



City of Chicago, Department of Cultural Affairs
MILLENNIUM PARK EVENT PROPOSAL FORM

This application is required for all Park 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 application to:

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

1. Location Request

Check all that apply

Jay Pritzker Pavilion: _____ Includes use of the Stage, Seating Bowl and Great Lawn.

Jay Pritzker Pavilion rental requests require a completed Millennium Park Event Proposal Form Addendum.

Pritzker Stage Only: _____ Includes use of the Stage and Choral Rehearsal Room only

Choral Rehearsal Room: _____ **Chase Promenade North:** _____

Wrigley Square: _____ **Chase Promenade South:** _____

Rooftop Terrace: _____ **Harris Theater:** _____
(June, July and August months only)

2. Event Information

Name of event: _____

Date of Event: _____ **Day of the Week:** _____ **Estimated Attendance:** _____

Load-in START TIME: _____ **Event START TIME:** _____ **Event END TIME:** _____

Circle all that apply: Free to the Public By Invitation Only Tickets for Purchase
(tickets may not be sold on-site)

Event Description:

Outline basic flow of the event. List any notable aspects.

For example: "Event is an elaborate cocktail reception and silent auction on the Rooftop Terrace followed by a seated dinner on the North Promenade. A speaking program will be followed by a headline entertainer."

3. Client Information

Client Name (as it should appear on contract): _____

Designated Event Contact: _____

Mailing Address _____

Email Address _____

Phone: _____ **Mobile:** _____ **Fax:** _____

Corporate or Not-for-Profit _____ **FEIN Number:** _____ **IRS coding number:** _____
(circle one) (for Not-for-Profit Organizations)

How did you hear about this venue for private events?: _____

Signature of Applicant: _____ **Print Name:** _____ **Date:** _____

Office use only;

Date application received: _____ Date application approved: _____