



City of Chicago, Department of Cultural Affairs  
**MILLENNIUM PARK EVENT PROPOSAL ADDENDUM**

This application is required for all Pritzker Pavilion Rentals and does not constitute approval for use.  
**Applications for Public Civic Events are not accepted until the 1st business day of the event year.**

Submit this completed form along with the completed Event Proposal Form to:

Millennium Park  
Private Rental Office  
201 E. Randolph, Chicago, IL 60601  
Fax: (312) 744-6070

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**1. Event Production Team**

Identify each of the following. **Managers and Directors should not perform multiple roles:**

**Name of Event Production Company:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Title	Name:	Phone	Mobile	Email
Event Director:				
Event Manager:				
Security Manager:				
Stage Manager:				
House Manager:				
Technical Director:				

**2. Entertainment**

Identify potential entertainers. List proposed special effects and outline entertainment elements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Promotional and Sponsorship Information**

List corporate sponsors. **Sponsorship recognition must comply with the Millennium Park Visual Standards Policy.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Concessions and Merchandise Information**

Circle Yes or No to each of the following:

Are you requesting to serve food and beverage?	YES	NO
Are you requesting to serve alcohol?	YES	NO
Are you requesting to SELL food and beverage?	YES	NO
Are you requesting to SELL alcohol?	YES	NO
Are you requesting to SELL merchandise? (CDs, tee shirts, etc.)	YES	NO

**Jay Pritzker Pavilion rentals wanting to include concessions must obtain all appropriate licenses and insurance.**

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:** \_\_\_\_\_

Date Application received: \_\_\_\_\_ Date Application Approved: \_\_\_\_\_