YOUR GUIDE TO HOSTING A ONE-OF-A-KIND EVENT

201 E. Randolph | Chicago, IL 60601 | 312.744.6050
Boeing Gallery North
Boeing Gallery South

Crown Fountain
McCormick Tribune Plaza and Ice Rink

Great Lawn

Chase Promenade Central
Chase Promenade South

Cloud Gate Plaza

Nichols Bridgeway

BP Bridge

Exelon Pavilion
Millennium Garage

Accessible Drop-off Area
Rooftop Terrace and Tent

McDonald's Cycle Center

The indoor heated 300-space bicycle parking facility features lockers, showers, bike repair, bike rental and other amenities to encourage people to bike to work and the park.

Exelon Pavilion
The four Exelon Pavilions, which use state-of-the-art technology to convert solar energy into electricity, are an integral part of Chicago's efforts to become the most environmentally-friendly city in North America.

Cloud Gate
66 feet in length, standing more than 30 feet high, and weighing 110 tons, Cloud Gate is one of the largest sculptures in the world. It is the work of British artist Anish Kapoor, and his first public outdoor installation in the United States. Shaped like a seamless ellipse and made from highly polished stainless steel plates, the structure provides a distorted mirror of the cloudscape above and the city's outstretched skyline below.

Millennium Monument (Peristyle)
The Millennium Monument (Peristyle) is a nearly full-sized replica of the curving row of paired Greek columns that originally graced the northwest corner of Grant Park near Michigan and Randolph between 1917 and 1953. The monument recognizes the more than 118 private citizens who donated funds for the construction of the Park.

McCormick Tribune Plaza and Ice Rink
The McCormick Tribune Plaza faces Michigan Avenue between Washington and Madison Street. From mid-November to mid-March the Plaza is home to a 16,000 square-foot ice rink. Skating on the rink is free; skate rental is available for a small fee.

The Joan W. and Irving B. Harris Theater for Music and Dance
The theater seats 1,500 people for performances by more than a dozen arts groups offering dance; classical, chamber, opera and folk music; and many other types of entertainment.

Exelon Pavilions
The four Exelon Pavilions, which use state-of-the-art technology to convert solar energy into electricity, are an integral part of Chicago's efforts to become the most environmentally-friendly city in North America.

The Northwest Exelon Pavilion houses the Millennium Park Welcome Center; the other Pavilions provide access to the Millennium Park Parking Garage below.

The Art Institute of Chicago

MWB Bridge

BP Bridge

BP Bridge

BP Bridge

BP Bridge

BP Bridge
Dressed in a stunning white tent that features elegant, arching windows, the Rooftop Terrace provides a sophisticated outdoor setting that is ideal for any corporate event, formal reception, exhibition, or performance.

The terrace also includes a beautiful, open-air patio where guests can view Chicago’s breathtaking cityscape, making it one of the most distinctive venues in Millennium Park.

The Rooftop Terrace is only available for events from April through October and is easily accessible from Randolph Street.
ROOFTOP TERRACE FEATURES

- Rooftop Terrace tent
- Private restrooms
- Elevator and stair access
- Open-air patio area

EVENT SUGGESTIONS

- Corporate & Charity Events
- Receptions & Dinners
- Bar & Bat Mitzvahs
- Exhibitions & Performances
- Wedding Receptions

The Rooftop Terrace provides an amazing space to host your next outdoor event.
The Chase Promenades were made possible by a gift from the Chase Foundation.

The Chase Promenades were designed to accommodate many different types of events, the North and South Chase Promenades are the perfect venues for large gatherings, such as corporate functions, formal dinners, or wedding receptions.

The promenades offer a flexible space that can be used for indoor or outdoor events and feature water, power, permanent tent anchors for tents of any size, and an optional dance floor.

Guests can experience a variety of park activities from the North and South Promenades, as well as enjoy unmatched views of Chicago’s skyline and the renowned Cloud Gate sculpture by artist Anish Kapoor.
During your event, stroll over to the Cloud Gate sculpture by Anish Kapoor.

CHASE PROMENADE

PROMENADE FEATURES
- Power
- Water
- Tent anchors built into Promenade
- Spectacular skyline views

EVENT SUGGESTIONS
- Corporate Dinners
- Cocktail Receptions
- Celebrations
- Social Functions
- Wedding Receptions
Designed specifically for vocal performances, the Jay Pritzker Pavilion Choral Rehearsal Room is a great choice for events that require excellent acoustics, such as performances, wedding receptions, or rehearsal dinners.

The Choral Rehearsal Room also features a brilliant sky light and handsome wood paneling that elegantly complement any décor or color scheme.

To ensure that your next event runs as smoothly as possible, clients have full use of the room’s attached kitchen facilities during event hours.

Guests can easily access the Choral Rehearsal Room from Randolph Street.
The Choral Rehearsal Room was designed specifically for the voice, making for an unforgettable acoustic experience.

**REHEARSAL ROOM FEATURES**
- Use of attached kitchen facilities
- Beautiful wood walls and floors throughout

**EVENT SUGGESTIONS**
- Corporate Gatherings
- Wedding Receptions
- Client Entertainment
- Rehearsal Dinners
- Charity Events
The Jay Pritzker Pavilion Stage is one of Millennium Park’s most majestic venues. Comprised of rich Douglas Fir acoustic panels and topped by a sweeping steel crown, the stage offers a dramatic backdrop for corporate events, wedding receptions, speaker presentations, or concerts.

For your convenience, the stage’s majestic steel and glass doors have been equipped to provide year-round protection from the elements without disrupting the spectacular views of the Chicago skyline and Millennium Park’s many architectural and artistic components.

Clients hosting events at the Jay Pritzker Pavilion Stage also have full use of the Choral Rehearsal Room during event hours.
Try This! Host cocktails and hors d’oeuvres in the Choral Rehearsal Room, then proceed to the Stage for dinner and dancing.

PAVILION STAGE

STAGE FEATURES
- Magnificent skyline views
- Jara Wood floors and Douglas Fir walls
- Lighting, HVAC, power, & water
- Glass doors for weather protection

EVENT SUGGESTIONS
- Client Receptions & Appreciations
- Corporate Events or Speakers
- Bar & Bat Mitzvahs
- Wedding Receptions
- Performances & Concerts
The Frank Gehry-designed Jay Pritzker Pavilion is the most sophisticated outdoor concert venue of its kind in the United States, making it perfect for speaker presentations, performances, or graduation ceremonies.

Designed to emulate the movements of an orchestra conductor, the pavilion features rippling stainless steel panels that sweep both upward and outward. These billowing ribbons connect to an overhead trellis of crisscrossing steel beams that define the lawn seating area.

The Jay Pritzker Pavilion is among the most technologically advanced outdoor concert venues in the world and is specially-designed to immerse guests in an unforgettable listening experience.

**NOTE**

The Jay Pritzker Pavilion was made possible by a gift from the Pritzker Family.
The state-of-the-art audio system was designed to maximize the sound of any musical genre.

**PRITZKER PAVILION**

**PAVILION FEATURES**
- Use of the Jay Pritzker Pavilion Stage
- Use of the Choral Rehearsal Room
- Use of the seating bowl

**EVENT SUGGESTIONS**
- Performances & Concerts
- Charity Events
- Corporate Events or Speakers
- Graduations
### ROOFTOP TERRACE

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>CAPACITY</th>
<th>CORPORATE/WEDDING FEE/DAY</th>
<th>NON-PROFIT 501(c) RENTAL FEE/DAY</th>
<th>ESTIMATED ADDITIONAL FEES*</th>
<th>NOTES</th>
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<tbody>
<tr>
<td><strong>ROOFTOP TERRACE</strong></td>
<td><strong>102' X 90' Main Tent</strong> 42' X 106' Patio</td>
<td>$15,000</td>
<td>$7,500</td>
<td>$3,000 - $5,000</td>
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<td>Reception</td>
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<td>Main Tent: 1,000</td>
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<td>Main Tent &amp; Patio: 1,300</td>
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<td>Seated Dinner</td>
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<td>Main Tent: 600</td>
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<td>Main Tent &amp; Patio: 800</td>
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<td>Main Tent w/ Dance Floor: 450</td>
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<td>Theater Style: 1,000</td>
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### CHASE PROMENADES

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<th>NON-PROFIT 501(c) RENTAL FEE/DAY</th>
<th>ESTIMATED ADDITIONAL FEES*</th>
<th>NOTES</th>
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<tbody>
<tr>
<td><strong>NORTH PLAZA</strong></td>
<td><strong>60' X 250'</strong></td>
<td>$20,000 (With Tent)</td>
<td>$15,000 (With Tent)</td>
<td>$3,000 - $5,000</td>
<td>Catering exclusive to Blue Plate Catering.</td>
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<td>Reception: 1,800</td>
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<td>Seated Dinner: 1,100</td>
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<td>Main Tent: 1,000</td>
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<td>Seated Dinner w/ Dance Floor: 1,000</td>
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<td><strong>SOUTH PLAZA</strong></td>
<td><strong>60' x 260'</strong></td>
<td>$20,000 (With Tent)</td>
<td>$15,000 (With Tent)</td>
<td>$3,000 - $5,000</td>
<td>Catering exclusive to Blue Plate Catering.</td>
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<td>Reception: 1,800</td>
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<td>Seated Dinner w/ Dance Floor: 1,000</td>
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<td>Catering exclusive to Blue Plate Catering.</td>
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<td>Tenting available by request</td>
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Fees are subject to change without prior notice.

*Estimated additional fees may include security, custodial, union electrician, union engineer, site coordinator and production assistant costs. These costs will be determined at the time of the execution of a contract between the City of Chicago or its agents and the user. In some cases, the magnitude of an event may require permits and/or City services, and costs will be determined accordingly. All users will be required to adhere to the Chicago Municipal Code and any other guidelines for Millennium Park.

**Clients must specify event time during non-concert hours. Please note the Great Lawn is closed on Tuesdays and Wednesdays for a required rest period.

Note: A refundable security deposit of 20% of the total rental fee is required.

### COMMERCIAL PROMOTIONS/ACTIVATIONS

Limited event spaces are available in Millennium Park for commercial promotions/activations. Rental fees are established case by case based on the client’s specific needs.
GENERAL PARK PROTECTION

1. Clients and event sponsors are ultimately responsible for any damage done to Millennium Park by guests, agents, employees, vendors, or contractors.

2. All structures (including bars, food stations, and catering preparation stations) must be placed on secure, pre-approved plastic or wood surfaces to prevent stains and damage to the floor, lawn, and landscape areas.

3. All décor and signs must be freestanding; nothing may be affixed to walls, floors, or any other Millennium Park structure.

4. Candles may only be used in Millennium Park if they are contained in glass holders and have no exposed flame.

5. Proper materials must be used for cleaning any park area or surface.

6. Liquor must be contained exclusively in the event venue; guests may not travel through the remainder of the park with open alcohol.

7. Caterers or vendors must provide drop tables at the exits of the event spaces for guests to leave glassware and drinks before moving to other parts of the park.
CATERERS AND VENDORS

1. Clients and event sponsors may employ their own vendors for equipment and services for all venues except the Chase Promenades; every vendor must be in good standing with the City of Chicago and must have all necessary business licenses and insurance (see INSURANCE section below).

2. Caterers must supply all food and beverages.

3. Caterers must supply Millennium Park management staff with final scale floor plans at least two weeks prior to the event.

4. For security reasons, a designated manager for all vendors must be present and identified to supervise the event set up and tear down. Vendors must provide Millennium Park event management staff with the name and contact information of designated managers no less than 15 days prior to the event.

5. If liquor will be served at the event, the caterer must provide a valid City of Chicago Liquor License.

6. The names and phone numbers of all vendors must be supplied to Millennium Park event management staff no less than 15 days prior to the event.

7. Beverage service must end 15 minutes prior to the conclusion of the event.

8. Caterers and vendors must check out at the end of the event with a member of the Millennium Park event management staff.

INSURANCE

1. Applicable policy endorsement(s), executed by an authorized representative of each insurer, and Certificates of Insurance from the client, their vendors, and the vendor’s agents must be sent to Millennium Park at least two weeks prior to the event. These must show full compliance with the insurance requirements listed below.

2. All vendors shall maintain commercial umbrella liability with a limit of no less than $1,000,000.

3. All vendors, including subcontractors, must list the City of Chicago at Millennium Park, MB Real Estate, and their agents as additional insureds.

4. All vendors shall maintain commercial general liability insurance, including liquor liability, with a limit of no less than $1,000,000 for each occurrence.

5. All vendors shall maintain worker’s compensation insurance as required by statute and employer’s liability insurance with a limit of no less than $500,000.

6. All vendors shall maintain business auto liability insurance with a limit no less than $1,000,000 for each occurrence.
SET UP & TEAR DOWN

1. A Millennium Park representative will conduct a walk-through prior to the load in, during the event, and after the load out to assess property conditions. Markings on pavement and landscapes (including tire marks, rust, oil spills, etc.) are considered damage to the park. Vendors are responsible for any damage to Millennium Park and will be charged for cleaning and repairs.

2. Trash must be removed from the property at the conclusion of the event.

3. Equipment, linen, and other deliveries must be made on the day of the event on Randolph Street or Monroe Street. All perimeter sidewalks must remain open at all times. Note: The Chicago Police Department will strictly enforce this policy.

4. Equipment, linen, and all other items must be removed from the property at the conclusion of the event.

5. All carts, vehicles, and equipment moving within the park (outside or inside structures) must have rubber wheels and must be placed on plastic or wood surfaces at all times.

6. Ice, food, grease, and liquid must be properly disposed of at the conclusion of the event. To protect the grounds and park structures, nothing (including ice, ice sculptures, and water) may be disposed of in the grass, gardens, or park surfaces.

JAY PRITZKER PAVILION STAGE & CHORAL REHEARSAL ROOM

1. The bottoms of all table and chair legs must be covered with rubber or masking tape to protect floors.

2. Food and beverages are not allowed on the choral balcony.

3. The backstage area must be thoroughly cleaned at the conclusion of the event.

4. Any scraping, scratching, or damage to the walls, floors, or furniture will be billed to the vendor.
Notes: Policies and procedures are subject to change without prior notice. Additional rules may apply based on event.

Photos provided by the City of Chicago, Chicago Park District, Millennium Park, Inc., MB Real Estate, Millennium Park, and individual photographers.
GENERAL

- There are no deliveries along Michigan Avenue, Columbus Drive, Monroe Street or Randolph Street unless approved by the Millennium Park Event Management Office.
- Deliveries, if approved, are allowed from 9:30am to 3:30pm, as well as 7:00pm to 6:00am on Monroe Street.
- Recipient must provide crowd/traffic control for pedestrians along public walkways during deliveries.
- NO vehicles are allowed on green/lawn spaces.
- Drivers/vendors are responsible for all damage to park property.
- Vehicles may not be stationed on the sidewalk at any time.

RANDOLPH STREET

1. The following areas on Upper Randolph must remain clear at all times:
   - Fire hydrants
   - Handicap accessibility ramp
   - Bus stops
   - The Harris Theater entrance
   - Trolley pick-up area (when in season)
   - First 100 feet east of Michigan Avenue

2. Trucks will be allowed to unload off the curb lane in other areas of Upper Randolph Street according to an approved Millennium Park delivery schedule.
Trucks must have parking permits from OEMC (Office of Emergency Management and Communications) in order to be stationed on curb lanes after unloading is complete. Forms can be found on the City of Chicago website under the OEMC department listing (www.cityofchicago.org – click on City Departments on the top bar).

In order to park a vehicle on park property, you must first obtain permission from the Millennium Park Event Management Office. If permission is granted, you will be given a blue parking permit which must be displayed on the windshield of the vehicle at all times.

No vehicles may be brought onto the North Promenade for loading or unloading until the promenade has been closed to the public.

No vehicles may be brought onto the North Promenade while an event is still in progress.

Tenting companies will be allowed to bring flat bed trucks onto the North Promenade to unload and pick up tent framing. A tarp must be placed under the engine of all vehicles.

Generators will be allowed on the sidewalk along the grass east and west of the North Promenade entrance. However, pedestrian walkways with generators in these locations must remain at least 20 feet wide east of the promenade, and at least 13 feet wide west of the promenade.

All generators must have locks placed on panel doors of high voltage areas.

If kitchen tents on Upper Randolph reduce pedestrian walkways to less than 6 feet wide, a sturdy, stable and level curb lane walkway must be constructed that is at least 6 feet wide. Permits must be obtained through OEMC.

If space permits, and per Millennium Park Event Management Office approval, vehicles smaller than 26 feet may be brought onto the north portion of the North Promenade to load and unload. The vehicles may not extend further than 30 feet into the promenade, and a blue parking permit must be displayed on the windshield of the vehicle at all times.

Per Millennium Park Event Management Office approval, vehicles may be allowed to park on the sidewalk, along the grass areas east and west of the North Promenade where the sidewalks are over 20 feet wide, for load-in and load-out only. A blue parking permit must be displayed on the windshield of the vehicle at all times.
PROMENADE PROCEDURES

MONROE STREET

Load-in and load-out should occur during approved times by the Millennium Park Event Management Office. Load-in and load-out at other times require permits from OEMC. Trucks must have parking permits from OEMC in order to be stationed on curb lanes after unloading is complete. Forms can be found on the City of Chicago website under the OEMC department listing (www.cityofchicago.org – click on City Departments on the top bar).

The following areas on Monroe Street must remain clear at all times:

1. Fire hydrants
2. Handicap accessibility ramp
3. Ramp to the Park Grill and Millennium Park storage area
4. First 100 feet east of Michigan Avenue

Tenting companies will be allowed to bring flat bed trucks onto the South Promenade to unload and pick up tent framing. A tarp must be placed under the engine of all vehicles.

Generators will be allowed on the promenade ramp entrance north of the sidewalk (but not directly on the public sidewalk).

All generators must have locks placed on panel doors of high voltage areas.

No vehicles may be brought onto the South Promenade for loading or unloading until the promenade has been closed to the public.

No vehicles may be brought onto the South Promenade while an event is still in progress.

If space permits, and per Millennium Park Event Management Office approval, vehicles smaller than 26 feet may be brought onto the south center portion of the South Promenade to load and unload. The vehicles may not extend further than 30 feet into the promenade, and a blue parking permit must be displayed on the windshield of the vehicle at all times.
INSIDE THE PARK

1. Working vehicles carrying tools and/or equipment for approved park projects/operations may park within the park in an area designated by Millennium Park Event Management Office. A blue parking permit must be displayed on the windshield of the vehicle at all times.

2. All vehicles coming into the park must have a blue parking permit.

3. Vehicles must travel at walking speed while in the park. It is required that a Millennium Park staff person walk with the vehicle at all times for public safety.

4. No personal vehicles are allowed in the park.

ELECTRICAL REQUIREMENTS

All vendors setting up for a private event in the park must comply with the following requirements:

- All branch circuits and devices are to be provided by vendor.
- Millennium Park electricians will provide power hook ups, but will not run cables/cords in any area.
- All extension cords must be UL rated.
- All extension cords MUST have grounds.
- All electric installations in vendor equipment must be up to code (particularly bar ballasts within metal enclosures).
- Any branch circuiting (extension cords) not up to code will be considered inoperable.
- All installations must be inspected and approved by a Millennium Park electrician.
- All generators must have locks placed on panel doors of high voltage areas.
- All electrical determinations by Millennium Park electricians are final.
DIRECTIONS

From the North:
- If traveling from the North on the Kennedy Expressway or Edens Expressway (Interstate 90/94), exit at Monroe Street and drive east to Michigan Avenue.
- If driving on the Outer Drive (North Lake Shore Drive/Highway 41), exit at Randolph Street or Monroe Street, and drive west to Michigan Avenue.

From the South:
- If traveling from the South on the Dan Ryan Expressway (Interstates 90/94), exit at Congress Parkway and drive east to Michigan Avenue and then north to Monroe Street. If driving on Lake Shore Drive (Highway 41), exit at Randolph Street, and drive west to Michigan Avenue.

From the East:
- If traveling from the East on the Indiana Toll Road (Interstate 90), take the Chicago Skyway to the Stony Island exit, follow Highway 41 (Lake Shore Drive) to downtown Chicago, exit at Monroe Street, and drive west to Michigan Avenue.
- If coming in from the East on Interstate 90/94, continue on the Dan Ryan Expressway, exit at Congress Parkway, drive east to Michigan Avenue, and then proceed north to Monroe Street.

From the West:
- If traveling from the West on the Eisenhower Expressway (Interstate 290), which becomes Congress Parkway, drive east to Michigan Avenue, and then turn north (left) on Monroe Street.
PARKING GARAGES AND BICYCLE PARKING

Convenient parking is located in the Millennium Park Garage, Grant Park North, Grant Park South and East Monroe Garages. For more information or directions for any of these parking garages, visit www.millenniumgarages.com, or call 312.616.0600.

Parking is available for bicycles in the McDonald's Cycle Center, a state-of-the-art facility located in the northeast corner of Millennium Park. For information, visit chicagobikestation.com, or call 888-BIKE-WAY (888.245.3929). Bike racks are also located on the concrete pad on the east side of the Pritzker Pavilion, as well as along Michigan Avenue and upper Randolph Street.

PUBLIC TRANSPORTATION

Public transportation is one of the easiest and most economical ways to get around downtown.

CTA:

The Chicago Transit Authority (CTA) operates a network of buses and elevated / subway trains throughout Chicago. Visit www.transitchicago.com to find a number of how-to guides for first time riders.

From the Green, Orange, Brown, Pink and Purple Line Express elevated lines, exit at the Madison/Wabash or Randolph/Wabash stations, and walk two blocks east. From the Red Line subway, exit at the Monroe Street or Lake Street stations and walk three blocks east. From the Blue Line subway, exit at Monroe Street or Washington Street stations, and walk two or three blocks east, respectively. The park is also served by buses 3, 4, 6, 14, 20, 56, 60, 124, 151,157 and 173. During weekday rush periods, the Park is also served by buses 26 and 148.

For more travel information, visit www.transitchicago.com, or call the Travel Information Center at 1-888-YOUR-CTA or 1-888-CTA-TTY1 (TTY).

METRA:

METRA'S suburban commuter rail system has 11 lines with 239 stations radiating from downtown Chicago to the six-county area of northeast Illinois. For regional transit schedules and fares and a map of downtown stations, visit METRA's website at www.metrarail.com.

Millennium Park is located directly above the Millennium Park Station at Michigan Avenue and Randolph Street, with access to the METRA Electric District and South Shore Line trains and the downtown pedway system.

Travelling from Chicago's other downtown METRA stations is easy with Chicago Transit Authority (CTA) buses and trains! For help planning your trip to Millennium Park from Chicago Union Station, Ogilvie Transportation Center, LaSalle Street Station, or Van Buren Station, visit www.transitchicago.com, or call the Travel Information Center at 1-888-YOUR-CTA or 1-888-CTA-TTY1 (TTY).