



**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 1<sup>st</sup> business day of the event year.**

Submit this completed application to: MB Real Estate Services, Inc.  
 Millennium Park  
 Management 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 the Choral Rehearsal Room only.

**Choral Rehearsal Room:** \_\_\_\_\_ **Chase Promenade North:** \_\_\_\_\_

**Wrigley Square:** \_\_\_\_\_ **Chase Promenade South:** \_\_\_\_\_

**Rooftop Terrace:** \_\_\_\_\_ **McCormick Tribune Ice Rink:** \_\_\_\_\_

**Beer Garden:** \_\_\_\_\_

(Summer dates available only)

**2. Event Information**

**Name of the event:** \_\_\_\_\_

**Date of the 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:** \_\_\_\_\_

**Information emailed to: (please print email)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**(circle one) Corporate or Not-for-Profit** FEIN Number: \_\_\_\_\_

**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:** \_\_\_\_\_ **Event Assigned to:** \_\_\_\_\_