



2011 Wedding Information

The room rental charge/set-up fee includes the following items and services:

- ∞ Set-up of dinner tables with white tablecloths and white napkins
- ∞ Choice of flat fold or fan fold for dinner napkins
- ∞ Mirrored tile and choice of candle centerpiece for all dinner tables
- ∞ White skirted head table on a riser with a microphone
- ∞ Spot lit cake table set with white floor length linen and 7 votive candles
- ∞ White skirted place card table, gift table and choice of guestbook display
- ∞ Cabaret tables with white linen and candle centerpiece near bar
- ∞ Wood parquet dance floor and DJ or band area
- ∞ Professional staff to cut and serve your wedding cake
- ∞ Complimentary champagne toast for guests (in place of dessert with dinner entrée or buffet)
- ∞ One complimentary Governor's Club guest room for the bride and groom on the wedding night
- ∞ A dedicated number of guest rooms at a discounted rate for out of town guests
- ∞ Complimentary entrée tasting
- ∞ Complimentary room rental, 15% discount on banquet food and a complimentary champagne toast for a rehearsal dinner, gift opening or send off breakfast.
- ∞ Personalized service from a Madison Concourse Hotel Wedding Coordinator. This coordinator will facilitate the tasting, planning appointments and will be available the day of the wedding. They are also available to place assembled centerpieces, place cards, favors and will be onsite to ensure vendors are set and timelines are followed so you can enjoy your day.

Booking Policies

∞ Weddings are booked **14 months prior to the date of the function** on the first business day of the month. Please **call 608-257-9670 after 8:00 am** to speak to a Catering Manager. No voice mails, emails or walk-ins will be accepted. A credit card will be required at that time to charge the amount of the deposit.

∞ A \$1000 deposit is required to guarantee reception space. This **deposit is non-refundable** upon cancellation but is refunded at the conclusion of the event unless final bill exceeds estimated prepayment.

∞ The room rental/set-up fee is \$800.

∞ The food minimum expense of your reception will be determined by the ballroom reserved and the number of estimated attendees for your event. The amount determined will be your financial requirement regardless of the event attendance.

Ballroom	Number of Guests	Food Minimum (May – November)	Food Minimum (December - April)
Madison	150	\$3,500	\$2,500
Capitol	200	\$4,500	\$3,500
Madison/Wisconsin	300	\$7,200	\$6,200
Wisconsin/Capitol	350	\$9,400	\$7,400
Grand Ballroom	500-700	\$15,000	\$13,000

∞ Weddings booked on Friday or Sunday receive a 15% discount on food and sponsored beverages.

∞ All cakes brought in from an outside vendor will be required to have a valid baker's license.

∞ Payment in full is due 72 hours prior to your function. Your total bill is estimated using your dinner guarantee. Remaining funds, including the deposit, are returned as soon as possible after the function.

∞ Prices for food and beverage service will be confirmed 2 months prior to the function.

∞ The complimentary group wedding tasting includes: a selection of hors d'oeuvres, wine and choice of two entrees and two salads. Tastings are scheduled on a week night starting at 5:00pm. A private tasting can be schedule at a cost of \$50, if the couple or a representative is not able to attend the scheduled group tasting. A private tasting includes choice of two entrees and two salads.

∞ All food and beverage orders are subject to applicable service charges and taxes in effect at the time of the function. The current service charge is 19%. The current sales tax is 5.5%.

∞ If a split entrée is requested, there will be an additional \$100 labor charge for two entrees and \$150 for three entrees. Children's meal includes chicken tenders, macaroni and cheese, vegetables, dessert and milk for \$12.95 each.

∞ A labor charge of \$100 is assessed for each bar, whether cash or sponsored, that does not exceed \$200 in sales. Barreled beer is not included in the bar minimum.

∞ A block of guest rooms will be reserved based on availability. Concourse Level rates from May – November are **\$139 plus current tax** and Governor's Club rates are **\$189 plus current tax**. Concourse Level rates from December - April are **\$129 plus current tax** and Governor's Club rates are **\$179 plus current tax**. Guest room rates may vary depending upon availability and are quoted based on single/double occupancy. The rate increases \$10 with each additional occupant. Guest rooms that are not reserved will be released 4 weeks prior to the wedding. Parking charges are based on the prevailing rate at the time of function. The current rate is \$7 for overnight guests.

∞ For an additional fee, the hotel will distribute gifts to guests upon check-in.