

Mt. Zion Convention Center

Event Coordinator: Tiffany Streibich

t_streibich@mtzion.com

217-864-5424

1400 Mt. Zion Parkway

Mt. Zion, IL 62549

Welcome Convention Center Guests,

On behalf of the Village of Mt. Zion, thank you for considering our venue for your event.

At the Mt. Zion Convention Center, we are dedicated to making your event spectacular. We know you have options, and we want you to feel confident that we are the best choice for you. From planning and consultations, to state-of-the-art facilities and amenities, the Mt. Zion Convention Center is your one stop shop for all your event needs. Voted #1 by the Herald & Review People's Choice Award in 2023 for Banquet Facility! Our motto is, "We'll Make it Happen," so we will do our best to make your event successful and full of memories.

In this folder is the application for use of our Convention Center. Please look over the application and contact us if you have any questions or concerns. In order for the dates and times to be reserved, we must receive your completed application and cash or check payment in full (\$1000 down payment for weddings). We do not accept credit cards as a method of payment at this time.

Our friendly Village Staff are always available to answer any questions you may have! Feel free to call us during our regular office hours Monday – Friday, 7:30 am to 4 pm.

We look forward to working with you!

Sincerely,

Tiffany Streibich
Mt. Zion Convention Center
Event Coordinator
t_streibich@mtzion.com
217-864-5424



mt. zion
convention
center
We'll make it happen.



mt. zion
convention
center

Convention Center Application

Mt. Zion Convention Center
1400 Mt. Zion Parkway
Mt. Zion, IL 62549
Phone: 217-864-5424

Tiffany Streibich
Event Coordinator
t_streibich@mtzion.com

Name/Organization: _____ Today's Date: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ SSN: _____

How did you hear about us? Cold Call Walk In Reserved Before
 Friend/Family Website Social Media

Date of Event: _____ Time Event Begins: _____

Setup Time: _____ Time Event Ends: _____

Description of Event: _____ Number of Guests: _____

Bride (if applicable): _____ Groom (if applicable): _____

DJ? YES NO Name: _____

Band? YES NO Name: _____

Caterer? YES NO *(If YES, please select from one of our Preferred Caterers below)*

Angelo's, Kitchen of Doris Yoder, Nelson's, Griffins' BBQ, Coz's, Notorious P.I.G, Yoder's Kitchen, Cured Catering

(Guest must work directly with Caterer regarding menu choices)

Please return the completed application along with payment at time of booking. We recommend you retain a photocopy of all forms for your records.

Notice: Convention Center must be vacated by 12:00 AM. To avoid additional charges, we recommend you allow 1 hour breakdown time. Applicant hereby grants The Village of Mt. Zion permission to conduct a credit check if needed.



Thank you for choosing the Mt. Zion Convention Center for your event's venue!

Below are multiple packages to choose from for your convenience. If you have any questions or concerns, please contact our Event Coordinator, Tiffany, at the Village of

Mt. Zion at 217-864-5424 or t_streibich@mtzion.com



Wedding Package #1:

	<u>Rooms A & B & C</u> <i>*includes projector*</i>
Friday	\$2350
Saturday	\$2750
M-TH	\$1800



Wedding Package #2:

	<u>Rooms A & B</u> <i>*includes projector*</i>
Friday	\$1950
Saturday	\$2350
M-TH	\$1500

Wedding Packages Include...

- *Tables and chairs*
- *Set up and tear down*
- *Stage (small or large)*
- *Basic sound (1 mic for ceremony)*
- *Bridal and Groom Suites*
- *Decorating time the day before (8 am-4 pm)*
- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 10)*
- *Congratulatory message on Village of Mt. Zion marquee*
- **Holidays add \$500**
- *Sunday cleanup 8am-12pm (**Saturday packages only)*



Silver Corporate Package:

	<u>Room A</u> <i>*includes projector*</i>	<u>Room B</u>	<u>Room C</u>
Monday-Thursday	\$525	\$425	\$475
Friday	\$650	\$550	\$600
Saturday	\$800	\$700	\$750
Sunday	\$650	\$550	\$600
Holidays	\$850	\$750	\$800

Included...

- *Tables and chairs*
- *Set up and tear down*
- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*



 **Gold Corporate Package:**

	<u>Rooms A & B</u> <i>*includes projector*</i>
Monday-Thursday	\$700
Friday	\$1200
Saturday	\$1400
Sunday	\$1200
Holidays	\$1500

 **Platinum Corporate Package:**

	<u>Rooms A & B & C</u> <i>*includes projector*</i>
Monday-Thursday	\$1050
Friday	\$1600
Saturday	\$1850
Sunday	\$1500
Holidays	\$2050

Included...

- *Tables and chairs*
- *Set up and tear down*
- *Stage (small or large)*

- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 10)*

Included...

- *Tables and chairs*
- *Set up and tear down*
- *Stage (small or large)*

- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 10)*
- *Basic sound (1 mic and podium)*

**For all packages, there is a 10% discount
for the following:**

- Multiple Day Rentals
- Mt. Zion Businesses
- Mt. Zion Residents
- Non-for-Profit Organizations



A la Carte Items:

	<u>Price:</u>	<u>Rent:</u>
Event tear down day after <i>(8am-12pm) (Included in Wedding Packages)</i>	\$150	<input type="checkbox"/>
Room E <i>(included in Wedding Packages)</i>	\$75	<input type="checkbox"/>
Room F <i>(included in Wedding Packages)</i>	\$75	<input type="checkbox"/>
Portable Projector Screen	\$30	<input type="checkbox"/>
Basic Sound (1 mic and podium) <i>(included in Wedding and Platinum Corporate Packages)</i>	\$100	<input type="checkbox"/>
Stage with stairs <i>(included in Wedding, Gold Corporate and Platinum Corporate Packages)</i>	\$150	<input type="checkbox"/>
Cocktail tables <i>(included in Gold, Platinum and Wedding Packages)</i>	\$7	<input type="checkbox"/>
Event Staff to oversee Coat Check or Check In Stations <i>(4 hour max)</i>	\$100	<input type="checkbox"/>
Day before set up fee <i>(included in Wedding Packages)</i>	\$300	<input type="checkbox"/>

Total A La Carte Items: _____

Expo/Booth Events:

0-25 Booths \$300 per day	26-50 Booths \$500 per day	51+ Booths \$650 per day
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These fees are in addition to one of the above packages

- Package Selected:** Wedding Package #1 \$ _____
- Wedding Package #2 \$ _____
- Silver Corporate \$ _____
- Gold Corporate \$ _____
- Platinum Corporate \$ _____

Qualify for 10% Discount: YES NO \$ _____

Booth Event Rental: YES NO \$ _____

Total A La Carte Items: \$ _____

GRAND TOTAL: \$ _____



**VILLAGE OF MT. ZION
MT. ZION EAST CONVENTION CENTER
LICENSE AGREEMENT**

This License Agreement entered into this ____ day of _____, 20____, is made by and between the Village of Mt. Zion, IL ("The Village") and _____ ("Licensee").

GRANT OF LICENSE AND FEES

The License Fee for use of the Convention Center for the purpose stated in Licensee's application ("the Event") is \$_____. In consideration of payment of the License Fee, The Village grants Licensee a revocable, non-transferrable license to use the Convention Center beginning at _____ on _____ and ending _____ on _____ (the "Event Time"). This license expires at the end of the Event Time and the Convention Center must be vacated by that time. In the event Licensee does not vacate the Convention Center by the end of the Event Time, Licensee shall become liable to The Village for an additional \$100.00 for each hour or part thereof until the Convention Center is vacated. Incurring said late fees does not extend the term of this license. The Event Time will be reserved once The Village receives full payment of the License Fee.

TERMS AND CONDITIONS

1. **Payment:** Payment of the License Fee in full is due at the time of booking. No deposits are accepted or required, except wedding packages, deposit is \$1000. Credit Cards are not accepted. Cash or check only, checks must be made payable to: Village of Mt. Zion. (Intl. _____)
2. **Cancellation and Termination:** Licensee agrees that the calculation of damages caused by the cancellation or termination of this Agreement would be impossible or difficult to ascertain. Licensee may cancel this Agreement by giving The Village written notice of cancellation by personal delivery or U.S. Mail. Licensee shall forfeit the License Fee paid under this Agreement as liquidated damages; unless The Village is able to re-rent the premises for the date of Licensee's cancelled event, The Village shall refund Licensee the License Fee minus a 25% of total booking fee for administrative costs and as liquidated damages. Any refund made under this paragraph shall be made within thirty (30) days of cancellation. Licensee agrees that any violation of the Terms and Conditions of this Agreement is grounds for immediate termination of this license by The Village. Licensee also agrees that termination of this Agreement will result in the forfeiture of the License Fee as liquidated damages in addition to any other amounts due under this Agreement. (Intl. _____)
3. **Purpose of Use:** Licensee is the sole authorized user of the Convention Center for the Event Time and shall not transfer this license to any party. Licensee agrees that it shall not use the Convention Center for any unlawful, lewd, or obscene purpose, including without limitation any act noted in § 130.02(A) – (D) of the Mt. Zion Code of 1999. The Village reserves the right to refuse any group the privilege of using the Convention Center and/or terminate this license due to prior abuses of venue policy, whether at a Village facility or elsewhere. Licensee agrees that any misrepresentation in its Application, including misrepresentation as to the nature of the Event, is grounds for immediate termination of this license. Licensee warrants, represents, and agrees that no part of the Event will violate or infringe on any copyright, patent, right of privacy, or any statutory or common law right of any person, firm, or corporation.



Licensee acknowledges and agrees to abide by any rule, policy, or direction of The Village, its agents, or its employees, whether given contemporaneously with or after execution of this Agreement, posted at the Convention Center, or otherwise. If Licensee fails to abide by any of The Village's rules, policies, or directions, The Village reserves the right to terminate the license granted by this Agreement immediately and without notice at any time prior to or during the Event. Termination of the License during the Event may result in immediate removal of Licensee, every person under Licensee's control, and every person attending or participating in the Event for the Convention Center. (Intl._____)

4. Clean Up: The Licensee will be responsible for clearing the Convention Center to the satisfaction of The Village. Licensee agrees to remove all items, decorations, equipment, or other personal property brought into the Convention Center during the term of this license. All property shall be brought in, set up and removed during the Event Time and shall not be left over or stored at the Convention Center. Licensee further agrees to return the Convention Center in at least the condition in which it was received. Licensee shall within sixty (60) days of notice from The Village pay for the cost of any special cleanup required after the Event Time in addition to any other amounts incurred under this Agreement. (Intl._____)

5. Damage to Premises: Licensee shall not damage the Convention Center. Licensee shall within sixty (60) days of notice from The Village pay the cost, at Fair Market Value, for repairing any damage to the Convention Center and/or replacing any fixtures, furniture, furnishings, or equipment damaged or stolen because of an act by Licensee, by any person under Licensee's control, or by any person attending or participating in the Event. (Intl._____)

6. Indemnity: Licensee shall indemnify, save, and hold harmless The Village and its Commissioners, agents, and employees from any and all loss, cost, damage, liability, claim, or expense claimed by any person or persons for any injuries to person or property arising in any way from the Event, including set-up and tear-down, to the fullest extent permitted by law. (Intl._____)

7. Food/Catering: Licensee is permitted to bring caterer approved food (such as cakes, desserts, and candies) into the Convention Center for consumption during the Event. However, all catered events shall be catered by a caterer on the list provided herewith by The Village. No outside food can or will be brought into the Convention Center that isn't provided or approved by your caterer. (Intl._____)

8. Alcoholic Beverages: Licensee, every person under Licensee's control, and every person attending or participating in the Event is strictly prohibited from consuming or dispensing alcoholic beverages at the Convention Center unless Licensee has obtained a signed contract with a caterer on the list provided herewith by The Village. No outside purchases of alcohol can be brought into the event since this goes against the stated caterer's liquor license. No coolers, containers, cans, bottles, or flasks, etc. Your event can be shut down by the bar service. (Intl._____)

9. Decorations: Licensee agrees that no flammable decorations are allowed. The use of tape or the driving of nails, tacks, or other articles into the walls or otherwise defacing the Convention Center is strictly prohibited. NO CONFETTI/GLITTER. All decorating items brought into the Convention Center shall be removed by the end of the Event Time and may need to be approved by management. (Intl._____)

10. Smoke/Fog Machines Prohibited: Licensee agrees that smoke/fog machines are prohibited. Licensee shall inform all vendors including but not limited to their contracted DJ that the use of smoke/fog machines is strictly prohibited. Licensee agrees they will be subject to a \$500.00 fine, payable within 30 days of the event, if a smoke/fog machine is used and fire alarms are set off calling in additional personnel including the Mt. Zion Fire Department. (Intl._____).



11. Event Staff: Event staff person(s) will be at The Convention Center 30 minutes prior to the event start time, during the event and through the event end time. Event staff is available for additional time at an additional fee of \$15/hour. Licensee is responsible for security of all personal items at all times. Licensee agrees to keep building secure during event setup times. (Intl. _____)
12. Hours of Operation: The Convention Center is open for use Monday through Sunday from 8:00am to 12:00am (midnight). Notwithstanding any other provision of this Agreement, no individuals or equipment are permitted in the Convention Center after 12:00am (midnight). Licensee shall be liable to The Village for an additional \$100.00 for each hour or part thereof until the Convention Center is vacated. (Intl. _____)
13. Management Rights: This license is in no way exclusive of the rights of The Village. The Village retains all rights, including without limitation the right to control the management of the Convention Center and to enforce all applicable rules as well as the Terms and Conditions of this Agreement. The Village's representatives include its directors, policemen, firemen, and other designated representatives, who shall retain the right at any time to enter any portion of the Convention Center for any purpose, including but not limited to, enforcement of the termination of the license and removal of the Licensee from the Convention Center in accordance with the terms of this Agreement. (Intl. _____)
14. Use of Facilities: Licensee is only entitled to exclusive use of the room(s) in the Convention Center noted on the Application attached hereto. Licensee agrees that no vehicles shall be driven or parked on walkways without the prior written permission of The Village, and then only for purposes of unloading equipment. Licensee agrees that, if such permission is given, the vehicle must be immediately removed to the parking lot once the equipment is unloaded. Licensee shall not block walkways or doorways for any reason. (Intl. _____)
15. Miscellaneous: This Agreement shall be governed, construed, and interpreted by, through and under the Laws of the State of Illinois. The parties agree that the proper venue for any action brought pursuant to or on account of this Agreement is in the Sixteenth Judicial Circuit, Macon County, Illinois. If any provision of this Agreement is held unenforceable, all remaining provisions of this Agreement shall remain in full force and effect. The failure by The Village to require performance of any provision shall not affect its right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself or of any other part of this Agreement. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, agreements, and understandings with respect thereto. The Terms and Conditions of the Agreement may not be changed except by a written amendment signed by Licensee and The Village. The Village is not responsible for any Event prevented or rendered impossible or infeasible by any act or regulation of any public authority, civil tumult, strike, epidemic, interruption of civic infrastructure, war, emergency, or other cause beyond the control of The Village, and Licensee acknowledges and agrees that The Village will not refund fees or reschedule any Event prevented by a force majeure. (Intl. _____)
16. Cost of Enforcement: Licensee shall pay all expenses, reasonable attorney fees and court costs incurred in good faith by The Village in enforcing this Agreement. (Intl. _____)



17. Condition of Premises: Licensee acknowledges and agrees that it is licensing the Convention Center “as is,” and that no refunds will be given in if weather conditions result in the cancellation of the Event. (Intl. _____)

18. Additional Personnel: Licensee acknowledges and agrees that, in the sole discretion of The Village, Licensee may be required to hire additional personnel to assist with the Event at Licensee’s sole expense. Such personnel may include law enforcement officers, uniformed private security, emergency medical personnel, and/or firemen. Licensee agrees that, if additional personnel are required, it must enter separate agreements with any such personnel, and that a copy of each such agreement must be delivered to The Village at least fifteen (15) days prior to the Event Time. Private emergency medical companies and security companies must be approved by The Village. The Village may coordinate with public bodies on Licensee’s behalf. The Village reserves the right to review and reject any agreement entered pursuant to this paragraph. Failure to obtain additional personnel and agreements to The Village’s satisfaction shall be treated as a cancellation by Licensee under paragraph 2 of this Agreement. (Intl. _____)

19. If you do not choose the A, B & C package you acknowledge that the venue will not be a private event and other lessees may rent space not listed in this contract. (Intl. _____)

Licensee agrees to abide by all Terms and Conditions of this License Agreement.

The Village – Village of Mt. Zion

Licensee

By: _____ By: _____

Date: _____ Date: _____

Mt. Zion Convention

Center Restrictions

Please Remember:

- No Flammable Decorations
- No Tape on Walls
- No Command Strips
- No Confetti/Glitter
- No Driving of Nails, Tacks or Metal Articles into Walls
- No Animals Except for Those Assisting Disabled
- No Smoking Inside or Outside the Facility (Smoke-Free Campus)
- No Parking Under the Covered Entrance
- All Participants, Equipment and Decorations Must Vacate the Facility by 12:00 AM

Any damage caused by violating the above will result in additional charges

(See Section 5 of Rental License Agreement)

Preferred Caterers:

**This is a list of contracted caterers. Your catered event must be catered by one of the below.*

***Angelo's Catering**

404 W Spresser Street
Taylorville, IL 62568
217-824-8209
Catering.taylorville@gmail.com



***Doris Yoder**

2060 CR 1700E
Arthur, IL 61911
217-543-3409
[Email: echoprinters@ibyfax.com](mailto:echoprinters@ibyfax.com)



*Does not provide alcohol

***Nelson's Catering**

3005 Great Northern Road
Springfield, IL 62711
217-787-9443
Email: wanda@nelsonscatering.com
www.nelsonscatering.com



***Cured Catering**

110 W E McManus Street
Buffalo, IL 62515
217-391-2380
Email: curedcaters@gmail.com
<https://curedcaters.com/>



Preferred Caterers:

****This is a list of contracted caterers. Your catered event must be catered by one of the below.***

***Griffins' BBQ**

1 Sental Est
Sullivan, Illinois 61951
217-620-4003
Email: bbqcrewcatering@gmail.com

*Does not provide alcohol



***Coz's**

1405 East Village Parkway
Mt. Zion, IL 62549
217-864-1311
Call daily after 5PM except
Monday's & ask for Ruth or Carly



***Notorious P.I.G**

Full-Service Food Truck
2910 South Mount Zion Road
Decatur, IL 62521
Zach Keck
(217) 864-9400
Npigbbq.com



***Yoder's Kitchen**

1195 E Columbia Street
Arthur, IL 61911
217-543-2714
Email: info@yoderskitchen.net
*Does not provide alcohol



DJ:

Complete Weddings & Events

O: 217-993-5373 C: 815-274-2711

Email: Jordan@completewedoinc.com

www.CompleteCentralIllinois.com



Spin Masters DJ & Entertainment

618-540-0393 Tony

217-972-7772 Casey

info@spinmasterdjstl.com



Creative Souls DJ & Up lighting

217-848-0419

Email: iamcreativesouls@yahoo.com

www.creativesoulsdj.com



Elegant Events

[217-590-6641](tel:217-590-6641)

Channon and Ryan

1810 Lake Ridge Ct,

Mahomet, IL 61853

Email: info@eleganteventscu.com

www.ido-events.com



Illinois Audio

P.O. Box 3632

Decatur, IL 62524

217-877-0744

Email: kenny@illinoisaudio.net



Florists:

The Bloom Room

245 W Main Street

Mt. Zion, IL 62549

217-864-4623

Email: thebloomroomz@gmail.com

www.shirleysflowershoppe.com



Lighting:

Complete Weddings & Events

O: 217-993-5373 C: 815-274-2711

Email: Jordan@completewedoinc.com

www.CompleteCentrallllinois.com



Creative Souls DJ & Uplighting

217-848-0419

Email: iamcreativesouls@yahoo.com

www.creativesoulsdj.com



Elegant Events

[217-590-6641](tel:217-590-6641)

Channon and Ryan

1810 Lake Ridge Ct,

Mahomet, IL 61853

Email: info@eleganteventscu.com



I Do Events

[\(309\) 745-9436](tel:309-745-9436)

W War Memorial Dr Suite 550,

Peoria, IL 61615217-398-1110

Email: heather@ido-events.com

www.ido-events.com



Illinois Audio

P.O. Box 3632

Decatur, IL 62524

217-877-0744

Email: kenny@illinoisaudio.net



Spin Masters DJ & Entertainment

618-540-0393 Tony

217-972-7772 Casey

info@spinmasterdjstl.com



Linens:

Best Expo

P.O. Box 107
Sherman, IL 62684
217-899-1321
Email: mjacobs@bestexpoinc.com
www.bestexpoinc.com



Elegant Events

[217-590-6641](tel:217-590-6641)
Channon and Ryan
1810 Lake Ridge Ct,
Mahomet, IL 61853
Email: info@eleganteventscu.com
www.ido-events.com



Lottie Linens

1208 Bear Lane Unit A
Monticello, IL 61856
217-493-2284
Email: lottie.linens@gmail.com
www.bestweddinglinens.com



I Do Events

[\(309\) 745-9436](tel:309-745-9436)
W War Memorial Dr Suite 550,
Peoria, IL 61615 217-398-1110
Email: heather@ido-events.com
www.ido-events.com



Photography & Videography:

Complete Weddings & Events

O: 217-993-5373 C: 815-274-2711

Email: Jordan@completewedoinc.com

www.CompleteCentrallllinois.com



J.C Photography

Central Illinois Photographer

217-416-5316

Email: J.CPhotography1@yahoo.com

Jcphotography12.wixsite.com/mysite



J.C. PHOTOGRAPHY

Graysie Photography

Central Illinois Photographer

309-420-8468

facebook.com/GraySeePhoto

Graysie

PHOTOGRAPHY



Hotels:

Hampton Inn by Hilton

Mae Appelhans

Director of Sales

Hampton Inn Decatur/Mt. Zion

Mae.Appelhans@hilton.com

217-864-3297 Ext. 505

www.hampton.com



Hawthorn Suites by Wyndham

2370 S Mt. Zion Road

Decatur, IL 62521

217-864-9311

Email: decatursales@ipdhospitality.com

www.hawthorn.com



Rentals:

Makin' Memories & Moore

Tammy Ashby

217-433-7251

Call to schedule appointment

Email: makinmemoriesrentals@gmail.com



Event Market

Jenni Case, Heather Fox, Ashley Koonce

217-245-9643

Call to schedule appointment

Email: rentanevent3@gmail.com



I Do Events

Shoppes at Grand Prairie

5201 W War Memorial Drive

Suite 550

Peoria, IL 61615 www.ido-events.com

Phone: 309-745-9436

Email: heather@ido-events.com



Wedding Planners:

Makin' Memories & Moore

Tammy Ashby

217-433-7251

Call to schedule appointment

Email: makinmemoriesrentals@gmail.com



CK Events + Travel

Chelsea Kelly

217-412-0086

CKEvents6422@gmail.com

Ckeventcoordination.com



Mt. Zion Convention Center Layout

