



320 SOUTH CANAL

MEETINGS & EVENTS



320 SOUTH CANAL

Host your next meeting or event in our elevated meeting and event space, **The Platform Conference Center**, or spacious outdoor park, **The Green at 320**.

320 South Canal, a Class A office tower, featuring market-leading health and wellness design, excellent light and air, along with the largest outdoor park in the West Loop.

- 24/7 Onsite Security
- Onsite Catering Company
- Convenient Loading Dock and Mailroom
- Onsite Parking Garage with Direct Building Access
- Onsite Market/Cafe, Restaurant, and Cocktail Bar
- 1.5 Acre Park Space
- Dynamic Programming Calendar



CONNECTED

Located prominently at the intersection of **Canal Street** and **Jackson Boulevard**.

Connected to Union Station via pedway, 320 offers a direct link to the Metra train concourse, Amtrak trains, and Loop Link CTA bus lines at the Union Station Transit Center.

The connected parking garage contains 324 parking spaces, 8 EV charging stations, and 114 bike parking spaces. Additionally, the building's close proximity to other Metra train stations, El and CTA locations, and the highway make it an ideal location for city and suburban commuters alike.



THE PLATFORM CONFERENCE CENTER

PREMIUM CONFERENCE SPACE

The Platform is 320's tech-forward conference center. Boasting four impressive spaces, The Platform can host groups ranging from 10-300.

Audio and video conferencing, wireless and lapel mics, multiple screens, and onsite support staff make certain meetings carry on seamlessly.

The on-site professional catering kitchen ensures the highest level of service from your preferred catering team.

Direct elevator access from the parking garage and lobby offers ease of entry for guests. Service elevators are connected to the space, providing ease for external vendor support staff.

DRONE TOUR

[CLICK HERE](#)



PLATFORM CONFERENCE CENTER

CAPACITIES

	CLASSROOM	THEATRE	BOARDROOM	BANQUET	RECEPTION
THE PLATFORM FULL SPACE	152	280	72	184	325
UNION CONFERENCE BOTH ROOMS	128	240	56	144	225
UNION SOUTH	56	132	40	64	120
UNION NORTH	56	132	40	64	100
BURNHAM BOARDROOM	24	40	18	32	40



320 SOUTH CANAL

PLATFORM CONFERENCE CENTER

RENTAL RATES

	HALF DAY*	FULL DAY**	WEEKEND & NON-BUSINESS HOURS
THE PLATFORM FULL SPACE	\$1,500	\$2,500	\$500
UNION CONFERENCE BOTH ROOMS	\$1000	\$1,800	
UNION SOUTH	\$600	\$1,000	
UNION NORTH	\$600	\$1,000	
BURNHAM BOARDROOM	\$500	\$750	

***Half Day** bookings end by 12PM or start at 1PM.

****Full Day** business hours are 8:30AM-5PM.

*****Non-Business Hour** events require booking The Platform Conference Center in **full**. Individual spaces are not available during non-business hours. Weekend bookings require an 8-hour minimum.

Rates subject to change for uncontracted events.



PLATFORM CONFERENCE CENTER

AV + LABOR RATES



AV RATES

BASIC AV HDMI CONNECTION TO ROOM SCREENS AND SPEAKERS, ONE MICROPHONE		
AUDIO & VISUAL CONFERENCING TEAMS OR ZOOM	\$250	\$300
MICROPHONE WIRELESS OR LAPEL, COST PER	\$50	\$75
RISER (STAGE) 8' X (CHOICE OF 4-16') X 16" SKIRTING INCLUDED	\$600	\$600
PANEL CHAIR(S) CHOICE OF ARMCHAIR OR STOOL, COST PER	\$25	\$25
WHITEBOARD COST PER	\$50	\$50

BUSINESS HRS
8:30AM - 5PM

INCLUDED

**NON-BUSINESS
HRS**

LABOR RATES*

LOADING DOCK APPLY BEFORE 6AM OR AFTER 6PM	\$50
SECURITY OFF-DUTY POLICE OFFICER REQUIRED IF SERVING ALCOHOL	\$75
PORTER (JANITORIAL)	\$50

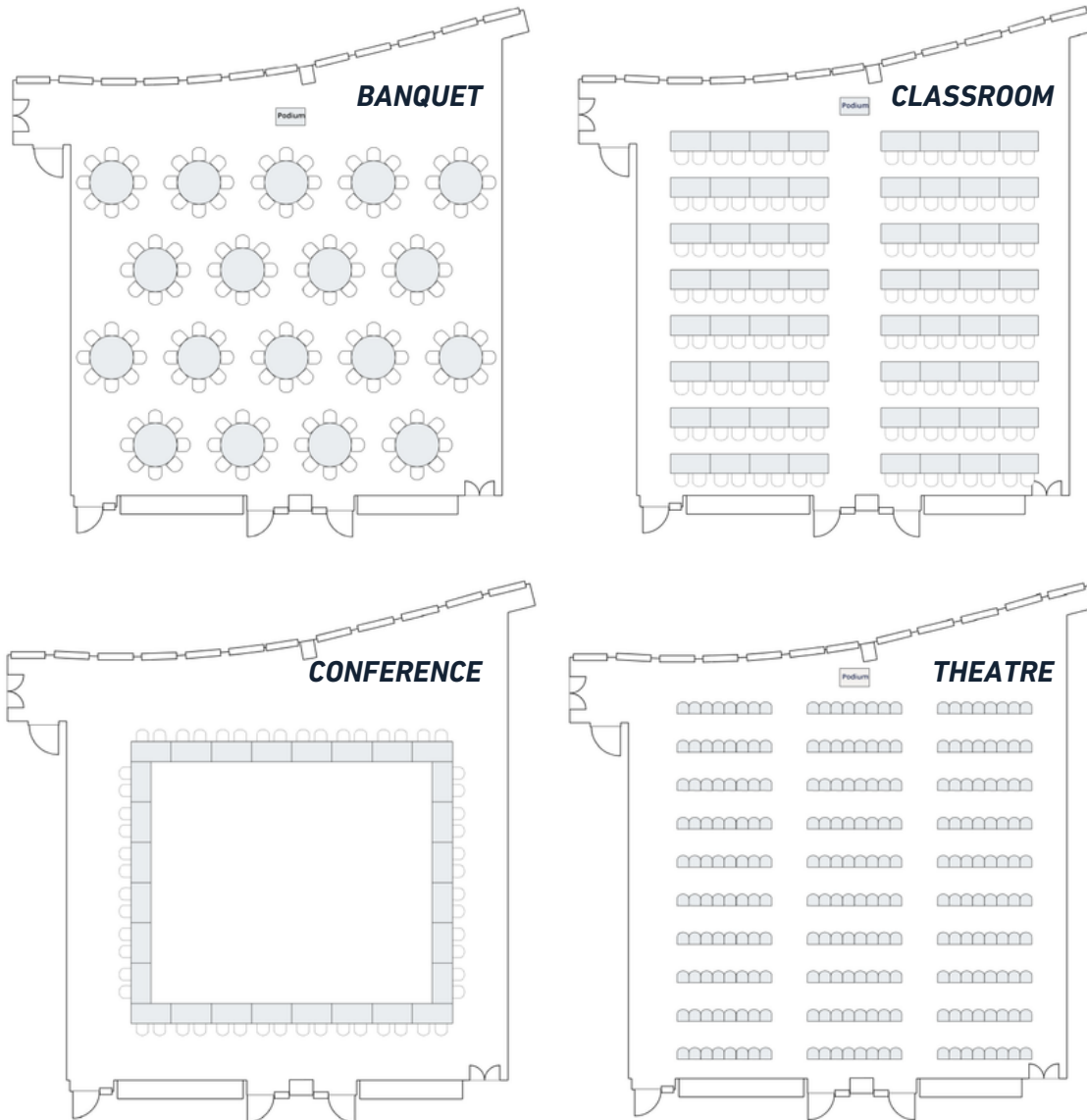
*Labor Rates listed per staff member, per hour, with a four hour minimum.

Labor needs vary for each event. Inquire with Event Manager for specific labor needs to your event date and time.

320 SOUTH CANAL

PLATFORM CONFERENCE CENTER

UNION CONFERENCE - FULL



THEATRE



BANQUET



PLATFORM CONFERENCE CENTER

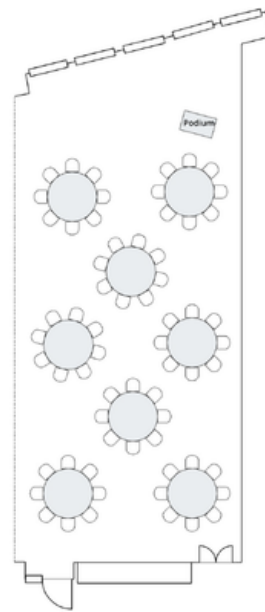
UNION CONFERENCE - NORTH



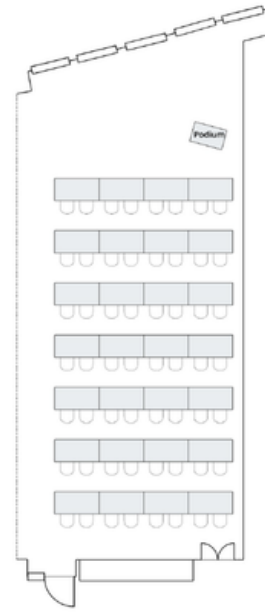
CONFERENCE



CLASSROOM



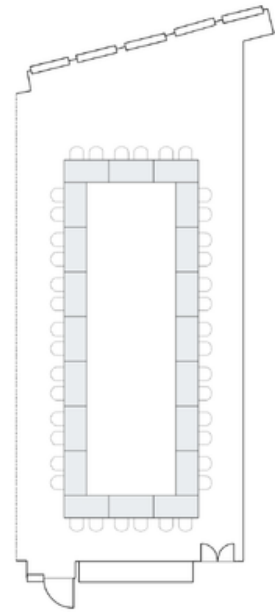
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CLASSROOM



THEATRE



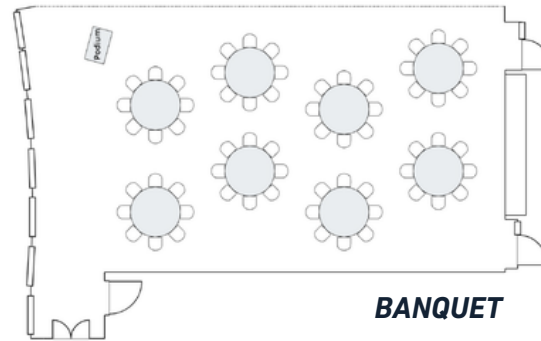
CONFERENCE

PLATFORM CONFERENCE CENTER

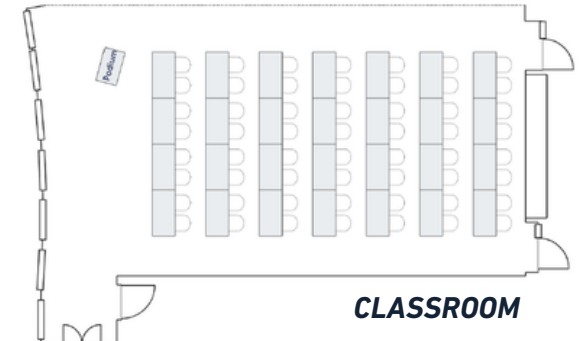
UNION CONFERENCE - SOUTH



CONFERENCE



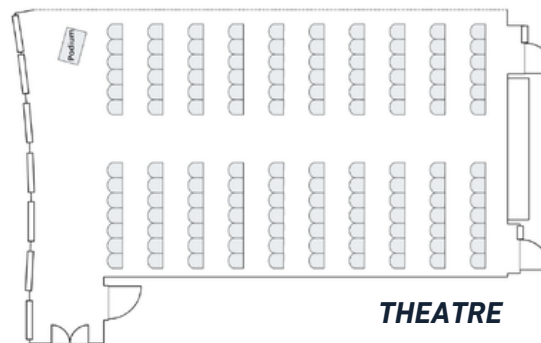
BANQUET



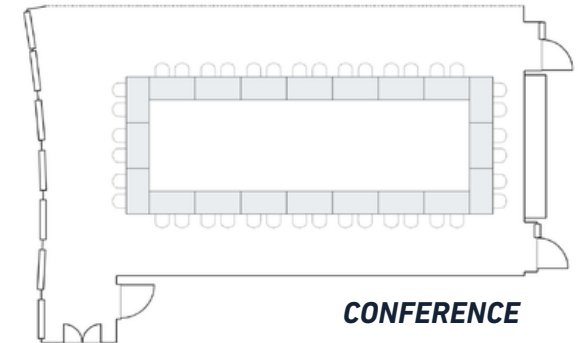
CLASSROOM



BANQUET



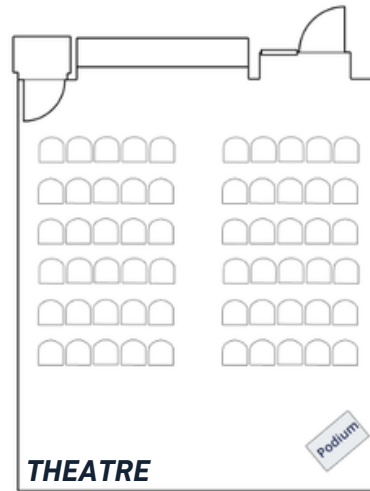
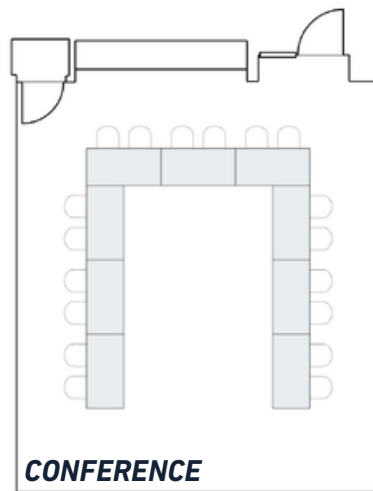
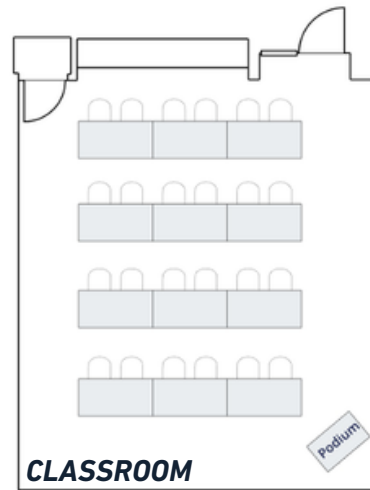
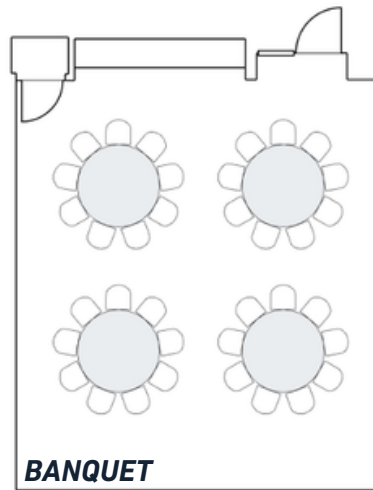
THEATRE



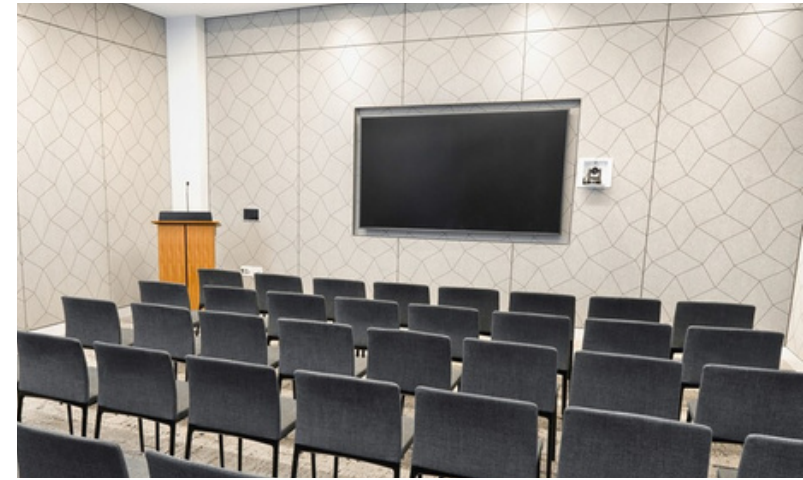
CONFERENCE

PLATFORM CONFERENCE CENTER

BURNHAM BOARDROOM



THEATRE



BANQUET



THE GREEN AT 320

PRIVATE OUTDOOR SPACE

Located in Chicago's Central Business District and attached to 320 S Canal, The Green at 320 is the largest privately owned park. The space features a sprawling lawn, lush landscaping, built-in seating, an amphitheater, all of which are surrounded by modern architecture and city skylines.

The Green hosts a year-round calendar of events including fitness classes, live music, and workshops.

OVERVIEW

- 1.5 Acres of Total Space
- 10,000 SF of Lawn Space
- Private Park Restroom
- Wi-Fi Throughout
- ADA Accessible
- 20V Power Access Throughout
- Additional Rentable Patios
 - Canal Street Eatery
 - Afterbar
- Convenient Access to Public Transportation
- Indoor Backup Options Available, Contingent on Availability



THE GREEN AT 320

CAPACITIES

	RECEPTION	THEATRE	BANQUET	MARKET / TRADESHOW
MAIN LAWN	500	400	400	100
SOUTHWEST LAWN	300	250	200	
NORTHEAST LAWN	300	250	200	
AMPHITHEATER	75	100	80	
FULL PARK	X	X	X	X

Your rental includes stanchions, trash cans and service, restroom access, a selection of lawn and board games, and bistro furniture (quantity correlates to space booked)



FILMING + PHOTOGRAPHY

320 South Canal offers a range of spaces available for film, production, and photography. From furnished spec offices to raw unfinished floors, and from private park space to building exteriors, each location provides a distinctive backdrop that captures the energy of downtown Chicago.

Each space has hosted commercial productions, brand campaigns, TV segments, and editorial shoots. Whether you're capturing a refined corporate aesthetic or a bustling urban scene, 320 offers the flexibility and atmosphere to bring the vision to life.

AVAILABLE SPACE

- The Green at 320 - Private Park
- Building Lobby and Entrance
- Exterior Sidewalks and Streetscape
- Unfinished Vacant Floors
- Fully Furnished Spec Suite (Model Office)

FILMING INQUIRY FORM

[CLICK HERE](#)



320 SOUTH CANAL

FREQUENTLY ASKED QUESTIONS

> PRICING DETAILS

All pricing inclusive of taxes. 30 minute set up/breakdown time included before and after your listed start and end times. All pricing based on events occurring Monday - Friday, 8:30 AM - 5:00 PM. Alternative fees will apply for events occurring outside of these times.

> PRE-FUNCTION SPACES - RECEPTION AND LOUNGE

Use of the reception and Lounge spaces only permitted with full Conference Center bookings.

> INVENTORY

One room-set is included in each event space rental. 320 South Canal's furniture inventory is available for use free of charge. Any set-ups requiring furniture outside of available inventory will need to be rented through a third-party vendor and coordinated with our Events Manager.

> STORAGE

320 South Canal is not responsible for storing any personal or corporate belongings. Personal items may only be stored in designated areas on-site for the duration of your contracted time. 320 South Canal is NOT responsible for any lost, stolen, or damaged items, or for providing security for these items.

> ON-SITE PARKING

On-site parking is available, and the garage entrance is located at 333 South Clinton Street. Parking garage elevators service directly into Conference Center. Current rates can be viewed at bit.ly/320parking. Hosted parking options available - ask Event Manager for details.

> SECURITY

Security is a high priority for 320 South Canal. The 320 South Canal security staff reserves the right to deny access of any persons to any facility space and at sole discretion may require additional security to be provided for your event.

> CERTIFICATE OF INSURANCE

All non-tenants of 320 South Canal are required to submit a certificate of insurance before renting an event space. All outside vendors, contractors, etc. are required to submit a certificate of insurance before servicing the property. All certificates of insurance may be submitted to the Event Manager stating date of event and event name. Contact Event Manager for insurance requirements.

DOCUMENT LIBRARY

**CERTIFICATE OF
INSURANCE
REQUIREMENTS**

**BLANK CONFERENCE
CENTER FLOORPLAN**

**BLANK SITE MAP FOR
THE GREEN AT 320**

**LOADING DOCK
INSTRUCTIONS**



320 SOUTH CANAL

CONNECT WITH US

EVENT INQUIRY FORM
[CLICK HERE](#)

320EVENTS@CBRE.COM