



## 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

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**

*(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.**

**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
Sunday	\$1600



### **Wedding Package #2:**

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

#### *Wedding Packages Include...*

- *Tables and chairs*
- *Set up and tear down*
- *Stage (small or large)*
- *Basic sound (1 mic and podium)*
- *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 12)*
- *Congratulatory message on Village of Mt. Zion marquee*
- *Use of kitchen in Banquet Room C*  
*\*Package #1 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	\$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 12)*

*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 \$300 per day	26-50 Booths \$500 per day	51+ Booths \$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:** \$ \_\_\_\_\_