

Want to Host a Wedding?

Erin's Pavilion has been consistently voted BEST OF – place to host a Wedding or Reception by two major publications in Springfield, IL since opening its doors in May 2010! Our main banquet hall seats up to 300 people and makes for an impressive venue to entertain your guests, with views that look out onto a terrace and peaceful lake.

Want a more intimate gathering? Our 5,000 sq. ft. facility can be sectioned off to accommodate all styles of events and is fully accessible. With features like a gazebo & gardens throughout the 80-acre Southwind Park, the grounds are a perfect backdrop for photos. *In short, there are plenty of reasons why Erin's Pavilion has become one of the area's most popular spots for weddings and receptions.*

Whether it's a traditional Saturday, a Friday, Sunday or even a Thursday – once you see our facility you will fall in love!

Wedding Rental	Resident	Non-Resident
Friday or Sunday	\$1,675.00	\$1,850.00
Saturday	\$1,925.00	\$2,075.00
Premiere - NEW	\$3,500.00	\$3,800.00

*Each Wedding Day rental includes the use of Erin's Pavilion from 8am-11pm

Weddings at Erin's Pavilion include the use of the entire banquet hall, lobby, terrace & rooms to get ready. Your pre-approved caterer will have access to prep space, and we work with your other vendors to establish your timeline. Your guests will enjoy free parking & free WiFi as part of your event. Additional fees will apply if you should need to utilize any of our Audio Visual or Sound packages.

The Premiere Wedding Rental is for the ultimate stress-free weekend, Friday, Saturday and Sunday that ensures ample time to set-up, decorate and host your rehearsal before your big day!

Premiere Rental includes:

- Main Hall on Friday from 9am–6pm; the entire banquet hall, lobby, terrace, 8 pub tables, audio visual, where you can begin designing & setting-up for your wedding day.
- Bridal rooms on Saturday from 8am–11pm & continued access to all of the staging areas listed above.
- With our Premiere Rental, you can schedule a more leisurely tear down between 9am–4pm on Sunday to avoid late fees from your vendors.
- Additional fees will apply if you should need to utilize any of our other services such as trams and/or rent additional space in the park.

See back side of brochure for add-ons, pricing & park rental locations.

Whatever the Occasion, Erin's Pavilion is Your Destination.

Now Booking! Ph: 217-585-2941

Audio Visual	Resident Rate	Non-Resident Rate
Sound Package	\$125.00	\$140.00

Sound Package includes the use of our sound system and one microphone. Additional Microphones are \$50.00 per microphone

Video Package	Resident Rate	Non-Resident Rate
	\$125.00	\$140.00

Video Package includes use of either of our stationery projectors and screens. Additional Screens available at \$100.00 per screen.

Additional Rental Areas	Resident Rate	Non-Resident Rate
Gazebo	\$200.00	\$250.00
The Gardens of Southwind Park	\$200.00	\$250.00
Tree House	\$350.00	\$400.00
Selvaggio Arches	\$350.00	\$400.00
Babbling Brook	\$250.00	\$300.00

Trams (2) \$95 per hour, per tram (\$105/hr for non-residents)

NOTE: All Rates are subject to verification and availability Monday – Friday 9a – 5p with a Sales and Service Representative. Please call Erin's Sales Office to set up an appointment for a tour and to discuss pricing at 217-585-2941.

Location

4965 S. Second Street,
Springfield IL 62703

Conveniently located at the corner of South Second Street and Southwind Road in Springfield. Easily accessible from I-55 South on Exit 90 at Toronto Road. Several Hotels and Restaurants are just within a minutes drive Southwind.



Now Booking! Ph: 217-585-2941

What we DO provide:

Wedding package lasts for the 8am-11pm time frame....last call is 10:30 & clean up and evacuation is from 11pm-12am and everyone/thing must be out by then unless you rent the premiere rental for set-up/clean-up days.

- We provide the indoor tables and chairs and have 5-foot rectangles for head tables, buffet, gifts, etc. and 6-foot round tables for up to 10 guests.
- We set it up for you according to a custom floor plan we work with you on prior to your event.
- We also break down the tables and chairs and remove trash and vacuum at the end of the event
- The facility is staffed the duration of your rental time with maintenance and event representatives to ensure the temperature control is right, restrooms are clean and stocked, trash during dinner hour gets removed, etc.

You are responsible for the following: (or hiring it out for vendors to do)

- You are responsible for your décor/centerpieces following our guidelines outlined on our contract(no glitter, no confetti, no tape, no items on our terrace such as rice, bird seed or artificial flower petals)
- You need to provide/rent all outdoor ceremony chairs and any desired outdoor décor such as an arbor/pergola, additional plants.
- You would need to choose from our current list of pre-approved caterers to do your food and bar.(list attached)
- You or your caterer would need to ensure the tables are bused and all garbage gets placed into the trash receptacles we provide throughout the facility
- Table linens
- Dance floor rental (if you choose to use one; it is not required)

Outside alcohol is NOT permitted; we have a zero-tolerance policy. Any alcoholic beverages need to be served and provided by the caterer on our list you choose since they hold the off-premise liquor license and liability insurance.

Items such as audio visual and tram rentals are additional costs and we can discuss those if you think you might be interested. If you are using a DJ, you would not need to rent our sound system since most DJ's have their own independent equipment.

If you have any other questions, please feel free to ask me.

Thanks again for your interest and congratulations!

Erin's Pavilion FAQ's



1. How many guests does the Main Hall hold? Erin's Pavilion can accommodate a maximum of 300 guests. In order to fit comfortably and to have room for areas such as a Bridal Party table, dance floor, buffet line, etc., we recommend 250 guests. However, the room can be set for 300.

2. Are there Table and Chairs? YES: We have 300+ chairs and plenty of tables. The table and chairs are there for you to use INSIDE of Erin's Pavilion rental spaces. We have 6ft Rounds (72" diameter) that seat 8-10 people. And we have 5ft rectangular tables (60" x 30") for business/classroom style setup or to be utilized for catering, buffet lines, head tables, etc.

3. Can I have whomever I want to cater my event for food and bar service? NO. For groups of one hundred invited guests or more you will need to use our Pre-Approved Caterer's list for your food and bar service. There are several to choose from. Our approved caterers serve a wide variety of budgets and food styles. However, if you have a smaller group (under 100), then you may bring in food of your choice. If you are planning to serve alcohol (beer and wine only), you need to provide us with a Certificate of Liability two weeks prior to the event date. Outside/unapproved alcohol is NOT permitted inside Erin's Pavilion or on Park District property and violates the confines of your contract .

Erin's Pavilion Pre-Approved Caterers/Bar Services(with food package)*

**(This list is subject to approval and could change; please call our office before contracting to double check our current Caterers list. Standard service fees will apply.)*

• Arena Food Service	Ph: 217-698-2944	Website: www.arenafoodservice.com
• Cured Catering	Ph. 217-391-2380	Website: www.curedcaters.com
• Hamilton's Catering	Ph: 217-675-2720	Website: www.hamiltonscatering.com
• Hy-Vee Catering	Ph: 217-726-1001	Website: www.hy-vee.com
• Maldaner's	mail@maldaners.com Ph: 217-522-4313	Website: www.maldaners.com
• Mission BBQ	Ph: 217-275-5610	Email: mission62704@mission-bbq.com
○ Just The Basics Catering Mobile Bar Service Ph: 217-381-8108 Email: just.the.basicsii@gmail.com		
• Nelsons Catering	Ph: 217-787-9443	Website: www.nelsonscatering.com
• Poe's Catering	Ph: 217-341-4341	Website: www.poescatering.com

4. Do you provide Linens? We do not provide linens for Weddings. You will need to contract that either through your Caterer or through a local Rental Vendor. However, a standard white square linen is included in the price for Social Rentals and Business Meetings only (12 linens allotted per rented section: additional linens \$5 each). Please speak to a Sales Representative for further discussion on parameters regarding linens.



Erin's Pavilion FAQ's



5. Does Erin's Pavilion set-up the tables and chairs for the Renter's event? YES: For the interior spaces only. The staff at Erin's will work with you to define how many people will attend your event. We will provide you with an empty floorplan and then work with you to design your room layout as the event date draws near. We will set up your tables and chairs prior to the time of your event and set up a time in which you plan to come in to decorate. We will also take the tables and chairs down at the end of the event.

6. When are we allowed to set up for our event and is time provided for that outside of our designated time? YES: We will recommend timeframes during your allotted rental for you to set up and stage your event, such as a couple hours in the morning or right before your event begins, depending on what you need to stage. Each type of event has slightly different blocks of time, so please refer to whether you are hosting a Wedding, Meeting or Social Event to plan for how much time you will have to set up. We do not allow you to set up any time prior to the date of your event, unless you were to rent the space for that additional date. We cannot accept deliveries prior to your event date, nor can we store items. All décor and supplies must be delivered and removed on the date of your event. Your timeline is crucial, and setup and tear down must be taken into consideration before you set the actual hours of your Wedding, Meeting or Party.

7. Who is responsible for cleaning up my event at Erin's Pavilion at the end of the night? We ask that you, as the renter, make sure that your garbage makes it into the appropriate receptacles. You and your Caterer are responsible for bussing the guest tables and cleaning all the areas of your use. Everything you bring in, (i.e.: linens, centerpieces, décor, dance floors, etc. will need to be taken home with you THAT NIGHT.) All evening and weekend events will need to end by 11pm, so that the clean-up can be performed before the 12am closing time of Erin's Pavilion. You will need to plan your event accordingly. Erin's Pavilion will also have daily and nightly maintenance staff to assist with any incidental clean ups, stocking of bathrooms, and taking the garbage out.

8. Are we allowed to have alcohol at our event? YES: Alcohol can be provided by one of the Pre-Approved Caterer/Bar services only. If you have a smaller event of less than 100 people, you must provide Erin's Pavilion staff with a Certificate of Liability that names the Springfield Park District as additional insured for \$1,000,000 in order to serve any alcohol at your event. You can only "provide" beer and wine to your guests if you are not going through an approved caterer/bar service. A Certificate of Liability can be purchased through your Insurance Agent or through other Insurance Agencies. Please let us know if you need assistance finding an Insurance Agent.

WEDDING PARTIES -WE DO NOT ALLOW consumption of unapproved alcohol. You are not allowed to bring any alcohol into the building that is not being served by your pre-approved caterer/bar service. Zero tolerance on this policy!



Erin's Pavilion FAQ's



9. Is it possible to host our Wedding and Reception together on the same property at Erin's Pavilion? YES: We have several options for arranging the rental area in order for you to host your wedding outside at Erin's or in Southwind Park. We rent the terrace, right outside behind Erin's, the Gazebo across the lake, the Treehouse, the Selvaggio Arches or Southwind Gardens. It is easy and convenient to host your ceremony here; you will just need to consider a weather plan, for very hot or rainy days. There are no refunds due to inclement weather. Lastly, you may want to rent trams for guest transportation to alternative wedding sites in the park such as the Gazebo, the Treehouse or Selvaggio Arches.

10. If we do host our wedding at Erin's Pavilion, what do we do about arranging for a rehearsal? Erin's Pavilion will note that you want to have a designated time the night before to do a rehearsal. These areas will need to be scheduled to not interfere with another event/rental. Rehearsals are subject to availability and are dependent on event rentals at Erin's the night before. Erin's Pavilion staff will not be present to either unlock the facility for your rehearsal, nor will they be required to be in attendance for it. If you require special programming with staff for this or need exclusive rights to your area, then you will be required to reserve and rent that space for the day before.

11. I hear if we are hosting an event there, you have trams that can be rented to shuttle our guests over to alternative ceremony sites or out in the park for photos. What is a tram? And how many passengers do your trams hold? Trams are golf carts that pull a trolley type of vehicle on the back. They hold up to eight passengers including one wheelchair passenger. Trams are rented in one-hour blocks of time, and we will schedule our staff as drivers. Due to staffing needs, trams must be reserved no later than one month prior to the date of your event when you make your final payment. If there should be rain on the date of your event, Erin's Pavilion staff reserves that right to cancel tram service due to inclement weather. There will be no refunds because of rain.

12. Are we allowed to have candles on our table as part of our décor? YES: *However*, Candles must be contained in a glass container taller than the top of the candle flame. This is a Fire Marshall code/law and will be followed very strictly at Erin's Pavilion.

13. Can we hang things from the ceiling like paper lanterns or other décor? YES: *However*, you must go through a licensed and insured decorator to do so. We do not let private parties utilize our lift equipment or hang things from the ceiling. Erin's Pavilion staff will need to know who you would be contracting this service with before we could allow this form of décor to move forward.

*Thank you for your interest in Erin's Pavilion.
We look forward to working with you on your special occasion!*
www.springfieldparks.org



Southwind Park Permit Rental Rates



The Edwin Watts Southwind Park is truly a park “without boundaries.” It serves as a national model to provide a new dimension of inclusion for people of any and all abilities. This 80 acre park features many amenities such as sports courts, stocked fishing lake, fully handicap accessible playground, 2.5 total miles of hiking and biking trails, beautiful gardens, open lawn, and six picnic shelters. Southwind Park helps promote a healthy lifestyle in the community.

All park shelters are available at no charge on a first come, first serve basis*. However, park shelters can be rented for parties and special events, based on availability, for specific dates and times. To secure your park permit, please call Erin’s Pavilion at (217) 585-2941. Park shelter permits are issued during the months April-October.

*Please observe all posted park signage to ensure you are not in a permitted space.

The Hope Pavilion (Shelter 2)-Large Family Picnic Shelter

This shelter is 30’x50’ with 8 accessible picnic tables. It can accommodate 65-80 people and is equipped with electricity, lighting and two grills. It is conveniently located near the north parking lot, Sports Courts, and the Great Lawn.

9:00am-3:00pm \$120.00 for Residents \$130.00 for Non-Residents

4:00pm-10:00pm \$120.00 for Residents \$130.00 for Non-Residents

Individual Family Picnic Shelters: (Shelter 1*, Shelter Numbers 3-6)

Our individual family shelters can accommodate 8-10 people. Each shelter has one accessible picnic table, one grill, and is equipped with electricity and lighting.

* Shelter number one typically has two picnic tables and can accommodate 15-20 people.

- Shelter 1- Located near the main playground, Honor Garden, Splash Pad, and Erin’s Pavilion
- Shelter 3- Located near the Great Lawn, Sports Courts, and Butterfly Garden
- Shelter 4- Located near Great Lawn, closest to 2nd Street
- Shelter 5- Located near Great Lawn, closest to Trevi Gardens Subdivision
- Shelter 6- Located near Kiwanis Club Playground, and Sensory, Tranquility, & Children’s Gardens

9:00am-3:00pm \$40.00 Residents \$50.00 Non-Residents

4:00pm-10:00pm \$40.00 Residents \$50.00 Non-Residents

Contact: Sales and Service Representatives during business hours M-F 9:00am-5:00pm

Erin’s Pavilion- 4965 S. Second Street, Springfield, IL 62703 Ph.: (217) 585-2941 Fax: (217) 529-5668

(The above information is subject to change. Please verify with Erin’s Pavilion staff members prior to renting park shelters. Thank you.) www.springfieldparks.org

Weddings



The Springfield Park District offers a range of stunning venues perfect for hosting your dream wedding ceremony, reception, or both!

Our venues feature **beautiful natural settings** and elegant facilities that will make your special day unforgettable.

SITE	PARK	TIME	Res	Non-Res	Contact
Gazebo	Washington	2 hr blocks	\$70	\$90	217-544-1751 (Bunn)
Bandshell	Douglas	2 hr blocks	\$70	\$90	217-544-1751 (Bunn)
Roman Cultural Garden	Botanical Garden	2.5 hr blocks	\$360	\$460	217-546-4116 (Botanical)
Rose Garden	Botanical Garden	2.5 hr blocks	\$360	\$460	217-546-4116 (Botanical)
Annual Display Bed	Botanical Garden	2.5 hr blocks	\$360	\$460	217-546-4116 (Botanical)
Bridge	Lincoln	2 hr blocks	\$70	\$90	217-544-1751 (Bunn)
Iron Springs	Washington	2.5 hr blocks	\$125	\$155	217-544-1751 (Bunn)
Exhibit Hall	Botanical Garden	4 hr blocks	\$365	\$460	217-546-4116 (Botanical)
Exhibit Hall	Botanical Garden	Additional hr	\$80	\$100	217-546-4116 (Botanical)
Lincoln Park Pavilion	Lincoln	4 hr blocks	\$400	\$560	217-544-1751 (Bunn)
Lincoln Park Pavilion	Lincoln	Additional hr	\$100	\$140	217-544-1751 (Bunn)
Banquet Hall	Lincoln Greens Golf Course	4 hr blocks	\$400	\$560	217-544-1751 (Bunn)
Banquet Hall	Lincoln Greens Golf Course	Additional hr	\$100	\$140	217-544-1751 (Bunn)
Franklin Room	Nelson Center	2 hr blocks	\$300	\$300	217-753-2800 (Nelson)
Franklin Room	Nelson Center	Additional hr	\$150	\$200	217-753-2800 (Nelson)
Franklin Room	Nelson Center	2 hr blocks	\$150	\$200	217-753-2800 (Nelson)
Franklin Room	Nelson Center	Additional hr	\$75	\$100	217-753-2800 (Nelson)
Zoo	Henson Robinson Zoo	2 hr blocks	\$300	\$325	217-585-1821 (Zoo)
Zoo	Henson Robinson Zoo	2 hr blocks	\$500	\$550	217-585-1821 (Zoo)

*Alcohol Permit Fee \$50 and Dram Shop insurance required.

**Does not include golf outings

***Non-Refundable deposit for Washington Park Botanical Gardens, Washington Park Pavilion, Lincoln Park Pavilion and Lincoln Greens Banquet Hall is 50% at the time the contract is executed. Balance is due two weeks prior to the rental.

****For Erin's Pavilion and Southwind Park rates, please message us.