

# THE MADISON CONCOURSE HOTEL

AND GOVERNOR'S CLUB

# Weddings

# Meet the Jean







Mary Schulz Senior Catering Services Manager



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Executive Chef



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Executive Sous Chef

You've been looking forward to this day for years and you'll look back on it for many more. The Madison Concourse Hotel and Governor's Club has a long-standing reputation as the premier location for wedding receptions in Madison, and we're thrilled you're considering us for the setting of such a special day for you and your partner.

Your wedding reception will include personalized service from a Madison Concourse Hotel Wedding Coordinator. We will facilitate the tasting and planning appointments, and we are also onsite the day of the wedding - to place assembled centerpieces, place cards, and favors, and ensure vendors are set and timelines are followed, so you can focus solely on enjoying your wedding day!

Whether an intimate gathering with close friends and family, or an extravagant celebration with an over-the-top guest list, our venue is the perfect setting for your special day. Work with our expert wedding team to craft the style, layout, and cuisine of your dreams - no matter where you are in the planning process. With an attentive, knowledgeable wedding coordinator by your side, and so much included with your room rental, you can relax about the to-dos and focus on your i-dos.









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# Congrats on your Engagement!

Isthmus, Monona and Mendota packages include the following items and services:

- Dinner tables with white floor-length tablecloths and white napkins
- Choice of fold for dinner napkins
- Votive candles for all dinner tables
- Choice of head table with a wireless microphone
- Spot lit cake table set with white floor length linen and votive candles
- White skirted place card table, gift table and choice of guestbook display
- Cabaret tables with white linen and votive candles near bar
- Wood parguet dance floor and DJ or band area
- Professional staff to cut and serve your wedding cake
- Champagne toast for guests
- Wedding party "getting-ready" room, located near the reception room
- One Governor's Club guest room for the bride and groom on the wedding night with a noon check in (some restrictions may apply)
- A dedicated number of guest rooms at a discounted rate for out of town guests along with a
- \$25 gift card for every ten guest room nights booked
- Complimentary tasting for up to three entrées
- Complimentary room rental for rehearsal dinner
- Complimentary room rental for a gift opening or send off breakfast

Visit our Facebook, Instagram and Pinterest pages to browse photos for décor and color inspiration!





















# REHEARSAL PACKAGE

# Cheers

HOSTED BAR Two-and-a-half hour timespan. Minimum of 30 quests.

**Bottled Beer** 

House Wines, with table service if timespan includes dinner Concourse and Top Shelf Cocktails Non-Alcoholic Beverages Champagne Toast



HORS D'OEUVRES Choose two. Butler passing available for a one-time \$75 fee.

#### **Platters**

Vegetable Spring Rolls Swedish Meatballs Goat Cheese Crostini Mini Beef Wellingtons Pork Kimchi Dumplings

# **Displays**

Gourmet Cheese Tray Fresh Garden Vegetables Fresh Fruit



Dinner includes freshly-baked rolls, and coffee and tea service.

SALAD Choose one

#### TRADITIONAL CAESAR

Romaine Hearts, Shaved Parmesan, Croutons Caesar Dressing

#### YOUNG MIXED GREENS

Grape Tomatoes, Shredded Carrots, Balsamic Herb Vinaigrette and Ranch Dressing

#### HERITAGE MIXED GREENS

Dried Cranberries, Toasted Walnuts, Creamy Goat Cheese, Orange-Cardamom Vinaigrette

ENTRÉES Choose two as options for your guests. Meals to accommodate dietary restrictions are chef's choice and provided at no additional selection cost. Dinner includes garden green salad, freshly-baked rolls, and coffee and tea service.

#### MUSHROOM RAVIOLI

Roasted Tomatoes, Caramelized Onions, Madeira Cream Sauce

#### PAN-SEARED CHICKEN

Braised Leeks & Mushrooms, Tarragon, Steamed Long Grain Rice

#### SEARED ATLANTIC SALMON

Orzo Pasta, Zucchini, Kalamata Olive, Tomato

#### SOY GLAZED ROASTED PORK LOIN

Five-Spiced Cauliflower Fried "Rice," Snap Peas Chinese Cabbage, Carrots, Peppers, Sesame Ginger Sauce

#### **GRILLED ANGUS SIRLOIN**

Roasted Garlic & Scallion Mashed Potatoes, Broccolini, Sauce Au Poivre

#### DESSERT

All entrées include chef's featured dessert.

\$79<sup>++</sup> per guest



# CONTINENTAL BREAKFAST

Minimum of 15 guests.

Freshly Baked Breakfast Breads, Muffins, Croissants and
Pastries from our Bakery with Sweet Butter and Assorted Preserves
Display of Sliced Fresh Seasonal Melons, Fruits and Berries
Flavored Greek Yogurts and Granola
2% Milk | Orange and Cranberry Juice | Fresh-Brewed Coffee and Tea
\$17 per quest

# CONTINENTAL ENHANCEMENTS

Minimum of 12 orders, per guest items must match guarantee.

**BREAKFAST MEAT** 

Choose 1 selection, minimum of 12 orders Hickory Bacon or Chicken Sausage

\$7 per guest

FARM FRESH SCRAMBLED EGGS

\$5 per quest

Add cheese, diced ham, mushrooms and roasted peppers and onions for \$4 per quest

**OVEN-ROASTED POTATOES AND HERBS** 

\$4 per guest

OATMEAL

Brown Sugar, Raisins, Cream

\$4 per quest

YOGURT PARFAIT BAR UPGRADE

Greek Vanilla Yogurt, House-Baked Granola, Seasonal Berries,

Nuts and Dried Fruit

\$10 per guest

CINNAMON FRENCH TOAST

Butter, Warm Syrup

\$5 per guest

**BREAKFAST BURRITOS** 

Salsa, Green Chilis, Sour Cream

\$60 per dozen

**EGG SANDWICH** 

English Muffin, American Cheese, Fried Egg, Bacon

\$60 per dozen

# ADDITIONS FROM OUR PASTRY CHEF

FRESH-BAKED MUFFINS

\$40 per dozen

FLAKY BUTTER CROISSANTS

\$48 per dozen

SEASONAL KRINGLE

\$40 each (serves 12 slices)

PECAN STICKY BUNS

\$60 per dozen

GLAZED CINNAMON ROLL

\$48 per dozen

**ASSORTED BAGELS** 

Cream Cheese, Butter and Peanut Butter

\$36 per dozen

**ASSORTED SCONES** 

\$48 per dozen

FRUIT-FILLED DANISH AND ASSORTED PASTRIES

\$40 per dozen

HEALTHY FRUIT AND NUT BARS

\$48 per dozen

### SAVORY SNACKS

#### KETTLE CHIPS WITH ONION DIP

\$6 per guest

# HOUSE-MADE TORTILLA CHIPS WITH GUACAMOLE & SALSA

\$8 per guest

#### **FANCY MIXED NUTS**

\$42 per pound (10 servings)

#### WARM PRETZELS WITH MUSTARD

\$38 per dozen

#### FRESH BUTTERED POPCORN

\$20 per pound (10 servings)

#### CHEESE OR CARAMEL POPCORN

\$22 per pound (10-15 servings)

# **SWEET TREATS**

#### **SELECTION OF HOUSE-BAKED COOKIES**

\$40 per dozen

#### HOUSE-BAKED BROWNIES AND BLONDIES

\$48 per dozen

# ICE CREAM NOVELTIES AND

FROZEN FRUIT BARS

\$60 per dozen

# **BEVERAGES**

# FRESHLY BREWED REGULAR AND DECAFFINATED COFFEE

With Sweeteners and Creamers \$42 per gallon

# FRESHLY BREWED SEATTLE'S BEST® REGULAR AND DECAFFINATED COFFEE

With Sweeteners and Creamers \$49 per gallon

#### **HOT TEA**

Selection of Tea with Honey and Lemon \$42 per gallon

#### **AQUAFINA BOTTLED WATER**

\$3 each (billed on consumption)

#### **ASSORTED SPARKLING WATER**

\$3.50 each (billed on consumption)

#### **ASSORTED PEPSI SOFT DRINKS**

\$3.50 each (billed on consumption)

#### LITTLE DIPPER

Kettle Chips, Celery Sticks, Carrots French Onion and Garden Vegetable Dips \$9 per quest

#### CHEX™-MIX

\$20 per pound (15 servings)

#### **GARDETTOS**

\$18 per pound (15 servings)

#### COUNTRY STYLE TRAIL MIX

Nuts, Raisins, and M&Ms<sup>™</sup> \$22 per pound (15 servings)

#### **CHOCOLATE DIPPED STRAWBERRIES**

\$48 per dozen

#### SEASONAL FRESH WHOLE FRUIT

\$3 each

#### SEASONAL PETITE DESSERTS

\$48 per dozen

#### LEMONADE, FRESHLY BREWED ICED TEA, OR ARNOLD PALMER (Equal Amounts Of Both)

\$29 per gallon

#### **HOUSE INFUSED PURIFIED WATER**

Cucumber Mint or Citrus \$20 per gallon

#### ORANGE, CRANBERRY, APPLE, or TOMATO JUICE

\$30 per gallon

#### CHAMPAGNE \$26 per bottle

**TITO'S VODKA** (750ml) \$60

#### **BLOODY MARY MIX with Garnishes**

Pickled Vegetables and Celery \$40 per gallon



# ISTHMUS PACKAGE

Adorn

DÉCOR

Four Uplights - your choice of color Slideshow Set-Up Dance Floor Wireless Microphone Cheers

HOSTED BAR Four hour timespan.

Bottled Beer House Wines Non-Alcoholic Beverages Champagne Toast with Dinner

Graze

HORS D'OEUVRES Choose two. Butler passing available for a one-time \$75 fee. One piece per person.

#### **Platters**

Roasted Butternut Squash Crostini Mediterranean Bruschetta Swedish Meatballs Chicken or Beef Empanadas

# Displays

Fresh Garden Vegetables Gourmet Cheese Fresh Fruit



ENTRÉES Choose two as options for your guests. Meals to accommodate dietary restrictions are chef's choice and provided at no additional selection cost. Dinner includes garden green salad, freshly baked rolls, and coffee and tea service.

#### **SEARED HERB CHICKEN**

Roasted Fingerling Potatoes, Baby Carrots, Buttered Asparagus, Madeira Sauce

#### SOY GLAZED ROASTED PORK LOIN

Five-Spiced Cauliflower Fried "Rice," Snap Peas Chinese Cabbage, Carrots, Peppers, Sesame Ginger Sauce

#### **OVEN-ROASTED TILAPIA**

Citrus Couscous, Green Beans, Roasted Tomatoes, Hazelnut Sage Pistou

#### **ROASTED SALMON**

Roasted Garlic Marble Potatoes, Zucchini, Parmesan-Caper Salsa Verde

Hotel will cut and serve your wedding cake.

#### **MUSHROOM RAVIOLI**

Sautéed Vegetables, Tomato Basil Sauce Parmesan Cheese

#### **BLACK ANGUS TOP SIRLOIN**

Au Gratin Potatoes, Parmesan Creamed Spinach, Forest Mushrooms

#### CHILDREN'S MEAL (\$15 per child)

Chicken Tenders, Mac n' Cheese, Carrot and Celery Sticks with Ranch Dressing

\$79<sup>++</sup>per guest

# MONONA PACKAGE

Adorn DÉCOR

Four Uplights - your choice of color Slideshow Set-Up Dance Floor Wireless Microphone



HOSTED BAR Four hour timespan.

**Bottled Beer** 

House wines with table service if time span includes dinner

Concourse Cocktails

Non-Alcoholic Beverages

Champagne Toast with Dinner

HORS D'OEUVRES Choose three. Butler passing available for a one-time \$75 fee. One piece per person.

**Platters** 

Roasted Butternut Squash Crostini Pork Kimchi Dumplings Swedish Meatballs Mini Sausage Pizzas **Displays** 

Wisconsin Cheese and Sausage Fresh Garden Vegetables Gourmet Cheese Fresh Fruit

Nosh

ENTRÉES Choose two as options for your guests, Meals to accommodate dietary restrictions are chef's choice and provided at no additional selection cost. Dinner includes garden green salad, freshly-baked rolls, and coffee and tea service.

#### SEARED HERB CHICKEN BREAST

Roasted Fingerling Potatoes, Baby Carrots, Buttered Asparagus, Madeira Sauce

#### PAN-SEARED SALMON

Olive Oil Mashed Potatoes, Baby Carrots and Kalamata Olives, Caper and Sun-Dried Tomato Vinaigrette

#### **GRILLED CHICKEN BREAST**

Farro, Baby Kale, Parmesan Roasted Garlic Cream

#### SAUTEÉD GULF PRAWNS

Lemon Orzo Pasta, Tomato, Roasted Garlic, Asparagus

Truffled Chive Gnocchi, Glazed Root Vegetables

#### **OVEN-ROASTED PESTO CHICKEN**

Linguini Pasta, Cippolini, Zucchini and Pepper Caponata, Basil Pistou

#### MUSHROOM RAVIOLI

**BRAISED SHORT RIBS** 

Sauteed Vegetables, Tomato Basil Sauce, Parmesan Cheese

#### JALAPEÑO-MANGO MOJO PORK TENDERLOIN

Roasted Corn and Hominy Salsa, Cumin Black Beans, Annatto Oil

#### **QUINOA GOAT CHEESE CAKES**

Harissa, Braised Greens

#### SOY GLAZED ROASTED PORK LOIN

Five-Spiced Cauliflower Fried "Rice," Snap Peas Chinese Cabbage, Carrots, Peppers, Sesame Ginger Sauce

#### CHILDREN'S MEAL (\$15 per child)

Chicken Tenders, Mac n' Cheese, Carrot and Celery Sticks with Ranch Dressing

Hotel will cut and serve your wedding cake

\$89<sup>++</sup> per guest

# MENDOTA PACKAGE

Adorn

DÉCOR

Four Uplights - your choice of color Slideshow Set-Up Dance Floor Two Wireless Microphones Cheers

HOSTED BAR Four hour timespan.

**Bottled Beer** 

House Wines, with table service if timespan includes dinner Concourse and Top Shelf Cocktails Non-Alcoholic Beverages Champagne Toast with Dinner

# Graze

 $HORS \ D'OEUVRES \ {\it Choose three. Your choice of butler-passed or station. One piece per person.}$ 

#### **Platters**

Artichoke Flatbreads
Ahi Tuna Tartar
Mediteranean Bruchetta
Mini Beef Wellington
Beef or Chicken Empanada
Walnut Mushroom Tartlets
Pork Kimchi Dumplings
Scallops Wrapped in Bacon
Prawn Ceviche

### **Displays**

Wisconsin Cheese and Sausage Fresh Garden Vegetables Gourmet Cheese Fresh Fruit



#### YOUNG MIXED GREENS

Cucumber, Grape Tomatoes, Shredded Carrots, Balsamic Herb Vinaigrette, Ranch Dressing

#### TRADITIONAL CAESAR

Romaine Hearts, Shaved Parmesan, Croutons Caesar Dressing

#### **BABY SPINACH**

Chopped Egg, Bacon Lardons, Toasted Walnuts, Red Onion, Sherry Vinaigrette

#### HERITAGE MIXED GREENS

Dried Cranberries, Toasted Walnuts, Creamy Goat Cheese Orange-Cardamom Vinaigrette

ENTRÉES Choose two as options for your guests. Meals to accommodate dietary restrictions are chef's choice and provided at no additional selection cost. Dinner includes freshly baked rolls, and coffee and tea service.

#### **MUSHROOM RAVIOLI**

Sautéed Vegetables, Tomato Basil Sauce Parmesan Cheese

#### SEARED HERB CHICKEN BREAST

Roasted Fingerling Potatoes, Baby Carrots, Buttered Asparagus, Madeira Sauce

#### **OVEN-ROASTED PESTO CHICKEN**

Linguini Pasta, Cippolini, Zucchini and Pepper Caponata, Basil Pistou

#### SOY GLAZED ROASTED PORK LOIN

Five-Spiced Cauliflower Fried "Rice," Snap Peas Chinese Cabbage, Carrots, Peppers, Sesame Ginger Sauce

#### PAN-SEARED SALMON

Olive Oil Mashed Potatoes, Baby Carrots and Kalamata Olives, Caper and Sun-Dried Tomato Vinaigrette

#### **BASIL-CRUSTED SWORDFISH**

Spaghetti Squash, Roasted Peppers and Onions, Romesco Verde

#### **GRILLED ANGUS NEW YORK STRIP**

Horseradish Potatoes, Haricots Verts, Red Wine Reduction

#### **BLACK ANGUS TOP SIRLOIN**

Au Gratin Potatoes, Parmesan Creamed Spinach, Forest Mushrooms

#### **BRAISED SHORT RIBS**

Parmesan Chive Gnocchi, Balsamic-Glazed Root Vegetables

#### CHILDREN'S MEAL (\$15 per child)

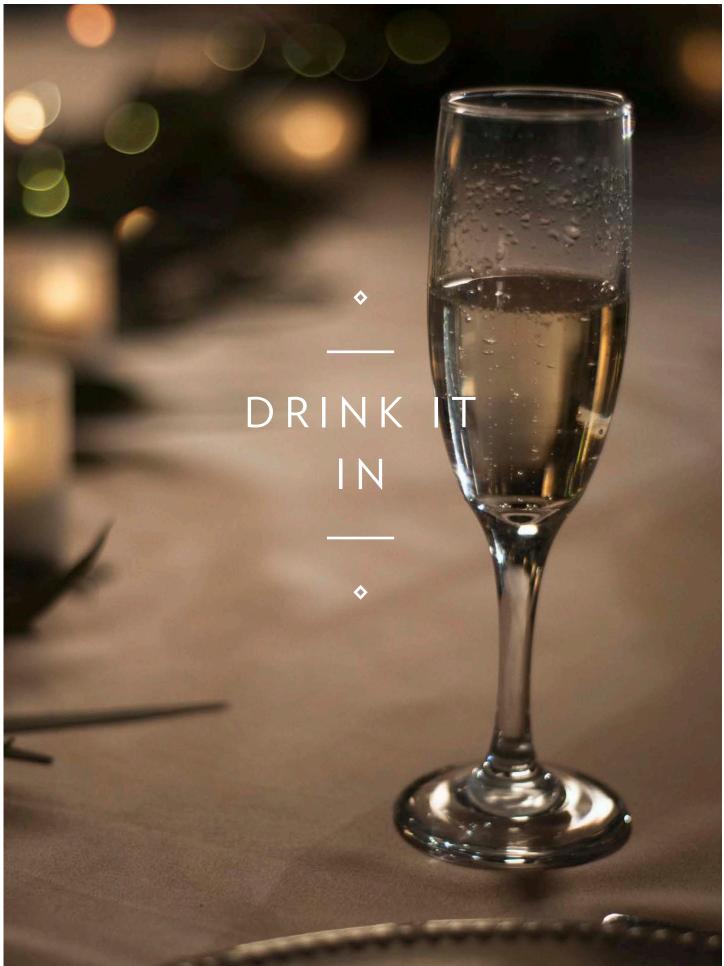
Chicken Tenders, Mac n' Cheese, Carrot and Celery Sticks with Ranch Dressing

Re-Fuel
LATE NIGHT SNACKS Choose one.

Nacho Bar Mac and Cheese Pizzas from lan's (10 pizzas) Breakfast Sandwiches Hot Pretzels Cocktail Sandwiches

Hotel will cut and serve your wedding cake.

\$112<sup>++</sup> per guest



### **CASH BAR**

Drinks purchased by your guests are inclusive of sales tax.

### SPONSORED BAR

Drinks purchased by host are subject to service charge and sales tax.

#### **CONCOURSE BRANDS**

\$8 Highball

\$9 Cocktail

#### **TOP-SHELF BRANDS**

\$9 Highball

\$10 Cocktail

#### DOMESTIC BEER, NON-ALCOHOLIC BEER

\$6 per bottle

#### IMPORT AND CRAFT BEER

\$7 per bottle

#### **SODA**

\$2 per glass

#### **JUICES**

\$3 per glass

#### **BOTTLED WATER, MINERAL WATER**

\$3 per bottle

# PACKAGE BAR

A package bar is a per person price for sponsored beverages over a contracted time period. For dinners requiring a guarantee, the number guaranteed for dinner (less any children guaranteed) would be used for the package bar.

		Price for each additional hour
Beer, Wine and Soda	\$12	\$6
Concourse Brands	\$14	\$7
Top-Shelf Brands	\$18	\$9

#### BARREL BEER

More brands are available, ask your catering manager for details. Subject to service charge and sales tax.

#### **DOMESTIC**

Pabst Blue Ribbon, Miller Lite, Bud Light, Coors

Quarter Barrel	\$275
Half Barrel	\$425

#### **CRAFT**

Leinenkugel's Honey Weiss, New Glarus Spotted Cow, Good Old Potosi, Ale Asylum Hopalicious, Capital Amber

Half Barrel \$525

## WHITE WINE

More varietals are available, ask your catering manager for details

Line 39 Chardonnay, California Tropical Fruits, Vanilla, Cream	\$8/\$29
Line 39 Pinot Grigio, California Pear and Stone Fruit with Clean Acidity	\$8/\$29
Line 39 Sauvignon Blanc, California Notes of Grapefruit and Lemon Citrus	\$8/\$29

#### **RED WINE**

Line 39 Cabernet Sauvignon, California

More varietals are available, ask your catering manager for details

Currant, Blackberry, Plum, Black Tea	
Line 39 Pinot Noir, California Red Fruit, Earthy Notes, Soft and Subtle Tannins	\$8/\$29
Line 39 Merlot, California Black Cherry, Plum, Dark Chocolate, Toast from French Oak	\$8/\$29

\$8/\$29

# STANDARD OFFERINGS

### **CONCOURSE BRANDS**

Dewar's

Seagram's 7

Jack Daniels

Southern Comfort

Tito's

New Amsterdam

Bacardi

Captain Morgan

Korbel Brandy

Jose Cuervo Gold

Rumhaven

Jim Beam

Amaretto

Peach Schnapps

### **HOUSE WINES**

Line 39 Chardonnay

Line 39 Pinot Grigio

Line 39 Sauvignon Blanc

Line 39 Cabernet

Line 39 Merlot

Line 39 Pinot Noir

StoneCap Riesling

### DOMESTIC BOTTLE BEER

Miller Lite

**Bud & Bud Light** 

Michelob Ultra

Coors Light

St. Pauli's Girl NA

### CRAFT BOTTLE BEER

Fantasy Factory IPA

Spotted Cow

Capital Munich Dark

# TOP SHELF

Johnny Walker Black

Crown Royal

Jameson Irish Whiskey

Maker's Mark

Ketel One

Ketel One Citron

Tanqueray

Mount Gay Rum

Kahlua

Baileys

Jägermeister

Midori

Milagro

# OTHER TOP SHELF BRANDS AVAILABLE UPON REQUEST

Glenlivet

Courvoisier V.S. Cognac

Grey Goose

Stoli

Stoli Vanilla, Raspberry

Bombay Sapphire

Drambuie





# LATE NIGHT SNACKS

Available after 8:30pm.

#### MADISON'S FAMOUS IAN'S PIZZAS

\$27.50 each, pizzas are 16" and cut into 12 slices. Minimum of 10 pizzas required to order.

**CLASSIC CHEESE CLASSIC SAUSAGE CLASSIC PEPPERONI** MAC N' CHEESE

TRI-VEGGIE

BBQ Chicken, Bacon, Cheddar and Ranch on a BBQ Base

Roasted Red Peppers, Tomatoes, Spinach on a Marinara Base

#### MIDNIGHT MUNCHIES

**NACHO BAR** Queso Dip, Tomatoes, Red Onions, Tortilla Chips Salsa, Sour Cream, Guacamole \$8 per quest

WARM PRETZELS WITH MUSTARD \$38 per dozen

MAC AND CHEESE Aged Cheddar Cheese Sauce, Bacon, Chilis Garlic Bread Crumbs, Shredded Cheese Hot Sauce, Scallions \$12 per guest

#### **SMORGASBORD**

SMOKEY THE BANDIT

Ham and Cheddar Cocktail Sandwiches Turkey and Swiss Cocktail Sandwiches Assorted Condiments Hot Jumbo Soft Pretzels with Mustard Buttered, Cheese And Caramel Popcorn \$18 per guest

## **BREAKFAST**

BREAKFAST BURRITOS WITH SALSA, GREEN CHILIS, **SOUR CREAM** \$60 per dozen

EGG SANDWICH - ENGLISH MUFFIN, AMERICAN CHEESE, FRIED EGG, BACON \$60 per dozen







Breakfasts include freshly-brewed coffee, hot tea, orange juice, cranberry juice and 2% milk. Buffets are for a one hour service.

# **BUFFETS**

#### AN EGG-CELLENT START

Freshly Baked Pastries from our Bakery with Sweet Butter and Assorted Preserves Display of Sliced Fresh Seasonal Melons, Fruits, and Berries Flavored Greek Yogurts and Granola Farm Fresh Scrambled Eggs, Breakfast Potatoes Hickory Bacon or Chicken Sausage Links \$28 per guest | minimum of 25 guests

Add cheese, diced ham, mushrooms, and roasted peppers and onions: \$4 per guest .

#### **CONTINENTAL**

Freshly Baked Breakfast Breads and Pastries from our Bakery with Sweet Butter and Assorted Preserves Display of Sliced Fresh Seasonal Melons, Fruits and Berries Favored Greek Yogurts and Granola \$17 per guest | minimum of 15 guests.

### **BEVERAGES**

ORANGE, CRANBERRY, APPLE, or TOMATO JUICE \$30 per gallon

CHAMPAGNE \$26 per bottle

**TITO'S VODKA** (750ml) \$60

**BLOODY MARY MIX with Garnishes**Pickled Vegetables and Celery
\$40 per gallon

# **BUFFET ENHANCEMENTS**

Minimum of 12 orders, per-guest items much match guarantee.

Hickory Bacon or Chicken Sausage Links \$7 per quest

#### Farm Fresh Scrambled Eggs

\$5 per quest

Add cheese, diced ham, mushrooms and roasted peppers and onions for \$4 per quest

Oven Roasted Breakfast Potatoes and Herbs \$4 per quest

Oatmeal, Brown Sugar, Raisins, Cream \$4 per quest

Malted Waffles or French Toast with Butter, Warm Syrup \$5 per quest

Breakfast Burritos with Salsa, Green Chilis, Sour Cream \$60 per dozen

Egg Sandwich -English Muffin, American Cheese, Fried Egg, Bacon \$60 per dozen





# WEDDING RECEPTION INFORMATION

#### **BOOKING WINDOW**

Weddings are reserved no earlier than 14 months in advance. A credit card will be required at that time to charge the amount of the \$2,500 deposit. This deposit is non-refundable upon cancellation but is refunded at the conclusion of the event unless final bill exceeds estimated prepayment.

#### DEPOSIT, FOOD, AND BEVERAGE MINIMUMS

- The \$2,500 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 food and beverage 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	Maximum Guests	Food and Beverage Minimum		Room Rental
		(May-Oct)*	(Nov-Apr)	
			or Fri & Sun	
Senate	65	\$3500	\$2000	\$400
Assembly	65	\$3500	\$2000	\$400
Madison	130	\$7,000	\$5,000	\$1,300
Capitol	175	\$10,000	\$8,000	\$1,500
Madison/Wisconsin	250	\$15,000	\$12,000	<b>\$1,750</b>
Wisconsin/Capitol	350	\$18,000	\$15,000	\$1,900
Grand Ballroom	700	\$22,000	\$20,000	\$3,000

<sup>\*</sup>November-April food and beverage minimum is available for home UW Badger football weekends in September and October

#### **OTHER ITEMS**

- All cakes brought in from an outside vendor will be required to have a valid baker's license.
- The complimentary wedding tasting includes: a selection of hors d'oeuvres, wine and choice of three entrees and three salads.
- Menu selections and prices for food and beverage service will be confirmed 6 months prior to the function.
- Special Menu price for your vendors ie., photographer, dj and photo booth attendant
- A discounted block of guest rooms will be reserved based on availability. Contact the Sales and Catering office at 608-257-9670 or email catering@concoursehotel.com to check availability and rates for a guest room block. Discounted rates may be available for off-season dates. 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 \$15 for overnight guests and \$1.50 per hour for non-overnight guests attending the reception.
- We will distribute gift bags to guests upon check-in for \$1 each. Please label all bags with guest names. Taxes, Payment Policy and Additional Charges
- Payment in full is due by credit card 72 hours prior to your function, 7 days prior if paid by check. Your total bill is estimated using your dinner guarantee. Remaining funds, including the deposit, are returned as soon as possible after the function.
- 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 20%. The current sales tax is 5.5%.
- Cash bars are not included in the food and beverage minimum.
- Additional charges apply when the ceremony room is re-set for the reception or dinner.

Ballroom	Re-set Fee
Madison	\$1,000
Wisconsin	\$900
Capitol Ballroom A or B	\$750
Capitol Ballroom	\$1,200

# GENERAL INFORMATION

#### **FOOD SERVICE**

No food or beverage is permitted in banquet or meeting rooms unless provided by the hotel. No food or beverage items, which remain uneaten after the event, may be removed from the hotel by the customer or attendees, with the exception of wedding cake provided by a licensed baker.

#### MENU PRICES

The hotel will confirm the food and beverage prices 60 days prior to the event.

Menu selections must be received by the hotel's catering department at least 14 days prior to the event.

#### MULTIPLE ENTRÉES

If multiple entrées are selected, when not included in a package, there will be an additional \$100 labor charge for two entrées and \$150 for three entrées. Multiple entrée selections are not permitted for groups under 20.

#### LABOR CHARGE

There will be a \$75 fee for butler passed items.

#### FINAL GUARANTEE

The final guarantee of attendance must be submitted to the catering department by 11:00am four business days prior to the event.

#### **BANQUET BAR**

Each banquet bar ordered must generate at least \$200 in sales per bartender or a \$100 per bartender service charge will be assessed. Barreled beer is not included in the \$200 minimum. Hotel will staff one barender for every 100 guests.

#### SERVICE CHARGES AND TAXES

All food and beverage items are subject to service charge and tax. The current service charge is 20%. State and local sales tax will then be added to the total amount. The current tax rate is 5.5%.

#### AUDIO VISUAL EQUIPMENT

Audio visual equipment must be contracted through the hotel's catering department. Audio visual is not permitted in banquet or meeting rooms unless provided by the hotel with the exception of personal laptops.

#### **ROOM ASSIGNMENTS**

All room assignments are subject to change, especially in the case of fluctuating attendance figures.

Any extraordinary room set up changes, within 72 hours prior to event, may be assessed a set-up fee of \$100.

#### **DECORATING POLICIES**

The hotel does not permit affixing of anything to the walls, floor or ceilings of rooms with staples, tape, glue or nails. No glitter, confetti or open flame candles will be allowed. All guest rooms and meeting/function rooms must be in the same condition that they were prior to the event.

#### STORAGE/TEAR DOWN POLICIES

All displays, materials, signs, banners and decorations must be removed within one hour after the function ends. The hotel will dispose of any item left in the function room.

#### PACKAGE SHIPPING AND HANDLING

The hotel will accept packages up to three business days prior to the event. The first 10 boxes will not be assessed a handling fee. Each box after 10 will be charged a \$1 per box handling fee. Oversized boxes or boxes weighing more than 50 lbs. may be subject to an additional fee.

#### **PARKING**

Parking is based on availability in our underground parking ramp; prevailing rates apply. Our parking ramp has a 6'2" clearance.