

# Four Seasons Hotel Chicago



## [Four Seasons Hotel Chicago](#)

120 E. Delaware Place  
Chicago, IL 60611

University Faculty and Staff Preferred Booking Method: GEMS online booking tool  
For Telephone Reservations, Call: 800-332-3442

Phone: 312-280-8800

Fax: 312-280-1748

Sales Contact: Leigh Brinckerhoff, [leigh.brinckerhoff@fourseasons.com](mailto:leigh.brinckerhoff@fourseasons.com), at 312-573-4168

Guest room [rates](#) vary by season and are subject to availability. Ask for the University of Chicago rate. Offer is available to all faculty, staff, students, guests, visitors, alumni, contractors, consultants, retirees and Big Ten University guests.

- A [Special Offer](#): Stays through March 31 receive a guaranteed upgrade to an Executive Suite

For groups of ten or more, contact [Kelly Such](#) at 312-573-5007. Click here to view the [Preferred Master Group Event Agreement](#), [Exhibit A](#) or [Exhibit B](#).

## 2017 Blackout Periods

Jun 1-3, 12-15, 20-23

Nov 26-29

## Cancellation Policy

By 6PM CT, Twenty-four (24) hours prior to day of arrival

A landmark of refined comfort, the Four Seasons Chicago features unrivalled Lake Michigan and city views and a luxurious Spa, all just steps from chic North Michigan Avenue shops and minutes from Chicago's business and financial centers.

The luxury five-star Four Seasons Hotel Chicago offers elegant guest rooms, just steps from the Magnificent Mile, Navy Pier and the John Hancock Observatory. All guest accommodations are on the 30th to 46th floors and feature spectacular views of Lake Michigan or the Chicago skyline. Luxury guest rooms and executive suites reflect the clean elegance of mid-20th-century French decor. Guests enjoy luxurious marble bathrooms and each guest room and suite is equipped with technology from flat-screen televisions to cordless phones and wireless Internet access.

- Complimentary wireless internet, toll-free phone calls, fitness center and swimming pool
- Full-service downtown Chicago hotel on Magnificent Mile
- 17 floors, 345 rooms - AAA 5 Diamonds
- Restaurant - lounge - spa - business services



## Reimbursement Policy

Faculty and staff business travel expenses are to be processed through the GEMS System located at <https://gems.uchicago.edu/login/auth.php>. Reimbursement of student and guest business lodging expenses is to be requested on a Travel Expense Voucher (Form 97) following the University's Financial Policy No. 1202, Travel Policies & Procedures.