



APPLICATION

Mt. Zion Village East Convention Center
1400 Mt. Zion Parkway
Mt. Zion, IL 62549
(217) 864-5424 Fax (217) 864-5935

Date of Application: _____ Date of Event: _____
Event Start Time: _____ End Time: _____ Number of Guests: _____
Guest Set-Up Time: _____ End Time: _____ Teardown Time: _____
Name of Applicant: _____
Address: _____
City/State/Zip: _____
Phone: _____ DOB/SSN: _____
Email: _____

Organization (if applicable): _____
Bride/Groom (if applicable): _____
Alternate Event Contact: _____
Phone(s): _____
Email(s): _____

Description of Event: _____
Reserved any Village of Mt. Zion facility before? Y / N
Will there be any ticket sales? Y / N How many? _____ What price per ticket? _____
Will there be donations? Y / N Are you requesting catering? Y / N What kind? _____
Caterer: _____ DJ: _____ Band: _____
Rental Provider: _____

Please return a complete application and signed license agreement 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 the agreed upon ending time of the event. 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.**

	<u>Room A</u>	<u>Room B</u>	<u>Room C</u>	<u>Kitchen "C"</u>	<u>Room E</u>	<u>Room F</u>
Mon-Thurs	\$540 __	\$430 __	\$540 __	\$75 __	\$75 __	\$75 __
Friday	\$650 __	\$540 __	\$760 __	\$125 __	\$100 __	\$100 __
Saturday	\$760 __	\$650 __	\$760 __	\$125 __	\$100 __	\$100 __
Sunday	\$640 __	\$530 __	\$540 __	\$75 __	\$75 __	\$75 __
Sunday(holiday)	\$740 __	\$630 __	\$640 __	\$75 __	\$75 __	\$75 __

	<u>Rooms A & B</u>	<u>All Rooms A, B, C</u>
Mon – Thurs	\$650 __	\$990 __
Friday	\$1,090 __	\$1,560 __
Saturday	\$1,370 __	\$1,850 __
Sunday	\$1,070 __	\$1,610 __
Sunday(holiday)	\$1,290 __	\$1,990 __

Expo/Trade show/Booth Events Surcharge:

0-25 Booths **\$300** per day _____
26-50 Booths **\$500** per day _____
51+ Booths **\$600** per day _____

(These fees are in addition to the daily rental fee)

Subtotal	\$ _____
A 10% discount will be applied to any multiple day rentals.	- _____
A 10% discount will be applied to all Village of Mt. Zion residents.	- _____
A 10% discount will be applied to all Village of Mt. Zion businesses.	- _____
Weekly (Monday-Thursday) 15% discount for Holiday Parties	- _____
Friday Set-up Fee: Between the hours of 9 a.m.–2 p.m. For the fee of \$200 (If not booked, 8 days prior to the event, you may rent for a Friday set-up)	- _____
Total	\$ _____

Additional Services:

Flip Chart	\$30 _____	Projector (Room A)	\$100 _____
Fog Machine	\$25 _____	Piano	\$150 _____
Marquee Announcement	\$35 _____	Sound (1 mic only)	\$100 _____
Table Stands (50 available)	\$30 _____	Premium Sound	\$250 _____
Stage	\$250 _____	(min. \$200, quotes available by request – priced based on need)	
Projector screen B or C	\$35 _____		
Sound w/Board & engineer	\$550 _____		
Coat Check (Max 4hrs)	\$100 _____ (\$25 each add. hr) _____		
Floor Plan Changes (more than two)	\$25 _____ per change		
Cocktail Tables	(12) \$100 _____		
	(6) \$50 _____		
	(3) \$25 _____		

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. 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% 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. (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 as a result 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. 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. 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._____)

11. 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._____)

12. 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. (Intl._____)

13. 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._____)

14. 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._____)

15. 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._____)

16. 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._____)

17. 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._____)

18. If you do not choose the AB&C package you acknowledge that the venue will not be a private event and other lessee's 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: _____