

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

**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.



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**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!**



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**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](http://www.springfieldparks.org)

