



Twig & Olive Photography

THE
MADISON CONCOURSE
HOTEL
AND GOVERNOR'S CLUB

Weddings

*GF (Gluten Free) | DF (Dairy Free) | V (Vegetarian) | VG (Vegan) | *Contains Nuts*

MEET THE TEAM



Kylie Reinhart
Wedding and Catering Manager



Mary Schulz
Senior Catering Services Manager



Morgan Schramm
Catering Sales Manager



Charles Lazzareschi
Executive 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 and 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.

CONGRATULATIONS ON YOUR ENGAGEMENT!

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

- Dinner tables with white floor-length tablecloths and white napkins
- Votive candles for all dinner tables
- Choice of head table with a wireless microphone
- White skirted place card table, gift table, cake/dessert table and choice of guestbook display
- Cocktail tables with white linen and votive candles near bar
- Dance floor and DJ or band area
- Professional staff to cut and serve your wedding cake/dessert
- 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

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

HORS D' OEUUVRES

Choose two. Butler passing available for a one-time \$75 fee.

PLATTERS

Vegetable Spring Rolls
Swedish Meatballs
Goat Cheese Crostini
Mini Beef Wellingtons
Chicken Empanadas

DISPLAYS

Granola Bars **GF/VG**
House-Baked Granola **GF/DF/V**
served with Vanilla Yogurt **GF/V**
Refreshed Coffee and Teas
Assorted Soft Drinks and Bottled Water

DINNER

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



WEDDING
PARTY
HOSPITALITY

SAVORY SNACKS

KETTLE CHIPS WITH ONION DIP
\$6 per guest

HOUSE-MADE TORTILLA CHIPS WITH
GUACAMOLE & SALSA
\$8 per guest

FRESH BUTTERED POPCORN
\$20 per pound (10 servings)

CHEESE OR CARAMEL POPCORN
\$22 per pound (10-15 servings)

COCKTAIL SANDWICHES
1/2 Ham & Swiss and 1/2 Turkey & Cheddar
Cocktail Sandwiches, Assorted Condiments
\$60 per dozen

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

CHEX™ -MIX
\$20 per pound (15 servings)

GARDETTOS
\$18 per pound (15 servings)

COUNTRY STYLE TRAIL MIX
Nuts, Raisins, and M&Ms™
\$22 per pound (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

CHOCOLATE DIPPED STRAWBERRIES
\$48 per dozen

SEASONAL FRESH WHOLE FRUIT
\$3 each

SEASONAL PETITE DESSERTS
\$48 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)

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



THE
MAIN
EVENT

ISTHMUS PACKAGE

\$79++ per guest

Prices will be confirmed 60 days prior to your function. Hotel will cut and serve your wedding cake.

DÉCOR

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

HOSTED BAR

Four hour timespan.

Bottled Beer
House Wines
Non-Alcoholic Beverages
Champagne Toast

HORS D' OEUVRES

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

Pieced

Vegetable Spring Rolls
Goat Cheese Crostini
Mini Beef Wellingtons
Swedish Meatballs
Chicken Empanadas

Displays

Fresh Garden Vegetables
Gourmet Cheese Tray
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

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

MONONA PACKAGE

\$89++ per guest

Prices will be confirmed 60 days prior to your function. Hotel will cut and serve your wedding cake.

DÉCOR

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

HOSTED BAR

Four hour timespan.

Bottled Beer
House Wines
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.

Pieced

Vegetable Spring Rolls
Goat Cheese Crostini
Mini Beef Wellingtons
Swedish Meatballs
Chicken 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

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

MENDOTA PACKAGE

\$112++ per guest

Prices will be confirmed 60 days prior to your function. Hotel will cut and serve your wedding cake.

DÉCOR

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

HOSTED BAR

Four hour timespan.

Bottled Beer
House Wines
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.

Pieced

Vegetable Spring Rolls
Artichoke Flatbreads
Ahi Tuna Tartar
Mediterranean Bruschetta
Goat Cheese Crostini
Mini Beef Wellingtons
Swedish Meatballs
Chicken Empanadas
Walnut Mushroom Tartlets
Bacon-Wrapped Scallops
Prawn Ceviche

Displays

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

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 garden green salad, 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 Ian's (10 pizzas)

Breakfast Sandwiches

Hot Pretzels

Cocktail Sandwiches



DRINK
IT
IN

STANDARD OFFERINGS

CONCOURSE BRANDS

Dewar's
Seagram's 7
Jack Daniels
Southern Comfort
Tito's
Beef Eaters
Bacardi
Captain Morgan
Korbel Brandy
Jose Cuervo Gold

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

OTHER TOP SHELF BRANDS AVAILABLE

Glenlivet
Courvoisier V.S. Cognac
Grey Goose
Stoli
Stoli Vanilla, Raspberry
Bombay Sapphire
Drambuie



DANCING FUEL

Roland Gozun Photography

LATE NIGHT SNACKS

Available after 8:30 PM.

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

CLASSIC SAUSAGE

CLASSIC PEPPERONI

MAC N' CHEESE

SMOKEY THE BANDIT

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

TRI-VEGGIE

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 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

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

BREAKFAST

BREAKFAST BURRITOS WITH SALSA, GREEN CHILIS, SOUR CREAM

\$60 per dozen

EGG SANDWICH - ENGLISH MUFFIN, AMERICAN CHEESE, FRIED EGG, BACON

\$60 per dozen



SEND-OFF
BREAKFAST

SEND-OFF BREAKFAST

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 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
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

WEDDING RECEPTION INFO

BOOKING INFORMATION

A credit card will be required to charge a \$2,000 deposit with the signed contract. This deposit is non-refundable upon cancellation but is refunded at the conclusion of the event unless the final bill exceeds the estimated prepayment.

FOOD, AND BEVERAGE MINIMUMS

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 & BEVERAGE MINIMUM		ROOM RENTAL
		(May-Oct)*	(Nov-Apr) or Fri & Sun	
Senate	65	\$3,500	\$2,000	\$400
Assembly	65	\$3,500	\$2,000	\$400
Madison	130	\$7,000	\$5,000	\$1,500
Capitol	175	\$10,000	\$8,000	\$1,700
Madison/Wisconsin	250	\$15,000	\$12,000	\$1,800
Wisconsin/Capitol	350	\$18,000	\$15,000	\$1,900
Grand Ballroom	700	\$22,000	\$20,000	\$3,000

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 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.
- 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.

GENERAL INFORMATION

FOOD SERVICE

No food or beverage of any kind 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.

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, 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 an additional \$75 fee for butler-passed items.

FINAL GUARANTEE

The final guarantee of attendance must be submitted to the catering department by 11:00am three 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.

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 of the function end time. 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.