

# Chicago Park District Concessions Season Kick-off Meeting



ENRICH. ENLIVEN. ENABLE.



Prepared by

**UCCG**  
ASSOCIATES

# AGENDA

1. Introduction
2. Operational Requirements
3. Fines
4. Restaurant Concession Training
5. Sponsorships

# INTRODUCTION

- UCG's Role
  - Management and Development of the Concession Program
  - Ensure compliance with:
    - Park District concession agreement
    - State and Local laws
    - Park District code
  - Permitting
  - Contribute to the success of Park concessionaires

# OPERATIONAL REQUIREMENTS

- Provide a professional product price board, listing product/service and cost.
- Display a sign with hours of operation that is visible to the public.
- Personnel on the Park District property shall maintain minimum uniform standards.
- Permits and Placards
  - Delivery placard is not a parking pass, do not park on grass or in CPD spaces

# OPERATIONAL REQUIREMENTS

- Maintain a clean, sanitary, and orderly facility and area around the facility:
  - Food and beverage concessionaires will receive sanitation inspections.
  - Maintenance and trash removal must be completed on a daily basis.
  - All garbage, refuse, trash and waste must be stored in the proper container in the designated area.
- Basic operation requirements for carts and kiosk

# OPERATIONAL REQUIREMENTS

- Payments
  - Checks are payable to Chicago Park District
  - Mailed to:
    - UCG Associates
    - 150 N. Michigan Ave., Suite 2930
    - Chicago, IL 60606
- Past Due Fees
  - Due before season opening

# OPERATIONAL REQUIREMENTS

- Sales Reporting
  - Due by the 10th day of the following month example(June sales reports are due by July 10th).
  - UCG will provide via email, a spreadsheet template and procedures for monthly sales reporting.
  - Subtract sales taxes from the amount of your sales for the day, and enter sales minus taxes.
  - Please contact [seggyespiritu@unison-ucg.com](mailto:seggyespiritu@unison-ucg.com) with questions.

# FINES

- Mandatory attendance at the concession location will occasionally be required. If Concessionaire. Failure to be in attendance could result in a fine up to \$50 per occurrence.
- Concessionaire must provide three (3) keys for every lock that is required to enter a permanent facility, kiosk, or trailer. Failure to provide keys could result in a fine of up to \$100.00.
- The product/menu price board must be visible, professional, not hand-written, and contain all pertinent information. Failure to comply could result in a fine of \$150.



# FINES

- Concessionaire must provide a season's final day of operation. Failure could result in a fine of \$150.
- Concessionaire may use the space for no other use unless such use is approved in writing by the Park District or UCG. Also, the concessionaire may not add new items unless approved in writing. Violations could result in a fine of \$150.
- Inspection Violation Report - For the first two occasions per location per year, a violation report is issued as a result of an inspection, no fine will be assessed. Upon the third and each succeeding occasion, however, \$200.00 can be assessed per violation report.

# RESTAURANT CONCESSION TRAINING

- Restaurant Concessions Training Class
  - Presented by UCG & Park Concession Partners
  - Agenda Items
    - Facility Standards
    - Operational Standards
    - Menu & Merchandising
    - Profitability
    - Food Safety & Sanitation
- Vienna Sausage Co. Hot Dog University

# SPONSORSHIPS

- Chicago Park District has three sponsorship agreements with exclusive rights to the use of their product and /or service:
  - Coke
  - Vienna Beef
  - Joe & Ross (Ice Cream)
- Use and purchase via approved outlets required by concession agreement.
- These sponsors could provide sales support including marketing materials, umbrellas, equipment, and training classes.

# QUESTIONS?





**UCG**  
ASSOCIATES



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