



320 SOUTH CANAL

# Meetings & Events

Host your next meeting or event in our brand new,  
state of the art Conference Center.





# Meeting & Event Inquiry

## 320 South Canal

Host your next meeting or event in our brand new, state-of-the-art Conference Center [The Platform] or spacious outdoor Park [The Green at 320].

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

**Meeting &  
Event Inquiry**

[Click Here](#)



320 SOUTH CANAL

# THE PLATFORM CONFERENCE CENTER

capacities

	classroom	theatre	boardroom	banquet	reception
<b>The Platform</b> full conference center	152	280	72	184	325
<b>Union Conference Room</b>	128	240	56	144	225
<b>Union South</b>	42	132	40	64	120
<b>Union North</b>	42	132	40	64	100
<b>Burnham Executive Boardroom</b>	24	40	20	40	40



# THE PLATFORM CONFERENCE CENTER

gallery



# THE PLATFORM CONFERENCE CENTER

floor plan



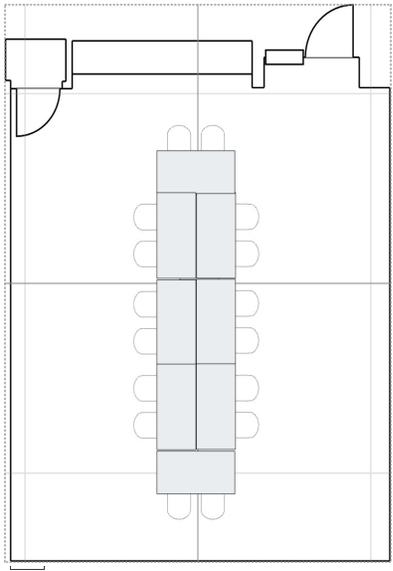
320 SOUTH CANAL

# BOARDROOM

floor plans

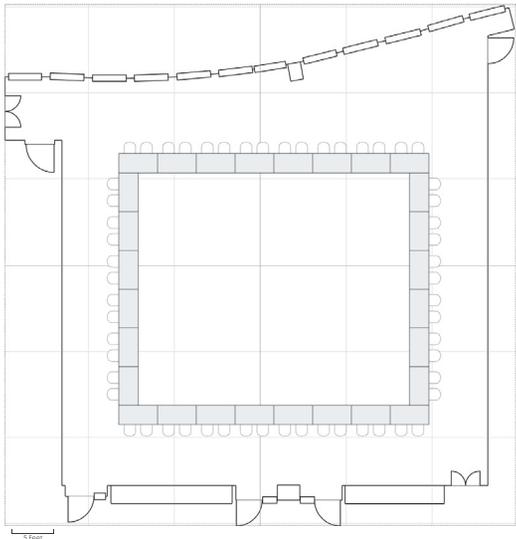


**Burnham**



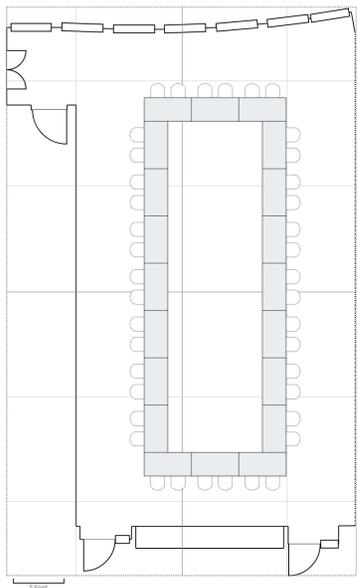
16 Seats

**Union Conference**



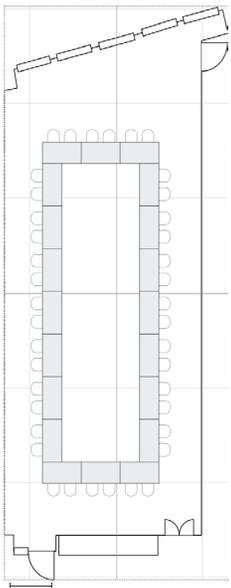
56 Seats

**Union South**



40 Seats

**Union North**

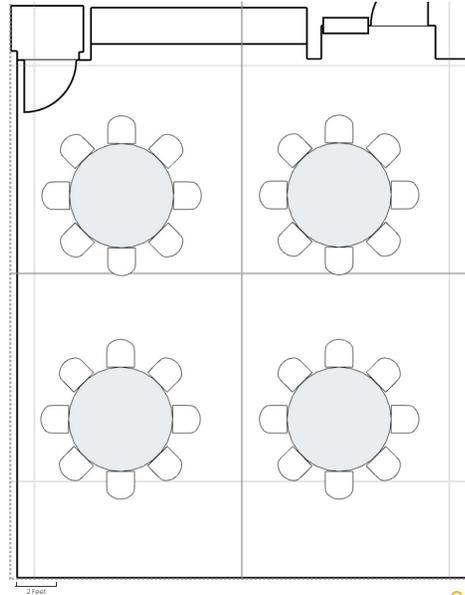


40 Seats

# BANQUET floor plans

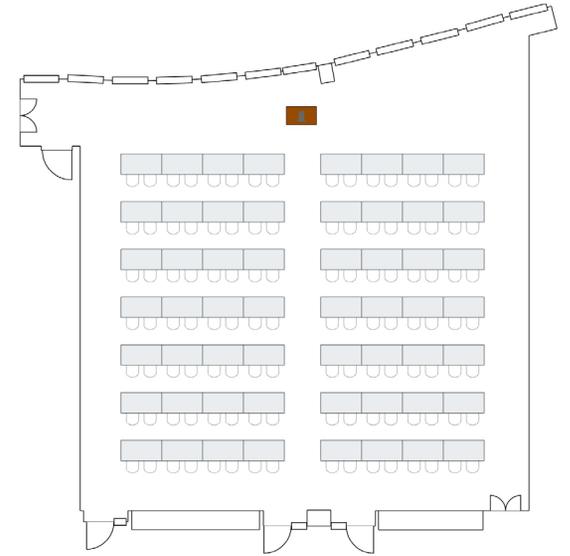


**Burnham**



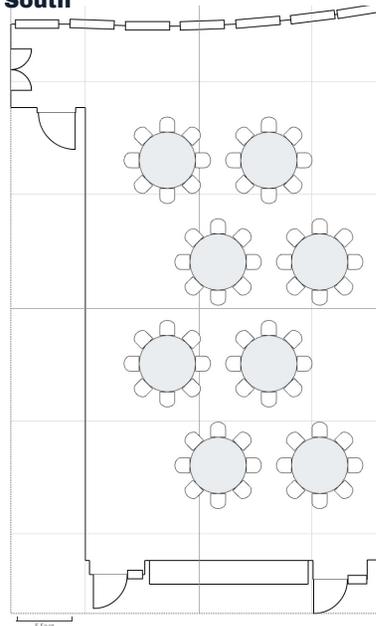
32 Seats

**Union Conference**



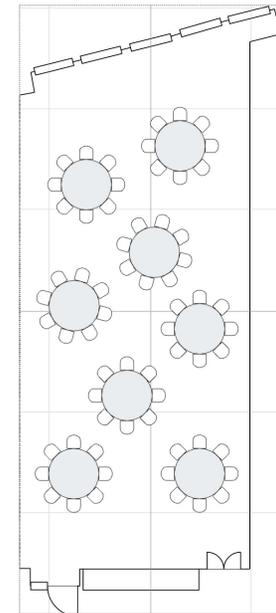
144 Seats

**Union South**



64 Seats

**Union North**



64 Seats

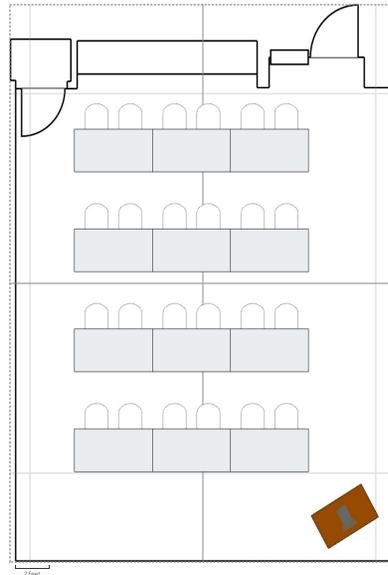
**320 SOUTH CANAL**

# CLASSROOM

floor plans

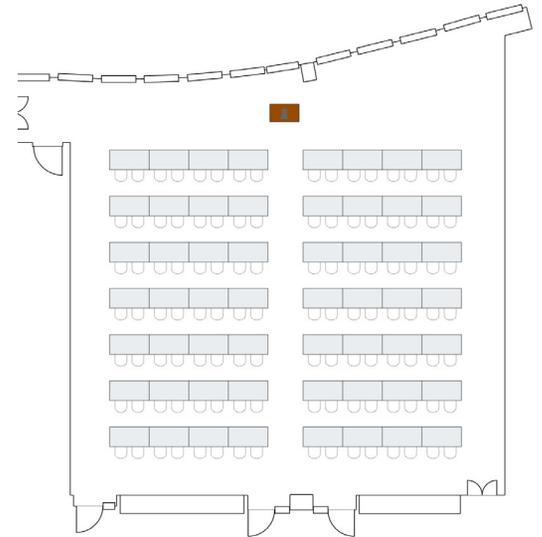


**Burnham**



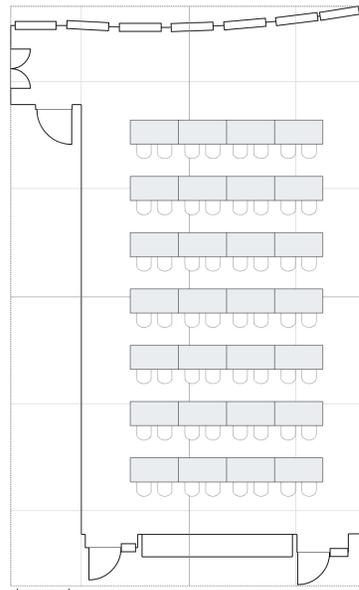
24 Seats

**Union Conference**



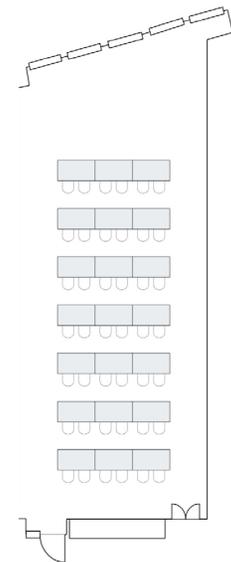
112 Seats

**Union South**



56 Seats

**Union North**



42 Seats

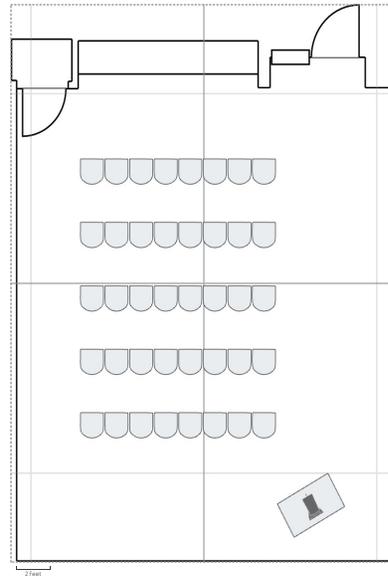
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# THEATRE

floor plans

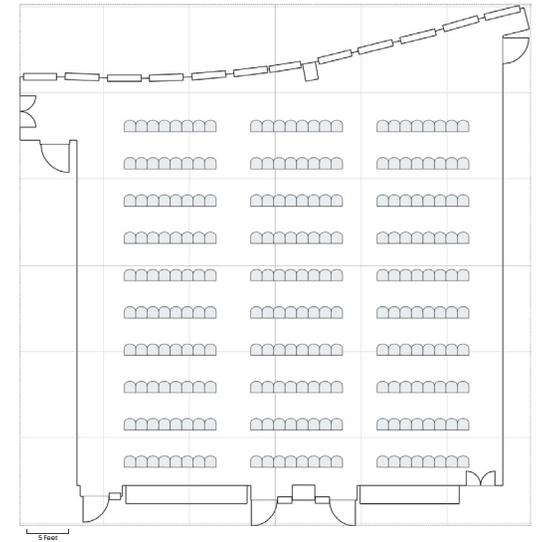


**Burnham**



40 Seats

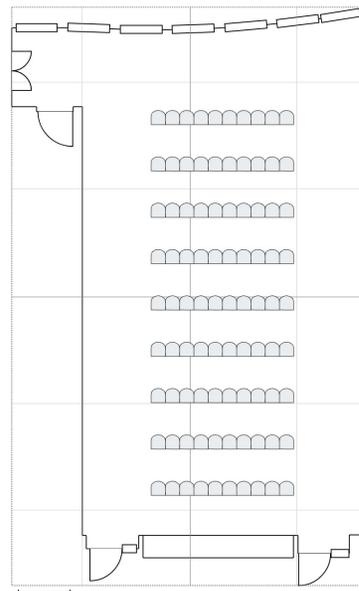
**Union Conference**



240 Seats

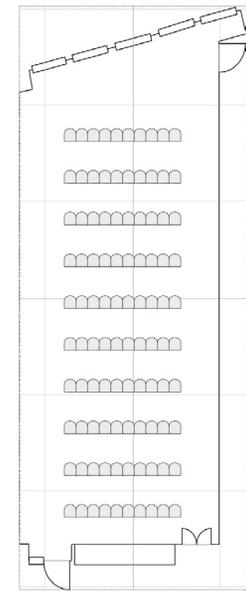


**Union South**



90 Seats

**Union North**



90 Seats



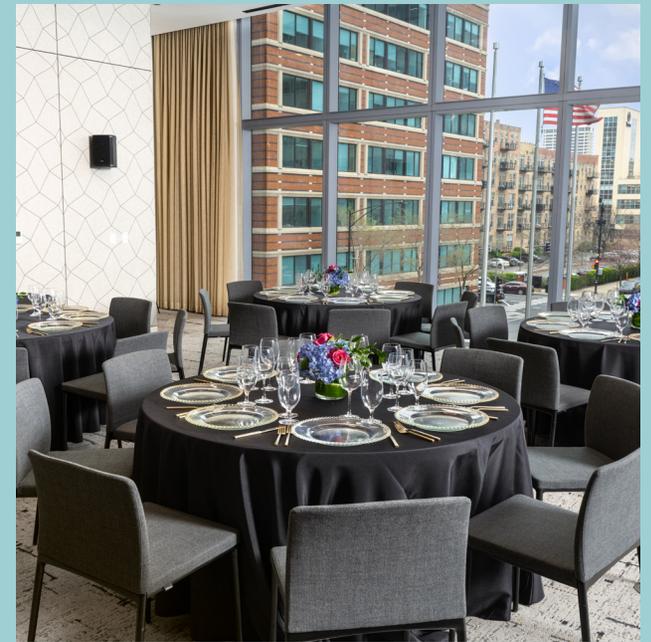
**320 SOUTH CANAL**

# THE PLATFORM CONFERENCE CENTER

rental rates

2025 Rates

	half day	full day	non-business hours
<b>The Platform</b> full conference center	\$1,200	\$2,300	\$400
<b>Union Conference Room</b>	\$900	\$1,700	\$300
<b>Union South</b>	\$550	\$1,000	\$150
<b>Union North</b>	\$550	\$1,000	\$150
<b>Burnham Executive Boardroom</b>	\$350	\$600	\$100



**Full Day Business Hours**  
8:30 AM - 5:00 PM  
Half Day bookings end by 12:00 PM or begin at 1:00 PM.

NON-BUSINESS HOUR events require booking The Platform Conference Center in full - individual spaces not available during non-business hours. 8 hour minimum booking applies on weekends.



Rates subject to change for uncontracted events.

320 SOUTH CANAL

# THE PLATFORM CONFERENCE CENTER

av rates

2025 Rates

## AV RATES

### Basic AV Package

screen (TV or projector), HDMI & USB wired podium, one microphone

### Audio / Video Conferencing

### Microphone

wireless or lapel

### Riser

8' x (choice of 4 - 16') x 16", includes skirting

### Panel Chair

choice of armchair or stool

### Whiteboard

business hours  
8:30 am - 5:00pm

### Included

\$150

\$35

\$500

\$25

\$50

non-business  
hours

\$200

\$200

\$50

\$500

\$25

\$50



## LABOR RATES\*

### Loading Dock

charges apply before 6am or after 6pm

### Security

off-duty police officer, required at events serving alcohol

### Porter / Janitorial

\$50

\$75

\$50



\*Rates listed are per staff member, per hour, with a four hour minimum. Labor needs vary for each event - inquire with Event Manager for a quote specific to your event date and time.

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# THE GREEN AT 320

unique collaborative space

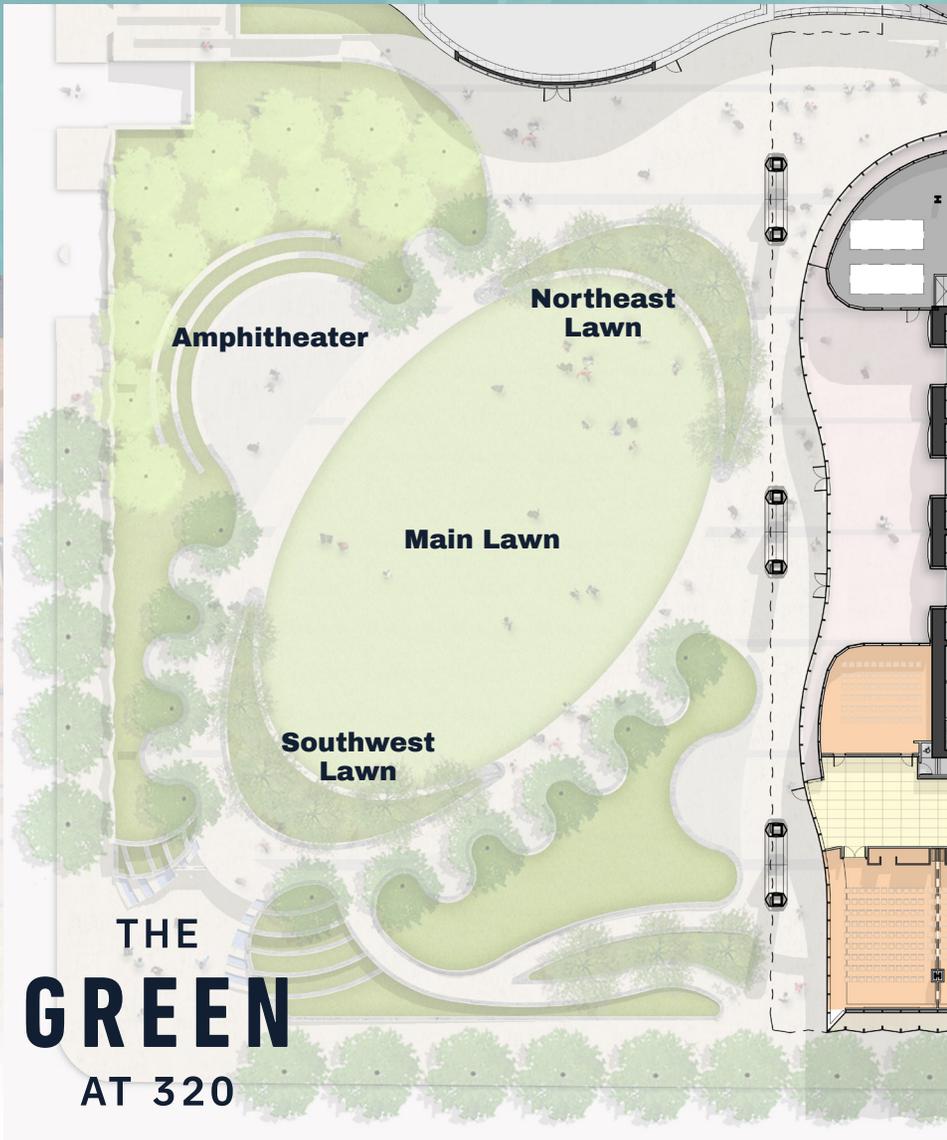


The Green at 320 South Canal is the largest privately owned public park space in Chicago's central business district. The 1.5-acre space features a 10,000 sq/ft lawn, lush landscaping, seating alcoves, and an amphitheater. There are a robust schedule of events and activities including fitness classes, live music, performance art, food trucks, and more – all free and open to the public! Canal Street Eatery, a new bar and restaurant that will open out into the park space, is expected to open later this summer.

**320 SOUTH CANAL**

# THE GREEN AT 320

unique collaborative space



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# THE GREEN AT 320

capacities

	reception	theatre	banquet	tradeshow
Main Lawn	500	400	400	100
Southwest Lawn	300	250	200	
Northeast Lawn	300	250	200	
Amphitheater	75	100	80	

Please submit an inquiry for **The Green at 320** to receive a custom quote for your event!



THE  
**GREEN**  
AT 320

320 SOUTH CANAL



# Meeting & Event Details



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## > 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](http://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

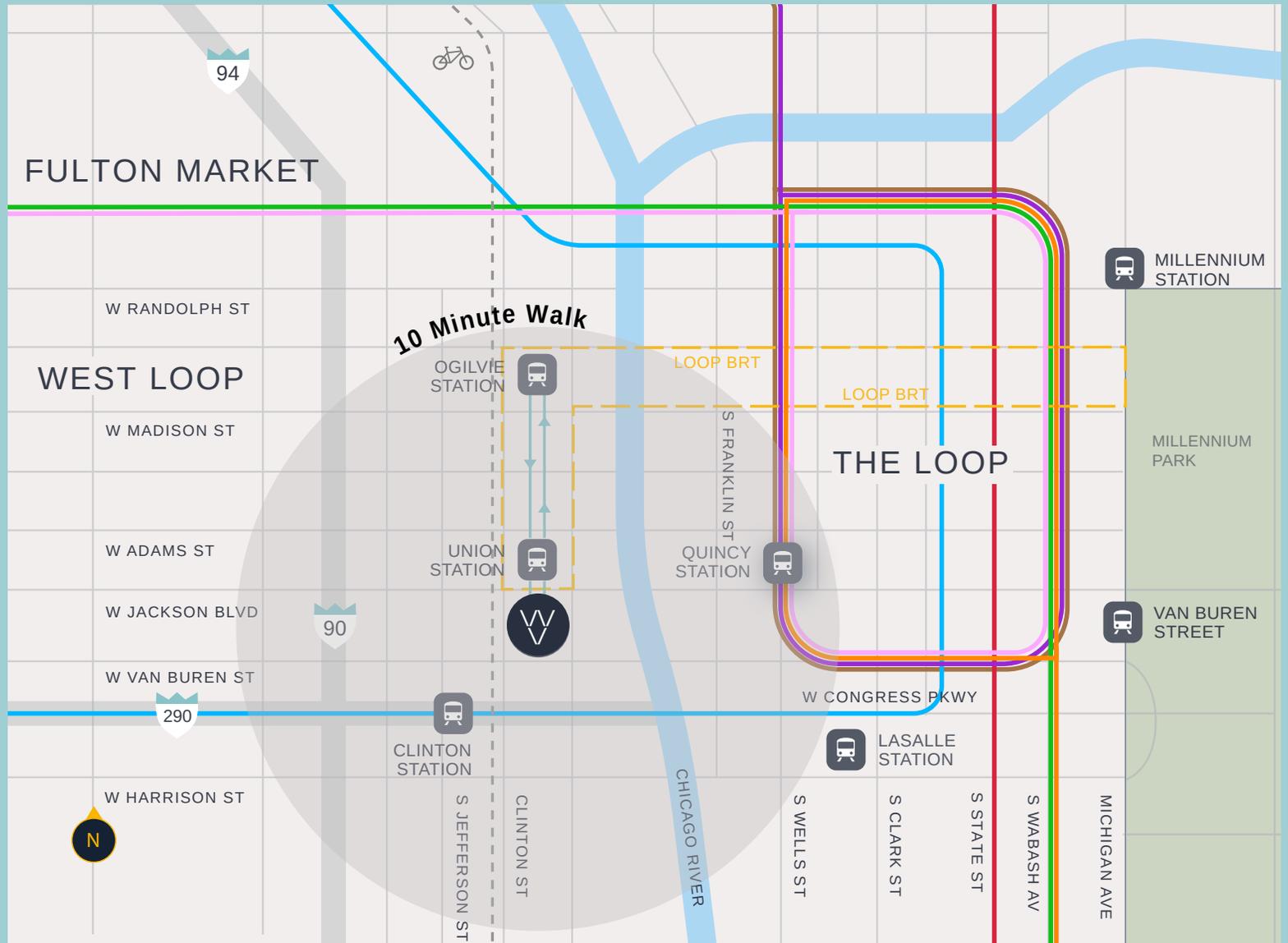
All non-tenants of 320 South Canal are required to submit a certificate of insurance before renting an event space. All outside vendors, contractors, etc. are required to submit a certificate of insurance before servicing the property. All certificates of insurance may be submitted to the Event Manager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

# CONNECTED

**320 South Canal** is located 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, a convenience for train commuters.

The building contains 324 car 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.





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Event Inquiry

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For More Information  
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BMO 

UBS