



mt. zion  
convention  
center

## Convention Center Application

**Mt. Zion Convention Center**

1400 Mt. Zion Parkway  
Mt. Zion, IL 62549  
Phone: 217-864-5424  
Fax: 217-864-5935

**Tiffany Ball**

Event Coordinator  
t\_ball@mtzion.com

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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 Catering, Doris Yoder, Gin Mill, Nelson's catering, Griffins' BBQ, Coz's**

*(Guest must work directly with Caterer regarding menu choices)*

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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.**

**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\\_ball@mtzion.com](mailto:t_ball@mtzion.com).



### Wedding Package #1:

	<u>Rooms A &amp; B &amp; C</u> <i>*includes projector*</i>
Friday	\$1800
Saturday	\$2200
M-TH	\$1600



### Wedding Package #2:

	<u>Rooms A &amp; B</u> <i>*includes projector*</i>
Friday	\$1400
Saturday	\$1800
M-TH	\$1300

#### *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-5 pm)*
- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 11)*
- *Congratulatory message on Village of Mt. Zion marquee*
- **Holidays add \$500**



### 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	\$400 <i>*PM only*</i>
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 &amp; B</u> <i>*includes projector*</i>
Monday-Thursday	\$700
Friday	\$1200
Saturday	\$1400
Sunday	\$1200
Holidays	\$1500

 **Platinum Corporate Package:**

	<u>Rooms A &amp; B &amp; 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)*
- *Use of kitchen in Banquet Room C*
- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 11)*

*Included...*

- *Tables and chairs*
- *Set up and tear down*
- *Stage (small or large)*
- *Use of kitchen in Banquet Room C*
- *Event consultation and floor plan design with Event Coordinator*
- *Vendor references*
- *Professional cleaning*
- *Cocktail tables (up to 12)*
- *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>
Kitchen in Banquet Room C <i>(included in Wedding and Platinum Corporate Packages)</i>	\$100	<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	26-50 Booths	51+ Booths
\$300 per day	\$500 per day	\$650 per day

*\*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 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, 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. \_\_\_\_\_)



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 A, B & 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: \_\_\_\_\_