

## Congratulations on your engagement!

You've been looking forward to this day for years; 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.

We're thrilled you're considering us for the setting of your big day.

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

The room rental charge/set-up fee is \$850 and includes the following items and services:

- Dinner tables with white tablecloths and white napkins
- Choice of fold for dinner napkins
- Mirrored tile and choice of candle centerpiece for all dinner tables
- White skirted head table on a riser 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 candle centerpiece near bar
- Wood parquet dance floor and DJ or band area
- Professional staff to cut and serve your wedding cake
- Champagne toast for guests (in place of dessert included with dinner entrée or buffet)
- One Governor's Club guest room for the bride and groom on the wedding night with a noon check in
- A dedicated number of guest rooms at a discounted rate for out of town guests
- Complimentary group entrée tasting
- Complimentary room rental for rehearsal dinner
- Complimentary room rental and 15% discount on banquet food for a gift opening or send-off breakfast.

Visit our Facebook page at [facebook.com/madisonconcoursehotel](https://www.facebook.com/madisonconcoursehotel) to browse hundreds of wedding and gala photos for décor and color inspiration.

**Weddings booked on Friday or Sunday receive a 15% discount on food and sponsored beverages and a reduced room rental of \$500**

# 2013 Wedding Reception Information

## Booking Window

Weddings are reserved no earlier than 14 months in advance on the first business day of the month. To reserve your date, please call 608-257-9670 at 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 \$1,000 deposit. This deposit is non-refundable upon cancellation but is refunded at the conclusion of the event unless final bill exceeds estimated prepayment.

## Deposit and Food Minimums

- 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 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	Maximum Guests	Food Minimum (May – Oct)*	Food Minimum (Nov - Apr)
Madison	140	\$3,600	\$2,600
Capitol	200	\$4,700	\$3,700
Madison/Wisconsin	300	\$7,400	\$6,400
Wisconsin/Capitol	400	\$9,700	\$8,700
Grand Ballroom	700	\$12,000	\$11,000

\*Nov – April food minimum is available Labor Day weekend and home UW Badger football weekends in September and October.

## Food

- All cakes brought in from an outside vendor will be required to have a valid baker's license.
- 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.
- Prices for food and beverage service will be confirmed 2 months prior to the function.

## Guest Rooms

- A discounted block of guest rooms will be reserved based on availability. Concourse Level rates start at **\$144 plus current tax**, Concourse Premier rates start at **\$154 plus current tax** and Governor's Club rates start at **\$194 plus current tax** for in-house wedding reception guests. 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 \$10 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 and will deliver them to guest rooms for \$3 each. Please label all bags with guest names.

## Taxes, Payment Policy and Additional Charges

- 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.
- 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%.
- 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 \$13.95 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.