



**School, Community Groups and Marching Bands at Navy Pier®
Application Form**

CONTACT INFORMATION:

Name: _____

I am the: (check one) () Group Director () Agent () Other _____

Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____ Fax Number: _____

Email Address: _____ Website (if applicable) _____

Please indicate the type of performance group:

() Marching Band () Choral Group () Cheer/Drill Squad () Dance Troupe

() Other (Specify): _____

NAME OF PERFORMING GROUP _____

NUMBER OF PERFORMERS IN GROUP _____

IF PERFORMERS ARE UNDER 18, WHAT IS AGE RANGE? _____

In order to be considered for booking, please follow these steps:

- 1- Fill out the application and sign it at the bottom. Please include a letter of introduction with your application, which includes a short biography and a list of previous performance dates and venues.
- 2- Submit a live recording on CD, DVD or VHS-format video of ALL groups being considered. NOTE: Performance recording must be less than 12 months old. Recordings will not be returned.
- 3- Submit a color photograph of the group's costumes/uniforms that would be worn. Photos will not be returned.
- 4- List four requested performance dates, in the order of preference. Dates that are requested are subject to approval from Navy Pier® Entertainment.

1st. _____
3rd _____

2nd _____
4th _____

5- Mail your application and materials to:

ATTN: Performance Groups
Navy Pier® Entertainment
600 E. Grand Ave., Chicago, IL 60611

All applications and submissions are evaluated by the Navy Pier Entertainment Committee. You will be mailed a confirmation of receipt once we receive your materials. We will notify you of the status of your application within 15 days after we receive your application.

I have read, understand and agree to comply with the application procedures set forth above and the attached Performance Rules, Regulations and Venue Descriptions. I acknowledge that any violation of the Performance Rules, Regulations and Venue Descriptions, may result in the cancellation of the performance.

Director's or Agent's Signature _____ Date _____

**School, Community Groups and Marching Bands at Navy Pier®
Performance Rules, Regulations and Venue Descriptions**

- 1- The Metropolitan Pier and Exposition Authority (“MPEA”) owns and operates the Navy Pier® facility.
- 2- School Groups, Community Groups and Marching Bands (“Group”) are not required to submit a fee in order to perform at Navy Pier.
- 3- Group acknowledges that it will not receive any compensation from MPEA for its performance at Navy Pier.
- 4- The Family Pavilion Stage and the Dock Street Stage are equipped with a sound system. All sound systems are to be operated by Navy Pier stagehands only. Any regularly scheduled stagehands that are working on the date and time of Group’s performance may be available to assist Group. If Group’s performance requires sound reinforcement on a day that a stagehand is not regularly scheduled, Group will be assessed a fee for stagehand labor. Please note that all stagehand labor calls require a 4 hour minimum. Rates and stagehand availability are available from Navy Pier Entertainment upon request.
- 5- The Family Pavilion Stage and the Dock Street Stage are equipped with a Navy Pier stage manager to facilitate Group’s performance needs.
- 6- All Groups are required to submit a photograph and either a CD, DVD or VHS recording of an accurate representation of how the Group will look and sound during its performance. **MPEA reserves the right to cancel a performance on the day of or during a performance if the actual performance does not resemble the submitted materials.**
- 7- MPEA shall assign each group to the appropriate stage or performance space, and all performances must be conducted in designated areas.
- 8- All performance opportunities are subject to the availability of suitable performance space and scheduled Navy Pier programming.
- 9- Music stands or chairs are not provided for performers.
- 10- Group shall perform in a tasteful manner that will not interfere with the goodwill or reputation of the MPEA, its facilities, including the Navy Pier facility or the MPEA’s agents or employees. Unless prior written consent and approval is obtained by the Authority (which approval may be withheld if it interferes with the rights of the Authority’s pier-wide sponsors), Group shall not endorse, advertise or promote any product, goods, services or company in connection with Group’s performance. Additionally, Group shall not engage in any political, religious or other non-protected speech and shall not distribute any leaflets or other literature or otherwise solicit Navy Pier patrons in the performance area unless prior written consent and approval to do so is obtained from the Authority (which consent may be denied if it contravenes with the Authority’s existing policies on non-commercial free speech and commercial short-term licensing).
- 11- MPEA shall not be liable for any loss or damage to any property, goods or effects of Group.
- 12- The MPEA hereby expressly disclaims any all liability or other obligations to Group or to any third party with respect to Group’s performance, and Group expressly assumes the risk to perform at Navy Pier and understands and agrees that it shall be liable and responsible in the event that any damages, injuries, liens, actions, costs or expenses arise out of, or in connection with, Group’s performance.
- 13- Group agrees that it shall carry comprehensive general liability insurance containing a waiver of subrogation in favor of the Authority executed by the insurance company, with minimum limits of one million dollars (\$1,000,000) per each occurrence, for bodily injury, personal injury and property damage liability. Coverages shall include all premises and operations, products/completed operations, independent contractors, separation of insureds, defense and contractual liability (with no limitation endorsement). Group shall maintain first party property insurance for Group’s equipment with minimum limits equal to the replacement value. Group shall maintain workers compensation insurance at the statutory levels required in Illinois and Employer’s Liability insurance in Licensee’s name containing a waiver of subrogation in favor of the MPEA executed by the insurance company with limits of not less than \$500,000 per accident, per employee by disease, and \$500,000 aggregate by disease. Group shall also maintain automobile liability of one million dollars (\$1,000,000), combined single limit for bodily injury and property damage per occurrence. Group’s insurance shall be primary and noncontributory to any insurance carried by MPEA and the certificates provided by Group hereunder shall so state. All such insurance (except workers compensation

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Performance Rules, Regulations and Venue Descriptions**

and property damage) shall name the MPEA, and its respective directors, officers, members and employees as additional insureds. The property insurance shall name the MPEA as loss payee. Group agrees to deliver certificate(s) from its insurance company ten (10) days prior to its performance confirming that such insurance meets the requirements of this Section. The insurance will provide for 30 days' prior written notice to be given to the MPEA in the event coverage is substantially changed, canceled or not renewed. The MPEA reserves the right to modify, delete, alter or change the insurance requirements hereunder upon notification to Group of its intent to do so.

- 14-** Group agrees to indemnify and hold harmless the MPEA its officers, agents, directors, members, employees or other representatives from and against and in respect of any and all claims, demands, suits, actions, proceedings (formal or informal), investigations, judgments, deficiencies, injuries (whether such damages or injuries are to persons or property), damages settlements, liabilities and expenses (including reasonable attorneys' fees or costs) arising out of, in connection with and including, but not limited to the negligence or misconduct, act or omission to act of the Group, or the violation by the Group of any right of privacy or publicity, trademark, copyright or other intellectual property or other similar rights of any person.
- 15-** The MPEA reserves the right to cancel any performance due to inclement weather or other cause. The MPEA is not responsible for finding alternative performance spaces for any performances that are cancelled.

VENUES

THE FAMILY PAVILION STAGE

The Family Pavilion Stage is an indoor stage at the western end of Navy Pier, in between the IMAX® theatre and the Food Court. The Family Pavilion Stage is open all year long. **See Location #9 on the attached map.**

- The Family Pavilion Stage is fourteen feet (14') wide by sixteen feet (16') deep and raised two feet (2') off the ground.
- All ages and all performance styles may apply.
- On select days, the stage comes equipped with a manned sound system (microphones with stands, speakers, monitors, CD and cassette playback and a stagehand to mix sound.) If sound reinforcement is required on a day or time when a stagehand is not regularly scheduled, additional fees will apply.
- Due to space restrictions, this stage is unable to accommodate concert bands, show choirs, orchestras, dancing groups larger than 15 members, choral groups larger than 40 members, or bands larger than 10 members.

THE DOCK STREET STAGE

The Dock Street Stage is a covered outdoor stage towards the eastern end of Navy Pier. It is open Friday through Sunday from Memorial to Labor Day. **See Location #36 on the attached map**

- The Dock Street Stage is sixteen feet (16') wide by twenty feet (20') deep and raised two feet (2') off of the ground.
- All ages and all performance styles may apply.
- On select days, the stage comes equipped with a manned sound system (microphones with stands, speakers, monitors, CD playback and a stagehand to mix sound.) If sound reinforcement is required on a day or time when a stagehand is not regularly scheduled, additional fees will apply.
- Due to space restrictions, the stage is unable to accommodate dancing groups larger than 17 members, choral groups larger than 50 members, or bands larger than 13 members.

DOCK STREET SOUND SPLASH

Dock Street Sound Splash is the Navy Pier® performance program highlighting the best Drum and Bugle Corps and High School Marching Bands in the country. Navy Pier welcomes the best in mobile music performances from May through October.

- All ages and types of marching bands may apply.
- Performances occur on the Navy Pier Grand Staircase, the natural risers that join Dock Street to the upper-level of Pier Park or at Compass Rose towards the eastern end of the Pier. **See Location #24 (Grand Staircase) and Locations #38 and #40 (Compass Rose) on the attached map**
- All Dock Street Sound Splash performances are outside and uncovered.
- There is no access to power for these performances.