



CHICAGO JUMPING JACK INFLATABLE REQUEST FORM 2014

EMAIL APPLICATION TO: jumpingjack@cityofchicago.org
or MAIL APPLICATION TO: Chicago Department of Cultural Affairs and Special Events
 78 East Washington Street - 4th Floor, Chicago, IL 60602

Date Received
Initials
Time Scheduled
Initials
OFFICE USE ONLY

**JUMPING JACK INFLATABLES ARE AVAILABLE ON A FIRST-COME-FIRST-SERVED BASIS
 SATURDAYS AND SUNDAYS ONLY
 BEGINNING MAY 24, 2014 THROUGH AUGUST 31, 2014**

Please note that rules and regulations have changed significantly for the season.

RULES AND REGULATIONS. Please initial each rule.

- Applications will be accepted beginning at 9am on Tuesday, April 8, 2014 via email: jumpingjack@cityofchicago.org or fax: 312-742-2783 or in person at the Department of Cultural Affairs and Special Events (DCASE). No applications will be accepted PRIOR to this date. ____
- Inflatables will only be provided to residential block parties within the city limits of Chicago. Events on private property, in parks, in forest preserves, private parties, birthday parties, schools and festivals are not eligible to apply. ____
- Inflatables are for outdoor use only. ____
- Inflatables can only be set up on pavement, asphalt or concrete. ____
- Applicants will receive notification by email or mail on the status of their request. The contracted provider will call to set up deliveries. ____
- Approved block parties will receive an inflatable for (4) hours between the hours of 10am and 6pm on the scheduled day. Actual hours will be determined by availability. Only one inflatable will be delivered to a requesting block party. ____
- The requesting party will be required to provide a driver's license or credit card information as a security deposit and designate an adult to sign for the inflatable upon arrival. If inflatable is damaged during use, the credit card provided will be charged for damage. Inflatables will not be dropped off without credit card information or a driver's license and signature of a designated adult. ____
- The inflatable will not be set up during inclement weather (rain, high winds, etc.). ____
- The contracted inflatable company must be able to drive directly to the set up site. The inflatable cannot be transported manually. If the site is not accessible by vehicle, services will not be rendered. ____
- Generators are not provided. It is the responsibility of the requesting party to supply electrical power (120 watts) to operate the inflatable within 100 ft of the inflatable. ____
- All parked vehicles must be removed from the location of the inflatable. Applicants are responsible for securing all necessary street closure permits from the Aldermanic Office in that ward. ____

PLEASE COMPLETE INFORMATION BELOW AND EMAIL TO:

Jumping Jack Program - Email : jumpingjack@cityofchicago.org

Chicago Department of Cultural Affairs and Special Events, 78 East Washington Street - 4th Floor | Chicago, IL 60602 | Fax: 312-742-2783

Name of Applicant: _____

On-Site Contact: _____ (Name) Required* (Cell Phone) Required*

 (Home Address) Required* (Zip Code) Required* (Email) Required*

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

 (Home Address) Required* (Zip Code) Required* (Email) Required*

Day and Date of Block Party: _____ (Day of the Week) (Month) (Date)

Ward in which Jumping Jack Inflatable is appearing: _____ Required* Approx.# of children attending: _____ Please estimate

I certify that I am requesting a Jumping Jack Inflatable for a residential block party and have read each of the 2014 rules and regulations above. DCASE reserves the right to cancel this agreement if the rules are not met.

Printed Name: _____ Signature: _____ Date: _____
 Required* Required*