

MINNESOTA'S ROCHESTER
MAYO CIVIC
CENTER CONVENTIONS
& EVENTS

Congratulations on Your Engagement

Your wedding and reception at the Mayo Civic Center will be exquisite celebrations that create lasting memories you will always cherish.

The Mayo Civic Center is a uniquely memorable location for your uniquely special day, and is renowned for:

Venues that take the (wedding) cake. Whether your guest list numbers 1,000 or 100—or you want to hold your ceremony indoors or out—the Mayo Civic Center can accommodate the celebration of your dreams. Take your pick of the center's many stunning, state-of-the-art venues, including a brand-new ballroom and dozens of new event suites. If you want to incorporate the great outdoors into your special day, inquire about our new outdoor Riverfront Plaza and our 12-acre Mayo Park just behind the center.

Diverse catering options. The Mayo Civic Center provides you with choices in professional services that you won't get elsewhere. You can choose among five locally renowned caterers to customize mouth-watering cuisine for your reception. Your cuisine will be freshly prepared on-site in Mayo Civic Center's all-new, fully-equipped banquet production kitchen. You also have the power to choose your own decorator, florist, and entertainers.

Wow-worthy modern elegance. The Mayo Civic Center was recently modernized and expanded, making it an even more picturesque and stylish venue for weddings. The center's new design features a spectacular pre-function area outside the new ballroom, and a two-story glass wall with dazzling views of downtown Rochester and the Zumbro River.

A dedicated team to support your every step. Experienced Mayo Civic Center event coordinators, who manage large events every day, will work tirelessly to transform your vision and inspiration for your special day into reality. The scale of events hosted at the center means that the team can seamlessly provide unmatched amenities and options for your wedding and reception.

A downtown location your guests will love. The Mayo Civic Center is conveniently connected via climate-controlled skyways to hotels, parking garages, and downtown restaurants and shops. Don't be surprised if your guests raise their glasses to the convenience of a Mayo Civic Center wedding and reception!

The Mayo Civic Center is one of only a handful of event locations in Minnesota that can accommodate weddings and receptions of up to 1,700 guests. If you're ready to say "I do" to the Mayo Civic Center as the location for your special day, please contact Mary Britt at mbritt@rochestercvb.org or call 507-424-0815.



Reserve Your Venue

Host your wedding and reception in the Mayo Civic Center's stylish new venues!

If your guest list is long, our brand-new ballroom is the best place in Rochester to hold your wedding! Located on the skyway level, our ballroom features 32-foot ceilings, acoustical panels for quality sound, and high-end finishes to complement any decorating scheme. This space is ideal for high-attendance weddings and receptions, and perfect for dinner and dancing all in one room!

If you're hosting an intimate, elegant event or a mid-sized extravaganza, reserve one of our new street-level event suites. This is flexible space that features 13-foot ceilings, sound-proofing panels, and projectors/screens for your wedding slideshow. Create memories you will cherish in these rooms!

If you're hoping that your wedding festivities include some time to soak up Rochester's scenic charm in the great outdoors, be sure to inquire about our two outdoor venues: our new Riverfront Plaza along the Zumbro River or the history-rich Mayo Park just behind Mayo Civic Center.

Your ballroom or event suite reservation includes:

- Room access from 7 a.m. to midnight
- Room set-up according to your specifications
- Guest tables & chairs
- Skirted head table on an elevated riser or harvest style set-up
- Dance floor
- Wireless microphone
- Event usher

*Weddings and receptions taking place in Suites 101-113 also include a projection screen and projector.

Venue

Capacity

Rental Fee

Street Level

Suites 101-114: Individual Suites	40-120	\$ 1,200
Suites 102-105, 110-113: Half	100-280	\$ 1,800
Suites 102-105, 110-113: Full	250-640	\$ 3,200

Skyway Level

Ballroom: Quarter	250-420	\$3,200
Ballroom: Half	500-900	\$4,800
Ballroom: Full	900-1,700	\$ 7,500

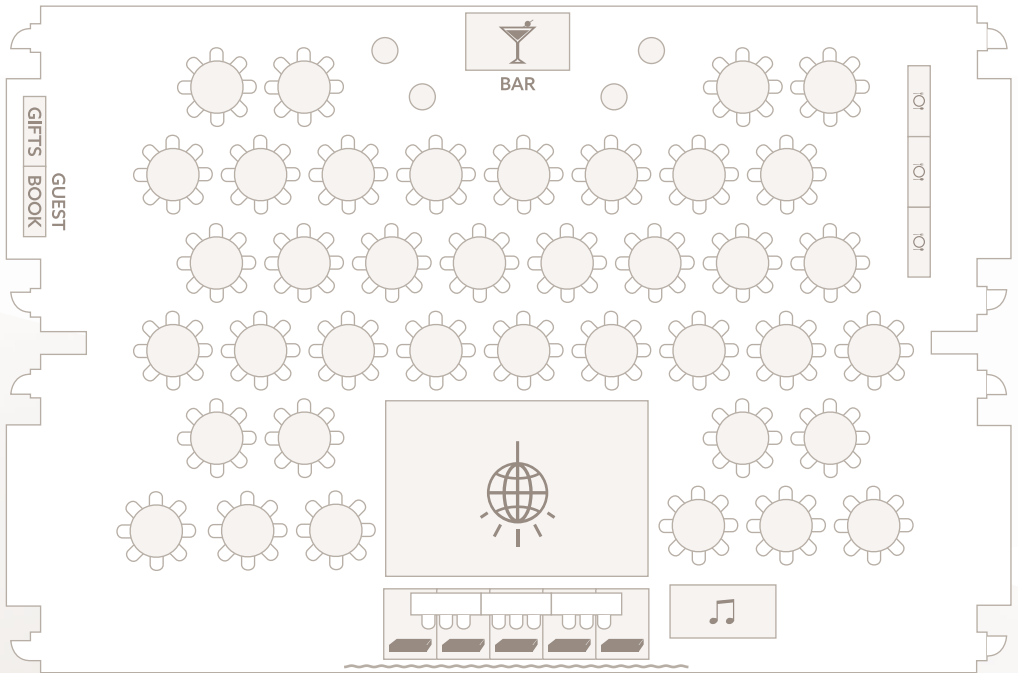
Design Your Celebration

The Mayo Civic Center's venues can be arranged in many different ways to fit your needs.

Mayo Civic Center's ballroom can be divided into two or three smaller ballrooms, and our event suites can also be arranged many ways to meet your needs.

We invite you to work with your Mayo Civic Center Event Coordinator to view additional configurations at [SocialTables.com](https://socialtables.com), or to design your own configuration!

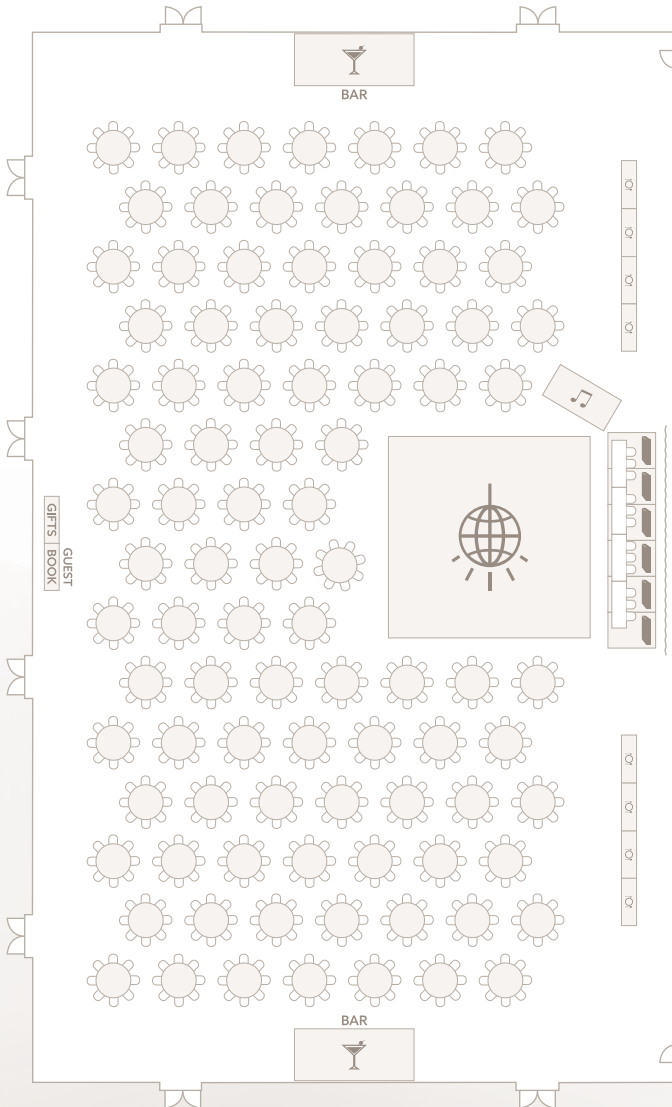
Event Suites 102-105 at full reception capacity. Seats 312.



Design Your Celebration

Ballroom 1 at full reception capacity. Seats 720.

*The full Ballroom seats up to 1,700 guests.



Cheers! Cocktail Receptions



Cheers! Cocktail Receptions at the Mayo Civic Center

If beer, wine, or cocktails will be served at your event, you'll be connected to our in-house Mayo Civic Center Hospitality bar services team. Experienced in accommodating diverse events and committed to honoring clients' unique requests, our bar managers and bartenders truly raise the bar in their high standards and creativity.

"We can create a custom cocktail to fit the theme of your event, or work with local distilleries or breweries to bring in craft brews," says Chad Koehler, Food & Beverage Manager. "Our team truly cares about helping make your event unique and successful."

Clients also have the freedom to choose the type of bar service that best meets their needs. Besides a traditional cash bar, you could also choose to set up a hosted bar based on the amount you want to serve, by dollar amount, by length of time, or by specific guests such as a wedding party or executive board. Alternately, you could distribute drink tickets and only pay for the tickets that are turned in.

Cheers to an exceptional event!

Chad Koehler

Food & Beverage Manager
chad.koehler@mayociviccenter.com
507-328-2172

Bar Service: Menus & Prices

At the Mayo Civic Center, it is our pleasure to provide alcoholic beverages and bar service exclusively through Mayo Civic Center Hospitality.

Cash Bar (Includes sales tax)

Liquor – Call Brands	\$ 7 / drink \$ 8 / cocktail
Liquor – Premium Brands	\$ 9.5 / drink \$ 10.5 / cocktail
Beer – Domestic Bottle	\$ 6
Beer – Import / Premium Bottle	\$ 7
Wine – House Selection (Cabernet, Chardonnay, Merlot, Pinot Grigio, Reisling, White Zinfandel)	\$ 7 / glass
Soft Drink – Glass	\$ 2
Water – Bottle	\$ 2



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Hosted Bar (Does not include sales tax or service charge)

Keg Beer - Domestic 16 Gallon	\$ 290
Keg Beer - Import / Premium 16 Gallon Market Rate	Market Rate
Beer - Domestic Bottle	\$ 5
Beer - Import / Premium Bottle	\$ 6
Liquor - Call Brands	\$ 6 / drink \$ 7 / cocktail
Liquor - Premium Brands	\$ 8 / drink \$ 9 / cocktail
Wine - House Glass	\$ 6 / glass
Wine - House 750 ml bottle (Cabernet, Chardonnay, Merlot, Pinot Grigio, Reisling, White Zinfandel)	\$ 35 / bottle
Champagne / Sparkling Wine - 750 ml bottle	\$ 37 / bottle
Sparkling Cider - 750 ml bottle	\$ 24
Soft Drink - Glass	\$ 2
Water - Bottle	\$ 2

No person under 21 will be served.

*All hosted items are subject to sales tax and service charge.

**All prices effective January 1, 2018 and are subject to change without notice.

Decorate, Entertain, & Party!

You are welcome to choose your own decorator, florist and entertainer for your Mayo Civic Center event. Here are local vendors if you don't have someone special in mind already!

Decorators

Majestic Tents & Events

MajesticTents.com
507-876-1127

Modern Design & Concepts / Fox & Fern Floral

mdcinspired.com
507-358-3376

Rental Depot & Party Station

Rentaldepot.com
507-288-2741

Rentex Rentals & Belle Décor

Rentexrentals.com
507-292-8794

DJs

Adagio Djay Entertainment

Adagiodj.com
800-861-3691

Music on Wheels DJ

musiconwheelsdj.com
507-252-2000

Total Music DJ

(& photo booth)
Totalmusicdj.net
507-259-3191

Florists

Carousel Flowers

Carouseflowers.com
507-288-7800

Flowers by Jerry

Flowersbyjerry.com
1-800-967-1667 or
507-289-3967

HyVee

Hy-vee.com/resources/
wedding/floral
507-536-0268

Le Jardin European Style Floral

Lejardinfloral.com
507-281-2484

Renning's Flowers

Renningsflowers.com
507-289-1818

Sargent's Floral

Sargentsfloral.com
507-281-2496

Live Music

Incognito

(Dance/Party from
past six decades)
incognitoband.net

The D'Sievers (Jazz)

facebook.com/thedsievers or
reverbnation.com/thedsievers
507-398-7210

After School Special

(Rock to Ska)
Facebook.com/
afterschoolspecialmn
507-398-7210

LP & the 45s (Classic Hits)

lp-45.net
507-285-4891

Cook with Honey

(Duo-Pop, Folk, Oldies)
507-273-2631

The Vintage Tones of Spielzeiten Und Pausen

(50s, 60s, 70s,
favorites & more)
facebook.com/
The-Vintage-Tones-of-
Spielzeiten-Und-Pausen-
609807579148253/
507-252-8311

Driven by Rhythm

(Folk, Rock, Big Band,
Country from the 70s & 80s)
Facebook.com/
DrivenByRhythm
507-319-0484

Rock It Man Entertainment

(all genres)
rockitmanentertainment.com
651-214-2197

Decorate, Entertain, & Party!

Entertainment, Games, Activities

Machine Shed Vintage Arcade Games

Facebook.com/groups/MachineShed
507-202-6761

RAH! Record-A-Hit Entertainment

Recordahit.com
847-690-1100

The Original Traveling Photo Booth

Thetravelingphotobooth.com
612-605-9203

G.L. Berg Entertainment

glberg.com
612-361-6002

Wedding, Party & Event Planners

Please note that our Mayo Civic Center Event Coordinators will help you plan every last detail in order to transform your vision for an unforgettable event into a reality! Our Event Coordinators are:

Laura Woolworth (weddings), laura.woolworth@mayociviccenter.com, 507-328-2127

Perry Spindler, perry.spindler@mayociviccenter.com, 507-328-2146

Joe Kollar, joe.kollar@mayociviccenter.com, 507-328-2122

In addition, here are some experienced area professionals:

Denae Brennan

Wedding & Event Planner
hello@denaebrennan.com
612-271-3605

Ana Quintero

Wedding & Quinceanera Planner
Suenosdequinceanera.net
507-334-0072

Weddings by Nancy (Flottmeyer)

Facebook.com/WeddingsbyNancy
608-796-2257

metroConnections

metroconnections.com
800-747-8687

Wedding Timeline

Initial Steps

- Contact Mary Britt, mbritt@rochestercvb.org, 507-424-0815 to tour available wedding and reception venues at the Mayo Civic Center
- Choose your ceremony & reception sites at the Mayo Civic Center
- Down payment and damage deposit due
- Get connected with Mayo Civic Center Event Coordinator Laura Woolworth laura.woolworth@mayociviccenter.com, 507-328-2127



12-9 months before

- Select your caterer from among Mayo Civic Center's list of five Signature Caterers
- Work with Mary to finalize hotel accommodations for your guests
- Begin process of selecting your decorator, entertainer, and florist. See Decorate, Entertain, & Party! vendor list.



6 months before

- Begin discussing your ideal room set-up with Laura
- Decide and share information on your caterer, decorator, entertainment, and estimated guest count with Laura
- Discuss bar/beverage options with Laura



1 month before

- Provide Laura with a guest count update
- Finalize your bar/beverage details with Laura
- Final payment is due to Mayo Civic Center



2 weeks before

- Provide final guest count to Laura and to your caterer
- Finalize room layout with Laura
- Work with Laura to establish move-in and set-up arrangements/times for your caterer, decorator, and entertainers
- Put together your seating plan



Day of

- Toast, feast, dance, laugh, cry, and embrace every moment of this special day. Thank you for letting us be a part of it!





MAYO CIVIC CENTER
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ROCHESTER MINNESOTA 55904

mayociviccenter.com