



CHICAGO JUMPING JACK REQUEST FORM 2010

Richard M. Daley, Mayor
Mayor's Office of Special Events - Megan McDonald, Executive Director

Date Received

Initials

Time Scheduled

Initials

OFFICE USE ONLY

THE JUMPING JACK IS AVAILABLE ON FRIDAYS, SATURDAYS, SUNDAYS AND HOLIDAYS ONLY BEGINNING MAY 28, 2010 THROUGH SEPTEMBER 6, 2010.

Please print and press hard when writing. Return ALL three pages/confirmation copy will be mailed to applicant.

IMPORTANT - PLEASE READ

RULES AND REGULATIONS.

1. The Jumping Jack program will run from Friday, May 28, 2010 through Monday, September 6, 2010. There are no exceptions to this rule.
2. Jumping Jacks are scheduled and distributed on a first come first served basis. Applications are date stamped, filed and scheduled in the order in which they are received by the Mayor's Office of Special Events.
3. **The Jumping Jack program will not service private parties, birthday parties, or events on private property.**
4. The Jumping Jack service will not be extended to locations outside of the City of Chicago.
5. The Jumping Jack service is for outdoor use only. We will not service sites located inside of any temporary or permanent structure.
6. **The Jumping Jack program will not set up the equipment during inclement weather (rain, drizzle, wet pavement or grass, etc).**
7. Only one Jumping Jack will be detailed to the requesting organization. **There are no exceptions to this rule.**
8. The Jumping Jack is scheduled to run for 60 minutes within your allotted time span. This will not be extended under any circumstance.
9. **The Jumping Jack program is a free service extended by the City of Chicago. Absolutely no payment of any kind is to be given to or accepted by the Jumping Jack crew.**
10. The Jumping Jack service vehicle must be able to drive directly to the set up site. The crew cannot transport the Jumping Jack manually. If the site is not accessible by vehicle, the service will not be rendered.
11. If the Jumping Jack is being requested for a block party, it is mandatory for all residents to remove their parked vehicles from the street and **secure all necessary street closure permits from the Aldermanic Office in your ward.**
12. **If the request is for a Forest Preserve or Chicago Park District location, they must be notified by the requesting party that a Jumping Jack will be present at the event.**
13. **It is the responsibility of the requesting party to supply electrical power to operate the Jumping Jack equipment. Generators will only be provided by the Mayor's Office of Special Events for Forest Preserve and Chicago Park District locations.**
14. **The requesting party must provide adult supervision during the time the Jumping Jack is at your location. The supervising adult must group the children by age and/or weight and monitor their activity while they are inside the Jumping Jack.**
15. **The Mayor's Office of Special Events is not responsible for monitoring and/or supervising children during this time. If proper supervision is not provided, the crew has been instructed to leave the location.**

PLEASE COMPLETE AND RETURN ALL THREE COPIES TO: Jumping Jack Program - Mayor's Office of Special Events
121 North LaSalle Street, Room 806, Chicago, IL 60602

Name of Organization: _____

On-Site Contact: _____
(Name) Required (Home Phone) Required

(Home/Organization Address) Required (Zip Code) (Work Phone)

Secondary On-Site Contact: _____
(Name) Required (Home Phone) Required

(Home Address) (Zip Code) (Work Phone)

Day and Date of Event: _____ Event Type: _____ Event Hours: _____
(Day of the Week) (Month) (Date)

Exact Address or Location of Hookup: _____

Nearest main intersection: _____

Is the Site in a Park/Forest Preserve? Yes No Cell/Telephone # at the Site: _____
Required

Ward in which Jumping Jack is appearing: _____ Approx # of children attending: _____

TIME PREFERENCES.

The Jumping Jack Program reserves the right to assign time slots based on availability and vehicle routing. The Jumping Jack Crew will arrive within the time span you are scheduled. If the Jumping Jack crew has not arrived at your event 30 minutes past your scheduled time of arrival, please call (312) 747-4111 immediately. Confirmations will be mailed to the person in charge.

1 HOUR OF SERVICE PER ORGANIZATION

SATURDAY 1 hour service Please select at least 2 choices.	HOLIDAY 1 hour service Please select at least 2 choices.	FRIDAY • SUNDAY 1 HOUR SERVICE Please select at least 2 choices.
CHOICE A MORNING (AM) 11:00 - 12:30 CHOICE B AFTERNOON 1:00 - 3:00 CHOICE C EVENING (PM) 4:00 - 6:00	CHOICE A MORNING (AM) 11:00 - 12:30 CHOICE B AFTERNOON 1:00 - 3:00	CHOICE A MORNING (AM) 11:00 - Noon CHOICE B AFTERNOON 1:00 - 2:00 CHOICE C EVENING (PM) 3:00 - 4:00
Please indicate choices A, B or C ONLY. 1st Choice _____ 2nd Choice _____ 3rd Choice _____	Please indicate between choices A or B ONLY. 1st Choice _____ 2nd Choice _____	Please indicate choices A, B or C ONLY. 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Special Events Office will only accept original carbon-copy applications.

Please return this form to the 32nd Ward and we will copy this information onto an original application.

TO BE COMPLETED BY APPLICANT AFTER SERVICE HAS BEEN RENDERED.

COMMENTS

ARRIVAL TIME: _____ DEPARTURE TIME: _____ SIGNATURE: _____

Please do not sign prior to receiving service

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If you must cancel a confirmed Jumping Jack, or have any questions or concerns please call (312) 747-4111 or (312) 747-4110