

Cultural Community

Rental Path

Public Programs / Public Events



Spaces at the Chicago Cultural Center can be used for public events by renting through our events management partner, Transwestern. The Cultural Community Rental process has been created to lower the cost of rental for **free public program** or **free public event**. Rental rates vary based on room being rented and production and tech needs for the event.

If your artist collective or arts/cultural organization is interested in renting space for a **free public program** or **free public event**, please read the information below.

Cultural Community Rental Eligibility and Details	
Events Eligible	Public events/programs (<i>performances, workshops, concerts, panels, etc.</i>) with no required ticketing, no admission fee, do not solicit donations via online registration or in person and are open to any and all visitors of the Chicago Cultural Center. Visual Art shows/installations are not eligible.
Cultural Community Rental Rate Details*	<ul style="list-style-type: none"> • Rental rate includes 4 hours of event time. • Full rental cost is calculated by cost of room plus additional costs. (<i>Room costs in table below</i>) • Additional time for set up & break down is included. Set up and break down times may vary depending on event schedule and format. • Standard audio visual equipment rental fees and security fees waived.
Additional Costs*	<ul style="list-style-type: none"> • Production and operation costs, including set up and tech staffing will be the responsibility of the renter. • Production & operation costs include, but are not limited to, staff labor for set up and technical support, custodial and production management. <ul style="list-style-type: none"> • Events over 4 hours incur additional rental costs. • Rentals are required to contract an event venue representative and/or house manager through Transwestern.
Parameters	<ul style="list-style-type: none"> • 1 event per year per organization/applicant. • Events with dates less than 12 weeks from application date will not be considered. <ul style="list-style-type: none"> • Events must align with DCASE mission. • Events with catering or alcohol service are not considered under this rental path. <p>DCASE does not provide staff support of any level for these events.</p>
Next Steps	<p style="text-align: center;">Proceed to INQUIRY FORM</p> <p style="text-align: center;"><i>*must be completed before moving forward with rental</i></p> <p>If costs are prohibitive, please consider applying for a future DCASE grant to support your plans.</p>
<p>Space availability is limited based on previously scheduled events in the Chicago Cultural Center. We are unable to guarantee the availability of your requested dates and times. Dates may not be available, and you may be asked to consider other dates. Spaces in the Chicago Cultural Center are often booked 18 months in advance. Galas, Fundraisers, Weddings and other private events are welcome to rent space in the Chicago Cultural Center, at higher cost, directly through Transwestern.</p>	

Cultural Community Room Rental Fee Schedule (Rental fees are for 4 event hours)

Room	Monday-Thursday	Friday-Sunday
Preston Bradley Hall (PBH)/Grand Army of the Republic (G.A.R.) Hall & Rotunda	\$500*	\$700*
Claudia Cassidy Theater	\$200*	\$300*
Millennium Park, Washington or Garland Room (5 th Floor)	\$100*	\$100*
Sidney R. Yates Gallery	\$400*	\$600*

Process Timeline:

DCASE reviews inquiry form submissions the first week of each month. If you meet eligibility and are selected to move to the contracting process with Transwestern you will receive an email connecting you with them. They will ask you for details on your event, based on the information you provide they will generate a quote for the full rental cost. The quote will include the room rental cost (*listed above*) and the production and operations costs. Please do not market your event until your contact has been signed. If you do not hear from us you will not be moving forward. You may reapply but please read the table carefully to see why your application did not progress.