunities, and most of the Park District's concession opportunities are awarded through the annual Notice of Availability, as is the case with this Notice of Availability. However, it is possible that additional Notices of Availability could be advertised at any time for individual concession opportunities.

GOOD FOOD PROGRAM

Introduction

The Park District prioritizes Good Food practices within its direct food service programs including in the concession program. Incorporating Good Food practices into the concession program will make Good Food more widely available, promote healthier eating habits, support local economies, and create more well-paying jobs along the food supply chain in line with the Good Food Purchasing Program and its guiding document, the Good Food Purchasing Standards ("Standards"). The Standards emphasize five values:

- Local Economies
- Environmental Sustainability
- Valued Workforce
- Animal Welfare
- Nutrition

Details regarding the Standards are available among the Reference Documents contained in this application, and they are subject to change.

2018 Pilot Program

The Park District began a pilot program in 2017 to incorporate Good Food practices into the concession program, and this pilot program is continuing for the 2018 concession season. During the 2018 concession season, the CPD will be conducting a pilot implementation of the Standards with those concessionaires who choose to volunteer to implement them into their operation. This will allow us to gather information in order to make an informed decision regarding deploying the Standards to all concessionaires in the future. The pilot involves individual concessionaires tracking their food purchases which will allow us to observe the successes and challenges of the Standards in

small business and/or seasonal operations, as well as set a baseline for minimum purchases in each Good Food Purchasing category for the future.

If you are interested in participating in the 2018 Good Food pilot program please indicate your interest in the appropriate section in the application that you will complete. Participating in the 2018 Good Food pilot program is not required nor will the applications of those applicants who indicate a willingness to participate in this program be given additional consideration

To implement and monitor the pilot, the CPD and PCM will be supported by the Chicago Food Policy Action Council and the Center for Good Food Purchasing.

NOTICE OF AVAILABILITY APPLICATION - OBTAINING, SUBMITTING and QUESTIONS

OBTAINING THE APPLICATION

An applicant can obtain the application by (i) requesting it to be sent by mail by contacting Park Concession Management at 312-456-7062, (ii) picking up an application at Park Concession Management, 20 N. Michigan Avenue, 4th Floor, or (iii) visiting www.parkconcessions.com clicking on "Concession Information, clicking on "Application", and then downloading the Notice of Availability document.

PRE-SUBMITTAL MEETINGS AND QUESTIONS REGARDING THE APPLICATION

Park Concession Management (PCM) is committed to assuring your understanding of the Notice of Availability application process and the Chicago Park District's concession program. **There will be two pre-submittal meetings: (1) 6:30 p.m. on Tuesday, November 14th at Horner Park located at 2741 W. Montrose Ave and (2) 6:30 p.m. on Tuesday, November 21st at The South Shore Cultural Center located at 7059 S. South Shore Drive.** These meetings are not mandatory, but encouraged, especially if you have questions or require additional information regarding the Notice of Availability or the Park District's concession program.

QUESTIONS

The pre-submittal meetings aren't the only opportunity to ask questions regarding the application. If you have a question regarding the application, please contact Enoc Navar at 312-456-7062 and ENavar@levyrestaurants.com.

APPLICATION DUE DATE / TIME AND LOCATION / SUBMITTING THE APPLICATION

Applications must be submitted to PCM no later than **3:00 p.m. on Friday December 1st, 2017**. The application can be submitted to PCM any of the following ways:

1. Dropping it off at PCM's office at 20 N. Michigan Ave., 4th Floor, Chicago, Illinois;
2. E-mailing it to PCM to the attention of ENavar@levyrestaurants.com;
3. Mailing it to Park Concession Management, LLC, 20 N. Michigan Ave., 4th Floor Chicago, Illinois 60602 or
4. Faxing it to PCM at 312-456-0056

The applicant is responsible for ensuring that their application is delivered to PCM by the due date and time, Further, PCM's clock controls the time, not the applicant's. Additionally, applications sent by United States mail or other delivery or messenger service will be considered only if they are received at PCM's office by the due date and time.

Submitting an application does not guarantee that the applicant will be recommended for award. Additionally, submitting an application does not grant you authorization to operate a concession on Chicago Park District property.

NOTICE OF AVAILABILITY - APPLICATION REVIEW PROCESS

1. Applications received by the application due date and time will be reviewed by PCM. Any application received after the due date and time may be considered on an "as needed" basis. PCM will contact you within 60 days to inform you of the status of your application.
2. Submitting an application does not guarantee that the applicant will be recommended for award.
3. PCM will initially review all applications for completeness and any incomplete application may be removed from consideration.
4. PCM will process and review complete applications according to the "Application Review Criteria" mentioned below. As part of its review, PCM may at any point during the review process (i) request additional information from the applicant(s), (ii)

seek clarification regarding any part of the application, (iii) conduct an interview(s) with the applicant(s), (iv) visit the applicant's work place, (v) request samples, (vi) request the applicant(s) revise any part of their application, and/or (vii) any combination of items (i) – (vi). Additionally, PCM may exercise any of items (i) – (vii) more than once. Lastly, PCM may recommend for award an applicant without exercising any or all of items (i) – (vii).

5. PCM may discuss and negotiate business terms with the applicant(s) during the application review process.
6. The Chicago Park District may be informed and consulted throughout the review process.
7. Upon conclusion of the review process, PCM will present its recommendations for awards to the Chicago Park District for their approval.
8. Once the Chicago Park District approves PCM's recommendations, Concession Permit Agreements (CPA) will be negotiated and executed with each awardee. CPAs may be executed as early as late winter 2017/early spring 2018.

APPLICATION REVIEW CRITERIA

Pursuant to Chapter IX of the Code of the Chicago Park District, criteria of the application review include, but are not limited to the following:

1. The qualifications of the Applicant, including the Applicant's
 - Professional qualifications
 - Skills
 - Experience
 - Past Performance
 - Financial ability (e.g. favorable credit references, payment history, and financial capacity)
2. The quality, including the creative or innovative nature, of the proposed concession
 - Proposed product mix/offerings and innovative ideas on improvement of concession concept.
 - Proposed cart, kiosk, or trailer design concept
3. Revenue to be received by the Park District from the proposed concession
4. Extent to which the proposed concession would not interfere with and would enhance park recreation activities
5. Extent to which the proposed concession is consistent with the historic and aesthetic nature and planned uses of the proposed location
6. Extent to which the proposed concession is consistent with the goals of the concession program and plan
7. Extent to which the proposed concession adds to the diversity of the Park District concession activities
8. Extent to which the proposed concession is environmentally conscious and uses sustainable methods and operations
9. The Applicant's willingness to make a good faith effort to encourage the participation of Minority Business Enterprises and Women Business Enterprises with the proposed concession
10. Any other factor that the Park District or its designee may deem relevant

ANTICIPATED SCHEDULE

2018 Notice of Availability Advertised.....	October 28th, 2017
Applications Due.....	December 1st, 2017
Award and Execute Concession Permit Agreements.....	Winter 2017-Spring 2018
Open and ready for the 2018 season.....	Friday before Memorial Day 2018

Please note that this schedule is subject to change.

FREQUENTLY ASKED QUESTIONS

What follows are some of the most frequently asked questions relating to the Chicago Park District Concession Program (“Program”). These answers do not complete the scope of requirements for the Program, nor do they replace or take precedent over the operating requirements outlined in the Notice of Availability packet.

1. What if I would like to operate a concession from a location that is not included in the list of available locations for 2018? Or, what if I have an idea for a location included in the list of available locations for 2018 that’s not identified as the designated use for the location?

ANSWER: PCM and the Park District are open to considering any idea. Accordingly, complete and submit the application enclosed in this Notice of Availability (NOA) package (see p. 2 for instructions regarding how to submit an application). Note, submitting an application does not guarantee that the applicant will be recommended for award and does not grant you authorization to operate a concession on Chicago Park District property.

2. Can I submit my application for more than one location?

ANSWER: Yes, you can submit your application for more than one location. The first query in the “Proposed Operations” section of the application asks you to identify the parks where you propose to operate in your order of preference. Note, identifying more than one location doesn’t guarantee that you’ll be recommended for award for any of the locations you’re interested in operating and does not grant you authorization to operate a concession on Chicago Park District property.

3. What if I don’t have a specific park in mind for my proposed concession operation?

ANSWER: Submit your application, and for the first query in the “Proposed Operations” section of the application, instead of indicating a specific park or parks where you would like to operate your concession, indicate the area or areas of the city where you would like to operate your concession. Note, submitting an application does not guarantee that the applicant will be recommended for award and does not grant you authorization to operate a concession on Chicago Park District property.

4. What are the fees and costs to operate a concession?

ANSWER: Any fee amount is an estimate, and at a minimum, you will pay for:

- Base Rent Fee – The annual fee paid by the concessionaire to the Chicago Park District. This fee may vary by location and type of concession operation.
- Revenue Share Percentage Fee – In some cases, a percentage of sales may be charged annually either instead of or in addition to the Base Fee
- Business License Fee – At a minimum, \$150.00 (\$100.00 for non-food concessions) paid annually, and it can increase by location.
- Performance Deposit Fee - \$400.00
- Food Sanitation Inspection- \$75.00 to \$150.00 depending on the type and size of the concession location.
- Insurance- **Minimum liability policy limit shall be, but not limited to, \$1,000,000 per occurrence and \$2,000,000 in the aggregate. You will be required to name the Chicago Park District and Park Concession Management, LLC as additional insured on a primary and non-contributory basis.** (Note: It is recommended to shop around; many companies quote a minimum rate of approximately \$750.00 for an annual policy). You are responsible for maintaining and keeping the insurance current.
- Registration fees for a Foodservice Sanitation Class - approximately \$320.00/person.
- Re-Key Fee – There is a \$150.00 fee for a new concessionaire operating at a permanent location to re-key the locks to the concession facility.
- Operating Expenses – The concessionaire is responsible for paying all of its operating expenses including, but not limited to, (i) all season start up and take down costs such as the purchase, delivery and installation of the concession facility (e.g. cart, trailer, or kiosk), (ii) general maintenance and repairs to the concession facility, (iii) signage, (iv) any landscaping, (v) costs associated with employees (e.g. wages, benefits, uniforms), (vi) custodial, (vii) FF&E (furniture, fixtures & equipment), (viii) utilities (e.g. power, water, sewer, garbage pickup and recycling), (ix) all costs associated with deliveries to the concession facility, (x) all taxes, and (xi) getting and maintaining all licenses, permits, and certifications necessary to operate the concession.

5. What's the concession season and operating schedule for a concession?

ANSWER: Generally, the Chicago Park District concession season is the Friday before Memorial Day to Labor Day, and at a minimum, the concessionaire must operate during this period. Further, the concessionaire can operate for a longer period of time with the approval of PCM.

The guideline regarding operating the concession is Monday – Sunday during park hours, 6:00 a.m. to – 11:00 p.m., with the concessionaire deciding when to operate. Operating hours are to be determined in advance and approved by PCM and posted publicly at the facility.

6. When can I start purchasing the furniture, fixtures and equipment (FF&E) and anything else that I need for my concession?

ANSWER: Remember that submitting your application does not guarantee that you will be recommended for award. Also, submitting your application does not grant you authorization to operate a concession on Park District property. Accordingly, we strongly urge applicants **NOT** to spend any money relating to the Concession Program until you have been officially notified that you have been recommended for award and execute a Concession Permit Agreement. If you do not already own a concession unit, you may want to begin your search in order to know where to get one and how much it will cost you. However, any money spent before notification you've been recommended for award and execute a Concession Permit Agreement will be at your own risk.

7. What if I execute a Concession Permit Agreement, start my preparation to get ready by the opening date of the 2017 concession season, and at some point during that process begin to encounter delays that might impact my ability to be open by the first day of the 2018 concession season?

ANSWER: PCM will work with the concessionaires to get ready and be open on the first day of the 2018 concession season. If it's clear you won't be ready for the opening day of the 2018 concession season, then PCM will work with you to see if you can have a temporary/scaled down presence, to whatever degree, as of the opening day of 2018 concession season at your location until your full operation is ready. If you cannot have a temporary/scaled down presence for the opening day of the 2018 concession season, you must continue to work to have your concession ready and open as soon as possible. Note, your obligations in your Concession Permit Agreement, including paying any fees to the Park District, survive any delay.

8. If my concession involves the sale of food and beverages, what are the health and sanitation requirements?

ANSWER: The concessionaire must take all steps to ensure that all food and beverages are stored, prepared, and sold in compliance with all applicable food, food safety, and any other applicable law(s). Further, each concession must have at least two (2) persons certified with the **City of Chicago Department of Health as a Food Service Manager, and must have available for review a copy of the Food Service Manager Certificate**. The City Colleges of Chicago, the Illinois Restaurant Association, and the Bio Test Lab Office offers these classes. PCM may also be familiar with and willing to recommend private companies that offer this Food Services Sanitation Course. Additionally, all concessions must also pass a health inspection conducted by PCM. The CPD may conduct health inspections during the season and the concession must also pass these inspections. Lastly, all concessions must have a current Chicago Park District License.

9. What licenses, certifications, and permits are required to operate a concession?

ANSWER: First, to operate a concession in the Chicago Park District, the concessionaire must have a Concession Permit Agreement with the Chicago Park District. Additionally, the concessionaire must pay for and have all local, state, and federal licenses, certifications, and permits required to operate their concession. Further, if the concessionaire is going to undertake any

capital improvement, then the concessionaire must obtain a Chicago Park District access permit and any other required permit prior to beginning the work. If your concession involves the sale of food and/or beverages please see question 8 for additional information. Lastly the concessionaire is responsible for keeping all licenses, permits and certifications current. A City of Chicago Peddler's License DOES NOT allow you to operate in the parks; you must sign a Concession Permit Agreement with the Park District.

10. Am I responsible for maintenance and repairs to my concession facility?

ANSWER: Yes, concessionaires are responsible for general maintenance and repairs to their concession facility and paying all associated costs and fees. Concessionaires will keep their concession facility, appurtenances, FF&E, and the area around their concession facility in a sanitary and safe condition and in good working order at all times. The concessionaire's general maintenance and repair responsibilities include, but are not limited to: all FF&E; roof; ceilings; interior and exterior walls; entrances; signs; interior decorations; floor and floor coverings; security system, if applicable; wall coverings; exterior and interior doors; keys and locks; plumbing fixtures; light fixtures and bulbs; fire extinguishers and fire protection systems; HVAC; water and sewer lines including the sewer lines exclusively serving the concession facility and equipment including meters and switches; and electrical, gas, sprinkler systems, and equipment which serve the concession facility exclusively whether located inside or outside the concession facility. Lastly, the general maintenance and repair responsibilities may vary according to the type of concession facility.

Any repairs to be performed by the concessionaire will be reviewed and approved by PCM prior to beginning the work. Further, the concessionaire may reimburse the Park District for any costs incurred regarding general maintenance or repair work.

11. Am I responsible for custodial services at my concession facility?

ANSWER: Yes, concessionaires are responsible for custodial services and their concession facility and paying all associated costs and fees. Concessionaires will keep their concession facility (interior and exterior), appurtenances, FF&E, and the area around their concession facility in a clean, sanitary, and inviting condition at all times. Custodial responsibilities include, but are not limited to: cleanliness; garbage collection hauling, and recycling; graffiti removal; pest control; restrooms, if applicable, including supplying paper products and soap; window and glass cleaning, if applicable; and any landscaping. The exact boundaries of the concessionaire custodial responsibilities will be determined during negotiations of the Concession Permit Agreement.

12. Can I undertake capital improvements?

ANSWER: The concessionaire cannot begin any capital improvement work without the prior approval of the Park District and the Park District issuing an Access Permit for the work. As part of its review of the capital improvement(s) request, the Park District will need to see full and complete details (e.g. description of the capital improvement, drawings, etc.) of the capital improvement(s) before they give their approval. Additionally, the concessionaire is responsible for getting any and all permits that may be required. Lastly, the concessionaire is responsible for all costs, direct and indirect, associated with the capital improvement(s).

13. Where can I get a cart, trailer, or kiosk?

ANSWER: You are responsible for finding and securing your own concession cart, trailer or kiosk which meets the design guidelines of the CPD, and PCM is available to guide you through the process of procuring this concession facility. PCM will request a sample photo or drawing of your proposed concession facility. Please note that the concession cart, trailer or kiosk must be approved by the Chicago Park District.

14. Does the Park District have any agreements that may impact my concession?

ANSWER: The Chicago Park District has sponsorship agreements with other parties for the exclusive use of products. All concessionaires, where applicable, will be required to make their purchases directly from these sponsors. Currently, the Park District has sponsorship agreements for all beverages, hot dogs and ice cream. In addition to the products, these agreements can also require use of the sponsor's equipment and display/signage. The Chicago Park District reserves the right to enter into

additional sponsorship agreements at any time. If the applicant is recommended for an award, then the details of all official sponsorship agreements shall be provided during the negotiation of your Concession Permit Agreement and may be added/changed at any time. As noted in the Concession Permit Agreement, the sale of products that compete with or are in conflict with the official Park District sponsors products, will not be allowed and **can result in termination of Concession Permit Agreement.**

15. To what extent am I required to use environmentally sustainable operations and methods?

ANSWER: The Chicago Park District is committed to being a good steward of the environment, and within its own operations they employ green practices and operations from energy efficiency to green cleaning products.

All concessionaires are operating in parks and along the lakefront and are expected to do their best not to negatively impact the area where they are operating and use sustainable methods in the concession operation. This may be through litter and waste control and recycling of materials such as glass, metal, paper or plastic. It also means using products that are not harmful to the environment such as paper or plastic products with recycled content, green cleaning supplies, locally sourced food, or reducing emissions from generators or vehicles. Note that polystyrene is not allowed. Further note that recycling is required.

2018 NOTICE OF AVAILABILITY APPLICATION

Chicago Park District Concession Opportunities

INSTRUCTIONS: Please Carefully read and complete this application in its entirety. Incomplete applications will not be processed.

Please be sure to complete all sections of this application. Park Concession Management, LLC (PCM) will not consider incomplete applications. Should a section of the application not apply, please indicate with a response of "N/A".

GENERAL INFORMATION

Please tell us how you heard about this Notice of Availability application:

(Please check the appropriate response below.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Chicago Sun-Times | <input type="checkbox"/> Chicago Tribune | <input type="checkbox"/> HOY Magazine |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Current/ Former Concessionaire | <input type="checkbox"/> Chicago Park District Main Office |
| <input type="checkbox"/> Food Industry News | <input type="checkbox"/> Friend or Family Member | <input type="checkbox"/> Park Concession Management Website |
| <input type="checkbox"/> Chicago Park District Website | | |
| <input type="checkbox"/> Other (please explain): _____ | | |

APPLICANT INFORMATION

NAME _____

CONCESSION TRADE NAME		FEDERAL TAX ID NUMBER <i>(if applicable)</i>
STREET ADDRESS		APT/UNIT/SUITE
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		
DAYTIME PHONE	FAX	CELL PHONE

Are you a certified Minority Business Enterprise (MBE)?

(Please check No or Yes below. If Yes, please identify the certifying agency as requested below.)

- No Yes **→** **Please check the certifying agency:**
(Please check the appropriate response below.)
- | | |
|---|--|
| <input type="checkbox"/> City of Chicago Department of Procurement Services | <input type="checkbox"/> Women Business Development Center |
| <input type="checkbox"/> Chicago Minority Business Development Council | <input type="checkbox"/> Small Business Administration (Section 8a only) |

Are you a certified Women Business Enterprise (WBE)?

(Please check No or Yes below. If Yes, please identify the certifying agency as requested below.)

- No Yes **→** **Please check the certifying agency:**
(Please check the appropriate response below.)
- | | |
|---|--|
| <input type="checkbox"/> City of Chicago Department of Procurement Services | <input type="checkbox"/> Women Business Development Center |
| <input type="checkbox"/> Chicago Minority Business Development Council | <input type="checkbox"/> Small Business Administration (Section 8a only) |

Please identify the category that best identifies your business structure.

- | | | | |
|---|--|--------------------------------------|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Other <i>(please explain):</i> _____ |
| If checked, complete the "Individuals and Partnerships" section | If checked, complete the "Corporate" section | | |

INDIVIDUALS AND PARTNERSHIPS

NAME OF COMPANY OR PARTNERSHIP		FEDERAL TAX ID NUMBER <i>(if applicable)</i>
OWNER # 1	NAME	SOCIAL SECURITY NUMBER
	STREET ADDRESS	APT/UNIT/SUITE
	CITY	STATE ZIP CODE
	E-MAIL ADDRESS	
	DAYTIME PHONE	FAX CELL PHONE
# 2	NAME	SOCIAL SECURITY NUMBER
	STREET ADDRESS	APT/UNIT/SUITE

OWNER	CITY	STATE	ZIP CODE
	E-MAIL ADDRESS		
	DAYTIME PHONE	FAX	CELL PHONE

CORPORATIONS

NAME OF CORPORATION		FEDERAL TAX ID NUMBER <i>(If applicable)</i>	
STREET ADDRESS		APT/UNIT/SUITE	
CITY	STATE	ZIP CODE	
E-MAIL ADDRESS			
DAYTIME PHONE	FAX	CELL PHONE	
CONTACT NAME		CONTACT PHONE	

Names and titles of all officers of corporation (or attach a listing):

If the corporation has fewer than 100 shareholders, indicate (or attach listing) of names and addresses of all shareholders and their respective percentage interest: *(please write in your response.)*

Is the corporation owned partially or completely by one or more corporations?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No Yes¹ **→** If "Yes", submit a Disclosure of Ownership Interests Affidavit for each corporation whose percentage of ownership interest is 7.5% or greater.

Is the corporation partially or completely owned by one or more partnerships?

(Please check No or Yes below. If Yes, please provide additional information as requested below. Document(s) with this information may be attached.)

No Yes¹ **→** If "Yes", submit a Disclosure of Ownership Interests Affidavit for each partnership whose percentage of ownership interest is 7.5% or greater.

¹**Additional Documentation Required:** If you checked "Yes" above, please submit a Disclosure of Ownership Interests Affidavit for each partnership whose percentage of ownership interest is 7.5% or greater.

PROPOSED OPERATIONS

1. Please provide the name and location of the specific park(s) where you propose to operate, in order of preference.

A listing of Available and Unavailable Parks can be found in the application. Please note that the Available Park Locations list includes site suggestions and many other parks in the Chicago Park District can be considered.

(Please write in your response below.) If you have no specific parks in mind, please indicate the area(s) of the city you would prefer

Locations: _____

2. Please describe what type of concession you propose to operate (Food & Beverage, Retail, Recreation, Rental or Service)

(Please write in your response below.)

Description: _____

3. Please list the products or services you propose to offer. Attach a proposed menu if available.

(Please write in your response below.)

Description: _____

4. Please list the specific months, days, and hours in which you propose to operate. (Please write in your response below.)

Description: _____

5. Please describe the number and type of concession unit(s) you propose to operate. For example, trailer(s), cart(s), kiosk(s) permanent facility, etc. Please list the support utilities you will need at your concession location (electricity, water, sewer, gas, waste removal, etc.). (Please write in your response below.)

Description: _____

6. If you list cart(s), trailer(s), or kiosk(s) in your answer to question 5, do you already own or lease the listed concession unit(s) which you propose to operate? If not, what are your plans for acquiring your concession unit? (Please write in your response below.)

Description: _____

7. Please attach pictures of the specific unit(s) you wish to operate in the park(s) and provide the age of each concession unit here. With the exception of existing buildings in the Chicago Park District it is mandatory that applicants provide PCM with a visual example of the proposed equipment to be used in their operation. (Please write in your response below.)

Description: _____

8. Please describe your proposed initial investment and plans if any to improve infrastructure. (Please write in your response below.)

Description: _____

GOOD FOOD PILOT PROGRAM

The Park District began a pilot program in 2017 to incorporate Good Food practices into the concession program, and this pilot program is continuing for the 2018 concession season. During the 2018 concession season, the CPD will be conducting a pilot implementation of the Standards with those concessionaires who choose to volunteer to implement them into their operation. This will allow us to gather information in order to make an informed decision regarding deploying the Standards to all concessionaires in the future. The pilot involves individual concessionaires tracking their food purchases which will allow us to observe the successes and challenges of the Standards in small businesses and/or seasonal operations, as well as set a baseline for minimum purchases in each Good Food Purchasing category for the future.



If you are interested in participating in the 2018 Good Food pilot program please indicate by checking the "yes" box below. If you are recommended for award and execute a Concession Permit Agreement, PCM will follow up with you about the next steps. Participating in the 2018 Good Food pilot program is not required nor will the application of those applicants who indicate a willingness to participate in this program be given additional consideration.

Are you interested in participating in the 2018 Good Food Program?

_____ Yes _____ No

PAST OPERATIONS

1. Have you ever operated concessions on Chicago Park District property? (Please check No or Yes below. If "Yes", answer questions #2, #3 and #4. If "No", skip to #3.)

- No  If "No", skip to Question 3.
- Yes  If "Yes", please answer Questions 2, 3 and 4.

2. With respect to your past operations on Chicago Park District property, please complete the following: (Please complete the table below.)

	TIME /YEARS	ANNUAL GROSS	ANNUAL FEES
--	-------------	--------------	-------------

	LOCATION	LOCATION	SALES	PAID
A.				
B.				
C.				

3. Please describe any relevant experience you have in regards to your proposed business. For example, if you are proposing a food trailer business, list any food and beverage experience you may have.

Description: _____

4. Please list all events and locations where you have operated concessions or retail in the past. Also include any special event experience and company background that would qualify your application. (Please write in your response below.)

Description: _____

REFERENCES AND BACKGROUND

BANK REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

CREDIT REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

PERSONAL REFERENCES

(Please write in your response below. Document(s) with this information may be attached.)

	NAME	ADDRESS	PHONE NUMBER
A.			
B.			
C.			

EMPLOYMENT INFORMATION OF KEY PERSONNEL

(Please write in your response below. If you have more than two Key Personnel, please attach additional Key Personnel including the requested information below. You may, at your option, attach a resume of Key Personnel. Document(s) with this information may be attached.)

KEY PERSONNEL # 1	NAME OF INDIVIDUAL	
	NAME OF CURRENT EMPLOYER	
	CURRENT EMPLOYER ADDRESS	
	DATES OF EMPLOYMENT	
KEY PERSONNEL # 2	NAME OF INDIVIDUAL	
	NAME OF CURRENT EMPLOYER	
	CURRENT EMPLOYER ADDRESS	
	DATES OF EMPLOYMENT	

PLEASE SIGN BELOW:

 APPLICANT COMPANY NAME *(type or print)*

 SIGNATURE OF APPLICANT

 TITLE *(type or print)*

 DATE

SIGNATURE

I, [typed or printed name of person signing above] _____,
 do solemnly swear (or affirm) that I have read and understood the contents of this application and to the best of my knowledge, information and belief, the facts and representations set forth in this application are true and correct and no material facts have been omitted.

Locations "Available"	Address	Facility Type	Suggested Type of Designated Use
Lakefront Region			
12th Street Beach House	1200 South Linn White Drive	Permanent	Food & Beverage
41st St. Beach House	4100 S. Lake Shore Drive	Permanent	Food & Beverage
57th St. Beach House	5700 S Lake Shore Drive	Permanent	Food & Beverage
63rd St. Beach	6300 S. Lake Shore Drive	Cart	Food & Beverage
Buckingham Fountain South	301 S. Columbus Drive	Permanent	Food & Beverage
Diversey Harbor Point	Diversey & Lakeshore Dr.	Cart	Food & Beverage
DuSable Harbor	150 N. Lake Shore Drive	Kiosk	Food & Beverage
Foster Beach Parking Lot	5200 N. Lake Shore Drive	Tent/Trailer	Food & Beverage
Foster Beach House	5200 N. Lake Shore Drive	Permanent	Food & Beverage
Foster Soccer Field	5200 N. Lake Shore Drive	Trailer/Truck	Food & Beverage
Grant Park	Columbus & Monroe	Cart	Food & Beverage
Lakefront Region	Foster Beach - 63rd St. Beach	Cart	Retail
Loyola Beach House	1230 W. Greenleaf	Permanent	Food & Beverage
Maggie Daley Park	337 E. Randolph	Permanent	Food & Beverage
Maggie Daley Park (6 month term only)	337 E. Randolph	Kiosk & Cart	Food & Beverage
Monroe Harbor	400 E. Monroe	Kiosk	Food & Beverage
Montrose Harbor	Montrose Harbor Dr. & Simonds	Permanent	Retail Bait Shop
Montrose Soccer	Montrose & Lake Shore Drive	Cart or Trailer	Food & Beverage
Montrose	Montrose Harbor Dr. & Simonds	Trailer or Kiosk	Food & Beverage
Montrose Beach	Montrose & Lake Shore Drive	Kiosk	Retail
Montrose Beach	Montrose & Lake Shore Drive	Kiosk	Jet Ski Rentals
Montrose - Foster	Simonds Drive	Cart	Food & Beverage or Retail
Museum Campus NW Overpass	1400 South Lake Shore Drive	Cart	Food & Beverage
Museum Campus North Lower	1400 South Lake Shore Drive	Trailer	Food & Beverage
Museum Campus North Lower	1400 South Lake Shore Drive	Kiosk	Food & Beverage
Museum Campus North Lower	1400 South Lake Shore Drive	Ramada (open structure)	Retail/Health & Wellness
Museum Campus NW Overpass	1400 South Lake Shore Drive	Trailer	Retail
Museum Campus North	1400 South Lake Shore Drive	Trailer	Food & Beverage
Museum Campus Central	1400 South Lake Shore Drive	Kiosk	Food & Beverage/Retail
Museum Campus South	1400 South Lake Shore Drive	Trailer	Food & Beverage
Museum Campus South	1400 South Lake Shore Drive	Kiosk/Cart	Trolley Services
North Avenue Beach	1603 N Lake Shore Drive	Chess Pavilion South	Food & Beverage
North Avenue Beach	1603 N Lake Shore Drive	Tent/Kiosk	Yoga/Health & Wellness
North Avenue Beach - Ped Bridge West	1603 N Lake Shore Drive	Kiosk/Trailer/Truck	Food & Beverage
North Avenue Beach **	1603 N Lake Shore Drive	Kiosk**	Kayak Rentals**
North Avenue Beach**	1603 N Lake Shore Drive	Kiosk**	Jet Ski Rentals**
North Avenue Beach**	1603 N Lake Shore Drive	Kiosk**	Paddle Board Rentals**
Oak Street Beach	1001 N Lake Shore Dr	Kiosk	Health & Wellness
Ohio Street Beach (Jane Addams Park)	Ohio Street and Lake Shore Dr	Cart/Kiosk	Trolley Services
Osterman Beach	Sheridan and Lakeshore Dr	Permanent	Food & Beverage
Queen's Landing	Lakeshore & Buckingham Fountain	Kiosk/Demountable	Food & Beverage
Pratt Beach	1050 W Pratt Blvd	Cart	Food & Beverage
Roosevelt Skate Park	Roosevelt & Michigan Ave	Cart/Trailer/Kiosk	Food & Beverage
Summer Dance	601 South Michigan Avenue	Kiosk/Trailer	Food & Beverage
Waveland	Waveland and LSD	Kiosk	Food & Beverage
Wilson Comfort Station	Wilson and LSD	Permanent	Food & Beverage
** PLEASE REFER TO PAGES 6 FOR SPECIFIC DETAILS ON THE NAB WATER SPORTS OPPORTUNITY.			
North Region			
606 Trail		Cart/Truck/Kiosk	Food & Beverage/Retail
Athletic Field Park	3546 West Addison St.	Cart or Kiosk	Food & Beverage
Dunham Park	4638 N Melvina	Cart	Food & Beverage
Hamilin Park	3035 N. Hoynes Ave	Cart or Kiosk	Food & Beverage
Hiawatha Park	8029 West Forest Preserve Dr	Cart or Kiosk	Food & Beverage
Hornor Park	2742 W Montrose	Cart or Trailer	Food & Beverage
Hornor Park	2742 W Montrose	Trailer	Food & Beverage
Independence Park	Irving Park	Cart	Food & Beverage
Jefferson Park	4822 N. Long	Permanent (Renovated Existing Building)	Food & Beverage
Keielyn Park	4438 W. Wrightwood	Cart or Kiosk	Food & Beverage
Kilbourn Park	3501 N. Kilbourn Ave	Tent/Cart/Trailer	Food & Beverage
Kiwanis Park	3315 W Carmen avenue	Cart/Trailer	Food & Beverage
Norwood Park	5801 N Natoma Ave	Cart	Food & Beverage

Oriole Park	5430 N. Olcott	Cart or Trailer	Food & Beverage
Oz Park	2021 N. Burling	Cart or Kiosk	Food & Beverage
Peterson Park	3700 W. Ardmore Ave	Cart or Kiosk	Food & Beverage
Portage Park	4100 N Long	Trailer	Food & Beverage
Revere Park	2509 W. Irving Park	Cart or Kiosk	Food & Beverage
Richard Clark Park	3402 N Rockwell	Cart or Trailer	Food & Beverage
Riis Park	6100 W Fullerton	Cart or Trailer	Retail
Riis Park	6100 W Fullerton	Cart or Trailer	Food & Beverage
River Park	5100 N Francisco	Tent/Cart/Trailer	Food & Beverage
River Park	5100 N Francisco	Permanent	Kayak Rentals
Shabbona Park	6935 W Addison St.	Cart or Trailer	Food & Beverage
Warren Park	6601 N. Western Ave	Cart	Food & Beverage
Welles Park	2333 W Sunnyside	Cart/Kiosk	Food & Beverage
Central Region			
Douglas	1401 S Sacramento	Trailer	Food & Beverage
Eckhart Park	1330 W Chicago Avenue	Cart/Trailer	Food & Beverage
Fosco Park	1312 S Racine Avenue	Cart	Food & Beverage
Garfield Park	100 N Central Park Ave	Cart	Food & Beverage
Harold Washington	5100 S Hyde Park Blvd	Cart	Food & Beverage
Harrison	1824 S Wood	Cart or Trailer	Food & Beverage
Homan Square	3559 Arthington	Cart	Food & Beverage
Humboldt Park	1440 N Sacramento	Carts/Trailers	Food & Beverage/Retail
Humboldt Park Boat House	1440 N Sacramento	Permanent	Paddle Boats / Radio Control Sail Boats
Kelly Park	2725 W. 41st St.	Cart or Trailer	Food & Beverage
Lake Shore	808 N Lake Shore Dr	Cart	Food & Beverage
LaVilla Park	2800 S Sacramento	Cart/Trailer/Permanent	Food & Beverage/Retail
Mary Bartleme	115 S Sangamon	Cart/Kiosk	Food & Beverage
McKinley	2210 W Pershing Rd	Cart/Trailer	Food & Beverage
Ping Tom Park	1700 S Wentworth	Permanent	Kayak Rentals
Piotrowski Park	4247 W. 31st	Cart or Trailer	Food & Beverage
Pulaski Park	1419 W. Blackhawk St.	Cart or Trailer	Food & Beverage
Seward Park	375 W Elm	Cart or Trailer	Food & Beverage
Skinner Park	1331 W. Monroe	Cart	Food & Beverage
Smith	2526 W Grand	Cart	Food & Beverage
Union Park	1501 W. Randolph St.	Cart or Trailer	Food & Beverage
Ward A Montgomery Park # 511	630 N Kingsbury St.	Cart	Food & Beverage
Washington Square Park	901 N Clark St	Cart	Food & Beverage
South Region			
Abbott	49 E 95th St	Cart or Trailer	Food & Beverage
Archer Park	4901 S Kilbourn	Cart	Food & Beverage
Avalon	1215 E 83rd St	Cart or Trailer	Food & Beverage (Leagues)
Beverly Park	2460 W 102nd St.	Cart or Trailer	Food & Beverage
Calumet	9801 S Avenue G	Ice Cream Cart, Food Cart or Trailer	Food & Beverage
Calumet	9801 S Avenue G	Permanent	Food & Beverage
Calumet	9801 S Avenue G	Cart or Trailer	Retail
Gage	2411 W. 55th St.	Cart or Trailer	Food & Beverage
Hale Park	6258 W. 62nd St.	Ice Cream Cart	Food & Beverage
Hayes	2936 W 85th St	Cart or Trailer	Food & Beverage
Jackie Robinson	10540 S. Morgan	Cart or Trailer	Food & Beverage
Jackson Park	6300 S Hayes Drive	Cart or Trailer	Food & Beverage
Kennedy	11340 S Western	Cart or Trailer	Food & Beverage
Mandrake park	900 E Pershing	Cart	Food & Beverage
Marquette	6734 S Kedzie	Cart or Trailer	Food & Beverage
Marquette	6736 S Kedzie	Ice Cream Cart	Food & Beverage
Midway Plaisance	1330 Midway Plaisance North	Permanent	Food & Beverage
Mt Greenwood	3724 W. 111th St.	Permanent	Food & Beverage
Mt Greenwood	3724 W. 111th St.	Cart	Food & Beverage
Nichols Park	1355 E 53rd St	Cart	Food & Beverage
Rowen Park	11546 S Avenue L	Permanent	Food & Beverage
Tuley	9000 S Martin Luther King Dr	Cart or Trailer	Food & Beverage
Washington	5532 S Martin Luther King Dr	Cart or Trailer	Food & Beverage
Washington	5533 S Martin Luther King Dr	Cart or Trailer	Retail / Shirts
Washington	5531 S Martin Luther King Dr	Ice Cream Cart	Food & Beverage
Westlawn Park	4233 W. 65th St.	Cart or Trailer	Food & Beverage

Other Opportunities			
Pedicab Rentals	All Park locations	Pedicabs	Rentals
Segway Rentals	All Park locations	Segways	Rentals
E-Sports	TBD	Permanent	Entertainment

UNAVAILABLE LOCATIONS

63rd Street Beach House		Permanent	Food & Beverage
63rd Street Beach House		Permanent	Water Sport Rentals
31st St. Beach House		Permanent	Food & Beverage
Adler Planetarium		Kiosk	Food & Beverage
Belmont Bike Path		Kiosk	Food & Beverage
Berger Park		Permanent	Food & Beverage
Buckingham Fountain North		Permanent	Food & Beverage
Burnham Harbor		Permanent	Food & Beverage
Conners Park		Permanent	Food & Beverage
DuSable Harbor		Permanent	Food & Beverage
DuSable Harbor		Kiosk	Bike Rentals
Foster Beach		Kiosk	Bike Rentals
Humboldt Park Boat House		Permanent	Food & Beverage
Jane Addams		Kiosk	Food & Beverage
Mariano Park		Permanent	Food & Beverage
Montrose Beach		Kiosk	Kayak Rentals
Montrose Beach House		Permanent	Food & Beverage
Montrose Dog Beach		Kiosk	Canine Care & Retail
North Avenue Beach North		Kiosk	Food & Beverage
North Avenue Beach Ped Bridge East		Kiosk (Tiki hut)	Food & Beverage
North Avenue Beach Ped Bridge South		Tent/Patios	Food & Beverage
North Avenue Beach		Kiosk	Food & Beverage
Oak St. Beach		Kiosk	Beach Chair Rentals
Oak St. Beach		Kiosk	Beach Chair Rentals
Ohio Street Beach		Demountable	Paddle Board Rentals
Ohio St. Beach		Kiosk	Food & Beverage
Osterman Beach		Kiosk	Beach Chair Rentals
Richard Clark Park		Permanent	Paddle Board Rentals
Solti Gardens North		Permanent	Kayak / Canoe
Waveland Bike		Kiosk	Food & Beverage
Waveland Tennis		Kiosk	Bike Rentals
Welles Park		Kiosk	Tennis Shack
Women's Garden Park		Kiosk	Food & Beverage
		Permanent	Food & Beverage

