



**CROWNE PLAZA®**

AN IHG® HOTEL

SPRINGFIELD - CONVENTION CENTER

# Wedding Packages

*Photos Courtesy of Jill Gum Photography*



*For a one-of-a-kind wedding celebration, Crowne Plaza Springfield will exceed every expectation. From beautiful ballrooms and creative menus, to our exceptional events team, we offer everything you need to make your big day an affair to remember for a lifetime. Contact us today to begin planning ~ we look forward to working with you.*

*Visit our pages featured on WeddingWire and The Knot*



*Photos Courtesy of Kate Spencer Photography*

**CROWNE PLAZA SPRINGFIELD**  
3000 S. Dirksen Parkway | Springfield, Illinois  
217.585.2830  
sales@cpspringfield.com



## *Congratulations from Crowne Plaza Springfield*



Thank you for your interest in the Crowne Plaza Springfield! We know that a lot goes into planning your special day, and our dedicated staff will be with you every step of the way. From professional catering managers to the culinary abilities of our Executive Chef, we realize that the smallest details are sometimes the most important.

From intimate gatherings to large affairs with hundreds of guests, our luxurious ballrooms and rooftop terrace make the Crowne Plaza Springfield the perfect venue for the event of your dreams. Let us help you create a wedding to remember for a lifetime.

Our attached packages can be customized to fit your specific requests. Special dietary meals including Vegetarian/Vegan/Gluten-Free options and kids meals are available upon request.



All wedding Packages include the following:

- Hors d'oeuvres: Butler Passed & Displayed
- Champagne Toast
- Gourmet Plated Dinner or Buffet Selection
- Complimentary Wedding Cake Cutting
- Complete Ballroom Setup Including Formal White Linens (Colored Specialty Linens Can be Arranged)
- China, Glassware and Silverware
- Mirror Tiles, Votive Candles & Hurricane Vases Available to Accentuate Your Table Centerpieces
- Wood Parquet Dance Floor
- Complimentary Suite for Bride & Groom the Evening of the Wedding
- Complimentary Breakfast for Bride & Groom Post-Wedding
- 15% Discount for Family Breakfast in a Private Banquet Space
- Preferential Guest Room Rates

**Please contact our Catering Department for your personal consultation and tour.  
217.585.2830 | [www.cpspringfield.com](http://www.cpspringfield.com)**

**\*Please Note:**

At times, menu offerings and pricing may change due to product availability and market demand.





# Sapphire Package

\$48 Per Guest | Plated Dinner



## HORS D'OEUVRES

~Displays~

Domestic & Imported Cheese Board with Assorted Crackers & French Bread Crostini  
Seasonal Vegetable Crudites with Ranch, French Onion & Roasted Red Pepper Hummus

~Buter Passed ~ Choose Two~

Mini Beef Empanada | BBQ Meatballs | Chinese Eggrolls | Vegetable Springrolls  
Chicken Sate with Teriyaki | Mini Chicken Cordon Blue | Antipasto Skewers | Traditional Bruschetta

## SALADS

Mixed Greens | Cucumber, Tomato, Shredded Carrots, Cheddar Cheese, Two House Dressings  
Classic Caesar | Romaine, Shredded Parmesan, Garlic Croutons, Caesar Dressing  
Spring Leaf | Mixed Greens, Strawberries, Toasted Almonds, Feta Cheese, Poppyseed Dressing  
Crowne | Mixed Greens, Dried Cranberries, Candied Walnuts, Bleu Cheese, Balsamic Vinaigrette

## ENTREES

*Entrees are Served with Chef's Selection of Seasonal Vegetable & Starch, Rolls & Butter,  
Seattle's Best Coffee, Hot & Iced Tea Service*

Stuffed Chicken Breast | Proscuitto & Swiss Cheese, Chipotle Cream Sauce  
Grilled Chicken Breast | Lemon Caper Beurre Blanc  
Chicken Caprese | Mozzarella, Tomato, Basil, Balsamic Drizzle  
Sliced Pork Loin | Sweet Apples & Onion Gravy  
Salmon Filet | Chive Beurre Blanc  
Grilled 6oz Sirloin | Red Wine Demi Glace  
Cheese Tortellini | Mushrooms, Spinach, Grape Tomatoes, Pesto Cream Sauce

## BAR SERVICE

*Hosted Bars are Based on Four (4) Hours of Service ~ Add to Package Pricing (Per Guest)  
After 4 Hours, Consumption or Cash Bar Pricing Applies*

Bottled Domestic Beer | House Wines | Soft Drinks ~ \$20  
Call Branded Liquors + Above ~ \$28  
Premium Branded Liquors + Above ~ \$39



## Emerald Package

\$54 Per Guest | Buffet Dinner



### HORS D'OEUVRES

~Displays~

Domestic & Imported Cheese Board with Assorted Crackers & French Bread Crostini  
Seasonal Vegetable Crudites with Ranch, French Onion & Roasted Red Pepper Hummus

~Butter Passed ~ Choose Two~

Mini Beef Empanada | BBQ Meatballs | Chinese Eggrolls | Vegetable Springrolls  
Chicken Sate with Teriyaki | Mini Chicken Cordon Blue | Antipasto Skewers | Traditional Bruschetta

### SALADS

~Choice of One~

Mixed Greens | Cucumber, Tomato, Shredded Carrots, Cheddar Cheese, Two House Dressings  
Classic Caesar | Romaine, Shredded Parmesan, Garlic Croutons, Caesar Dressing  
Spring Leaf | Mixed Greens, Strawberries, Toasted Almonds, Feta Cheese, Poppyseed Dressing  
Crowne | Mixed Greens, Dried Cranberries, Candied Walnuts, Bleu Cheese, Balsamic Vinaigrette

### ENTREES

*Choice of Two, Served with Chef's Selection of Seasonal Vegetable & Starch, Rolls & Butter,  
Seattle's Best Coffee, Hot & Iced Tea Service*

Grilled Chicken Breast | Rosemary & Artichoke Cream Sauce  
Italian Herb Crusted Chicken Breast | House Marinara Sauce  
Ancho Rubbed Pork Loin | Tomatillo Sauce  
Sliced New York Strip | Cabernet Reduction  
Alaskan Salmon | Lemon Dill Beurre Blanc  
Baked Cod | Tomato & Herb Butter  
Baked Ziti | Italian Sausage, House Vodka Sauce, Mozzarella

### BAR SERVICE

*Hosted Bars are Based on Four (4) Hours of Service ~ Add to Package Pricing (Per Guest)  
After 4 Hours, Consumption or Cash Bar Pricing Applies*

Bottled Beer | House Wines | Soft Drinks ~ \$20  
Call Branded Liquors + Above ~ \$28  
Premium Branded Liquors + Above ~ \$39



## Diamond Package

\$62 Per Guest | Plated Dinner



### HORS D'OEUVRES

~Displays~

Domestic & Imported Cheese Board with Assorted Crackers & French Bread Crostini  
Seasonal Vegetable Crudites with Ranch, French Onion & Roasted Red Pepper Hummus

~Buter Passed ~ Choose Three~

Mini Beef Empanada | BBQ Meatballs | Chinese Eggrolls | Vegetable Springrolls  
Chicken Sate with Teriyaki | Mini Chicken Cordon Blue | Antipasto Skewers | Traditional Bruschetta

### SALADS

Mixed Greens | Cucumber, Tomato, Shredded Carrots, Cheddar Cheese, Two House Dressings  
Classic Caesar | Romaine, Shredded Parmesan, Garlic Croutons, Caesar Dressing  
Spring Leaf | Mixed Greens, Strawberries, Toasted Almonds, Feta Cheese, Poppyseed Dressing  
Crowne | Mixed Greens, Dried Cranberries, Candied Walnuts, Bleu Cheese, Balsamic Vinaigrette

### ENTREES

*Entrees are Served with Chef's Selection of Seasonal Vegetable & Starch, Rolls & Butter,  
Seattle's Best Coffee, Hot & Iced Tea Service*

Seared 'Frenched' Chicken Breast | Natural Jus  
Chargrilled Filet | Creamy Peppercorn Sauce  
Braised Short Ribs | Cabernet Reduction  
Bone-In Pork Chop | Apricot Chutney  
Baked Halibut | Garlic Butter Sauce

\*Duet Plated Dinner Options are Available Upon Request\* ~ MP

### BAR SERVICE

*Hosted Bars are Based on Four (4) Hours of Service ~ Add to Package Pricing (Per Guest)  
After 4 Hours, Consumption or Cash Bar Pricing Applies*

Bottled Beer | House Wines | Soft Drinks ~ \$20  
Call Branded Liquors + Above ~ \$28  
Premium Branded Liquors + Above ~ \$39



## Enhancements & Package Add-Ons



### **GROOMSMEN GRUB | \$18 Per Person**

Build Your Own Mini Slider Burgers with Condiments | Mini Corn Dogs | Housemade Potato Chips  
Soft Pretzels with Mustard & Cheese Sauces

### **THE FIESTA | \$15 Per Person**

Shredded Beef | Seasoned Chicken | Lettuce, Mixed Cheese, Sour Cream | Fresh Flour Tortillas  
Tri-Color Tortilla Chips & House Salsa

### **PIZZAS | \$20 Per Pizza**

16" Large Pizzas | Up to Three Toppings Per Pizza

### **SWEET ENDINGS | \$12 Per Person**

Assorted Mini Cheesecakes | Freshly Baked Cookies & Gourmet Brownies | Seattle's Best Regular & Decaf  
Coffees | Flavored Syrups & Creamers | Cinnamon Sticks

### **BRIDAL BRUNCH | \$18 Per Person**

Choice of Housemade Quiche | Fresh Seasonal Fruit Skewers | Selection of Warm Breakfast Breads  
Mimosa Pitcher or Sparkling Wine

### **KIDS ENTREES | \$20 Per Child (12 & Under)**

Choice of Chicken Fingers, Slider Burgers or House Mac & Cheese with French Fries and Fresh Fruit

### **WINE SERVICE WITH DINNER | \$8 Per Person**

Choice of Two Bottles Per Table - House Chardonnay, Pinot Grigio, Moscato, Cabernet or Merlot



### **CUSTOM MENUS**

Looking for something different? Our Catering Managers and Executive Chef will work with you to create a menu completely customized to your big day! From traditional dishes to a variety of cultural cuisine, we have the experience and ability to help make your reception menu truly unique.

### **REHEARSAL DINNERS & FAREWELL BRUNCHES**

While we know your wedding day is the main celebration, the night prior is all about enjoying a relaxing dinner with your closest family and friends. Whether you prefer an elegant, formal event or a more casual dinner, the Crowne Plaza can help make your vision come to life. With many private spaces throughout the hotel (even on the rooftop), we are here to help design the perfect rehearsal dinner for you.

Thinking of hosting a post-wedding brunch before your guests depart? We offer brides and grooms many options for farewell breakfasts and brunches. From a simple continental breakfast to a full brunch spread, we have you covered. With our wedding packages, a 15% discount is applied to current menu pricing for a private breakfast.



## *Booking Policies & Guidelines*



### *~Deposits~*

A non-refundable \$1,000.00 deposit and credit card are required to guarantee desired banquet space. These must be received along with the signed contract. No event is considered definite until a deposit and signed contract are received by the Sales Office. All deposits and payments are non-refundable. Your contract will indicate your payment schedule.

### *~Food & Beverage Service~*

The Crowne Plaza will be the sole provider of all food and beverage served on premises, with the exception of wedding cakes. In addition, the hotel is the only authorized licensee able to dispense and sell alcoholic beverage according to the Illinois state law. The hotel will not serve any alcoholic beverages to anyone under the legal drinking age or to anyone considered under the influence of alcohol.

### *~Food & Beverage Minimums~*

There are minimums in food and beverage sales (prior to service charge and tax) to avoid room rental charges. Should the actual event revenue fall below the minimum, the difference will be charged as room rental. Cash bar sales do count toward your minimum. Food and beverage minimums do not decrease if the expected attendance is not reached. Your Catering Manager will determine the minimum for your event at time of contracting.

### *~Payments & Final Payment~*

A payment schedule will be set up for pre-payment of the event. The schedule will be based on the minimum required in food and beverage revenue plus taxable 22% service charge and current sales tax (subject to change without notice). Failure to make payments by specified dates is cause for the Crowne Plaza to release the desired space. Pre-payments are an estimation of total costs and therefore the final payment is subject to change once meal guarantees have been provided to the hotel.

### *~Specialty Linen~*

Should you request special linens or chair covers, please contact your Crowne Plaza Catering Manager. We would be happy to provide vendor recommendations.

### *~Decoration Limitations~*

No confetti, confetti cannons, or glitter of any kind is permitted. All candle centerpieces must be in a container such as a votive holder or hurricane globe. The Crowne Plaza does not allow open flames in the hotel. No staples, tacks or adhesives are allowed on any walls or doors within the meeting facilities. No signs or posters may be placed in the hotel lobby without permission; however banners and backdrops may be hung with approval and advance coordination through the catering department.

### *~Menu Selections~*

If choosing to offer more than one entree choice, place cards and a guaranteed number of each entree must be provided. Special accommodations can be made for children and those with special dietary needs. All food and beverage pricing is subject to change; prices agreed upon with a signed Banquet Event Order are binding. To assure that your menu selections can be made available, selections must be received a minimum of 30 days prior to the event.



## *Booking Policies & Guidelines*



### *~Meal Guarantees~*

Guarantees are required for the number of persons attending your function by 10:00am, five (5) business days prior to the date of the event. This number will be considered a guaranteed number for attendance and is not subject to reduction. If no guarantee is received, the agreed number of guests on the Banquet Event Order will be considered the guarantee. If attendance falls below the guarantee, the host is responsible for the number guaranteed. Menu prices will be guaranteed at the time of the menu selection and not more than 6 months prior to the event date.

### *~Audio/Visual Services~*

The Crowne Plaza offers a full array of audio-visual equipment and services. In order to better serve you, the hotel has partnered with Premiere Audio Visual (PAV) to exclusively provide the audio/visual equipment needs in our banquet facilities. If you choose to provide your own A/V equipment, technical assistance and support can be provided with sufficient notice and will be charged at the prevailing rates. Note that third party companies will not be allowed to provide equipment or technical support to any events on the hotel grounds (except for DJs or bands). The use of the Hotel's grand piano is \$200.00 and subject to placement in select locations.

### *~On-Site Wedding Ceremonies~*

The Crowne Plaza's rooftop terrace is the perfect ceremony location. Rental of this space is subject to a \$500.00 fee and includes banquet chairs, set-up, and private ready room(s) for the bridal party. In the instance of inclement weather, the ceremony would be moved indoors to a space separate from the reception room.

### *~Liability~*

The Crowne Plaza will not be responsible for any gifts, cards or other personal belongings left in the function space. In addition, the hotel cannot be responsible for any lost, stolen or missing articles. The client is responsible for assuring that all items are removed from the facility immediately following the function and returned to the appropriate agencies. The client assumes responsibility for any damages caused by themselves, vendors or guests. A credit card is required to be on-file with the Hotel for any additional charges that were not fully paid in advance of the function.

### *~Security~*

We may request that security be required based upon the nature of the function. This will be at the client's expense. The catering department will assist in making such arrangements. The hotel retains the right to approve a coordinator and monitor any supplemental security services.