

## THE

## MADISON CONCOURSE HOTEL

AND GOVERNOR'S CLUB

## Wealolings



Kylie Reinhart
Wedding and Catering Manager


Mary Schulz
Senior Catering Services Manager


Charles Lazzareschi Executive Chef


Keith Mattson
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.

THE MADISON GONCOURSE HOTEL
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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 parquet 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!


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HOSTED BAR Two-and-a-half hour timespan. Minimum of 30 guests.
Bottled Beer
House Wines, with table service if timespan includes dinner
Concourse and Top Shelf Cocktails
Non-Alcoholic Beverages
Champagne Toast
Graze
HORS D'O E UVRES Choose two. Butler passing avalable 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

10 m
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

E N T RÉES 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.


## 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 guest

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

OVEN-ROASTED POTATOES AND HERBS
$\$ 4$ per guest
OATMEAL
Brown Sugar, Raisins, Cream
$\$ 4$ per guest

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

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 ${ }^{\ominus}$
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 guest
CHEX ${ }^{\text {mw }}$-MIX
$\$ 20$ per pound ( 15 servings)
GARDETTOS
$\$ 18$ per pound ( 15 servings)
COUNTRY STYLE TRAIL MIX
Nuts, Raisins, and M\&Ms ${ }^{\text {m" }}$
$\$ 22$ 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, orTOMATO JUICE
$\$ 30$ per gallon
CHAMPAGNE $\$ 26$ per bottle
TITO'S VODKA ( 750 ml ) \$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 Fourhourtimespan.
Bottled Beer
House Wines
Non-Alcoholic Beverages
Champagne Toast with Dinner

HORS D'OE UVRES 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


E N T RÉES 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

## 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

## ROASTED SALMON

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

Hotel will cut and serve your wedding cake.


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



HOSTED BAR Fourhourtimespan.
Bottled Beer
House wines with table service if time span includes dinner
Concourse Cocktails
Non-Alcoholic Beverages
Champagne Toast with Dinner

HORS D'O E UVRES 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

E N T R ÉES 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

## GRILLED CHICKEN BREAST

Farro, Baby Kale, Parmesan
Roasted Garlic Cream

## OVEN-ROASTED PESTO CHICKEN

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

JALAPEÑO-MANGO MOJO PORK TENDERLOIN
Roasted Corn and Hominy Salsa, Cumin Black Beans, Annatto Oil

## 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

## SAUTEÉD GULF PRAWNS

Lemon Orzo Pasta, Tomato, Roasted Garlic, Asparagus

## BRAISED SHORT RIBS

Truffled Chive Gnocchi, Glazed Root Vegetables

## MUSHROOM RAVIOLI

Sauteed Vegetables, Tomato Basil Sauce, Parmesan Cheese

## QUINOA GOAT CHEESE CAKES

Harissa, Braised Greens

CHILDREN'S MEAL (\$15 per child)
Chicken Tenders, Mac n' Cheese, Carrot and Celery Sticks with Ranch Dressing

# MENDOTA PACKAGE 



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


HOSTED BAR Fourhourtimespan.

Bottled Beer

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


HORS D'O E UVRES 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

SALADS Choose one.

## 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


## LATE NIGHT SNACKS Choose one.

Nacho Bar
Mac and Cheese
Pizzas from lan's (10 pizzas)

Breakfast Sandwiches
Hot Pretzels
Cocktail Sandwiches


## CASH BAR

Drinks purchased by your guests are inclusive of sales tax.

## SPONSORED BAR <br> 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 one Price for each hour 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 <br> \$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 \$8/\$29
Tropical Fruits, Vanilla, Cream
Line 39 Pinot Grigio, California \$8/\$29
Pear and Stone Fruit with Clean Acidity
Line 39 Sauvignon Blanc, California
\$8/\$29
Notes of Grapefruit and Lemon Citrus

## RED WINE

More varietals are available, ask your catering manager for details

Line 39 Cabernet Sauvignon, California

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

## 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

## MIDNIGHT MUNCHIES

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

## BREAKFAST

BREAKFAST BURRITOS WITH SALSA, GREEN CHILIS, SOUR CREAM
$\$ 60$ per dozen
EGG SANDWICH - ENGLISH MUFFIN, AMERICAN
CHEESE, FRIED EGG, BACON
$\$ 60$ per dozen

## SMOKEY THE BANDIT

BBQ Chicken, Bacon, Cheddar and Ranch on a BBQ Base
TRI-VEGGIE
Roasted Red Peppers, Tomatoes, Spinach on a Marinara Base

SMORGASBORD
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

Prices will be confirmed 60 days prior to your function.



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

## Hickory Bacon or Chicken Sausage Links

\$7 per guest

## Farm Fresh Scrambled Eggs

$\$ 5$ per guest
Add cheese, diced ham, mushrooms and roasted peppers and onions for $\$ 4$ per guest

## Oven Roasted Breakfast Potatoes and Herbs \$4 per guest

Oatmeal, Brown Sugar, Raisins, Cream

$\$ 4$ per guest

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

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 <br> (May-Oct) | (Nov-Apr) <br> or Fri \& Sun | Room Rental |
| :--- | :--- | :--- | :--- | :--- |
| 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 | $\$ 15,000$ | $\$ 12,000$ | $\$ 1,750$ |
| Wisconsin/Capitol | 350 | $\$ 1,000$ | $\$ 15,000$ | $\$ 1,900$ |
| Grand Ballroom | 700 | $\$ 22,000$ | $\$ 20,000$ | $\$ 3,000$ |

*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 608-2579670 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.

