



THE
MADISON CONCOURSE
HOTEL

AND GOVERNOR'S CLUB

Weddings

Updated 7.21.22

Meet the Team



Julie Woodward
Director of Catering



Mary Schulz
Convention 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.





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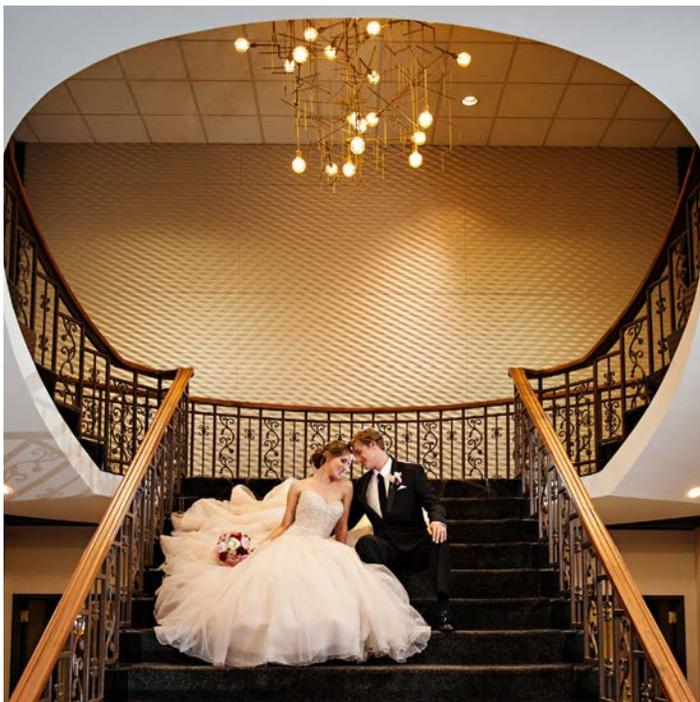
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Dutcher Photography



Makenna Smith Photography



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!





Makenna Smith Photography



Twig & Olive Photography



Dutcher Photography



East Elm Photography



Twig & Olive Photography



PM Photo MKE

REHEARSAL PACKAGE

Cheers

HOSTED BAR Two-and-a-half hour timespan.

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

Graze

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

Platters

Vegetable Spring Rolls
Jerk Chicken Skewers
Ahi Tuna Tartar
Mini Beef Wellingtons
Pork Kimchi Dumplings

Displays

Wisconsin Cheese and Sausage
Fresh Garden Vegetables
Fresh Fruit

Nosh

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

SALAD Choose one

TRADITIONAL CAESAR

Romaine Hearts, Shaved Parmesan, Croutons
Caesar Dressing

BABY SPINACH

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

CONCOURSE CHOPPED

Romaine Lettuce, Aged Cheddar, Green Onion
Sliced Button Mushrooms, Artichoke Hearts
Cucumber Yogurt Ranch Dressing



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.

ROASTED BRUSCHETTA SALMON WITH CHICKEN BREAST MARSALA

Parmesan and Garlic Roasted Potatoes, Roasted Cauliflower

SEARED HERB CHICKEN BREAST

Yukon Mashed Potatoes, Baby Carrots,

Buttered Asparagus, Madeira Sauce

PAN-SEARED SALMON

Maple Whipped Sweet Potatoes, Brussels Sprouts with

Hickory Bacon and Balsamic

SOY GLAZED ROASTED PORK LOIN

Five-Spiced Cauliflower Fried "Rice," Snap Peas

Chinese Cabbage, Carrots, Peppers, Sesame Ginger Sauce

BLACK ANGUS TOP SIRLOIN

Au Gratin Potatoes, Parmesan Creamed Spinach,

Forest Mushrooms

DESSERT

All entrées include chef's featured dessert

\$69⁺⁺ per guest

Prices will be confirmed 60 days prior to your function.





◇
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WEDDING
PARTY
HOSPITALITY
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CONTINENTAL BREAKFAST

Minimum of 15 guests

Freshly Baked Breakfast Breads and Pastries from our Bakery with Sweet Butter and Assorted Preserves

Display of Sliced Fresh Seasonal Melons, Fruits and Berries

Whole Bananas, Granola, and Flavored Yogurts

2% and Skim Milk | Orange and Cranberry Juice | Fresh-Brewed Coffee and Tea

\$15 per guest



CONTINENTAL ENHANCEMENTS

BREAKFAST MEAT

Choose 1 selection, minimum of 12 orders

Double-Thick Hickory Bacon or Chicken Apple Sausage

\$6 per guest

SCRAMBLED EGGS AND CHEDDAR CHEESE

\$5 per guest

OVEN-ROASTED POTATOES AND HERBS

\$3 per guest

OATMEAL

Brown Sugar, Raisins, Cream

\$4 per guest

ASSORTED YOGURTS

\$3 each

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 AND BREAKFAST BREADS

\$40 per dozen

FLAKY BUTTER CROISSANTS

\$38 per dozen

SEASONAL KRINGLE

\$36 each (serves 12 slices)

PECAN STICKY BUNS

\$48 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

Prices will be confirmed 60 days prior to your function.

SAVORY SNACKS

KETTLE CHIPS WITH ONION DIP

\$4 per guest

TORTILLA CHIPS WITH GUACAMOLE & SALSA

\$6 per guest

FANCY MIXED NUTS

\$28 per pound (10 servings)

WARM PRETZELS WITH MUSTARD

\$36 per dozen

FRESH BUTTERED POPCORN

\$18 per pound (10 servings)

CHEESE OR CARAMEL POPCORN

\$22 per pound (10-15 servings)

SWEET TREATS

SELECTION OF HOUSE-BAKED COOKIES

\$36 per dozen

HOUSE-BAKED BROWNIES AND BLONDIES

\$36 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

\$47 per gallon

HOT TEA

Selection of Tea with Honey and Lemon

\$39 per gallon

AQUAFINA BOTTLED WATER

\$3 each (billed on consumption)

ASSORTED SPARKLING WATER

\$3.50 each (billed on consumption)

ASSORTED PEPSI SOFT DRINKS

\$3 each (billed on consumption)

LITTLE DIPPER

Kettle Chips, Celery Sticks, Carrots

French Onion and Garden Vegetable Dips

\$7 per guest

CHEX™-MIX

\$16 per pound (15 servings)

GARDETTOS

\$18 per pound (15 servings)

COUNTRY STYLE TRAIL MIX

Nuts, Raisins, and M&Ms™

\$20 per pound (15 servings)

CHOCOLATE DIPPED STRAWBERRIES

\$36 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

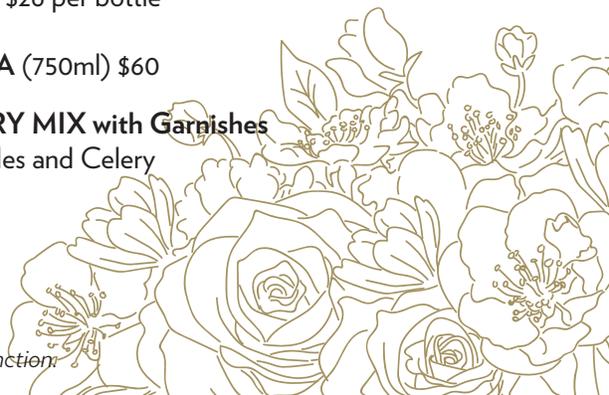
CHAMPAGNE \$26 per bottle

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
Falafel, Hummus, and Cilantro on Pita
Swedish Meatballs
Jerk Chicken Skewers

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.

GRILLED CHICKEN BREAST

Farro, Baby Kale, Parmesan,
Roasted Garlic Cream

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

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.

\$69⁺⁺ per guest

Prices will be confirmed 60 days prior to your function.

MONONA PACKAGE

Adorn

DÉCOR

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

Graze

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
Scallops Wrapped in Bacon

Cheers

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

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

Yukon Mashed Potatoes, Baby Carrots,
Buttered Asparagus, Madeira Sauce

GRILLED CHICKEN BREAST

Farro, Baby Kale, Parmesan
Roasted Garlic Cream

PESTO CHICKEN

Herb Breaded Chicken Breast, Tagliatelle Pasta
Cippolini, Roasted Peppers, Basil Cream Sauce

ROASTED CHICKEN BREAST

Pancetta, Roasted Fingerling Potatoes, Wilted Leeks,
White Wine Sauce

SOY GLAZED ROASTED PORK LOIN

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

PAN-SEARED SALMON

Maple Whipped Sweet Potatoes, Brussels Sprouts
with Hickory Bacon and Balsamic

BRAISED SHORT RIBS

Truffled Chive Gnocchi, Glazed Root Vegetables

QUINOA GOAT CHEESE CAKES

Pepper Coulis, Wilted Greens

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

\$79⁺⁺ per guest

Prices will be confirmed 60 days prior to your function.



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 Choose three. Your choice of butler-passed or station. One piece per person.

Platters

Blackened Beef Tenderloin
Ahi Tuna Tartar
Mediterranean Bruchetta
Mini Beef Wellington
Beef or Chicken Empanada
Falafel, Hummus, and Cilantro on Pita

Displays

Wisconsin Cheese and Sausage
Fresh Garden Vegetables
Gourmet Cheese
Fresh Fruit

Nosh

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

Yukon Mashed Potatoes, Baby Carrots,
Buttered Asparagus, Madeira Sauce

PESTO CHICKEN

Herb Breaded Chicken Breast, Tagliatelle Pasta
Cippolini, Roasted Peppers, Basil Cream Sauce

SOY GLAZED ROASTED PORK LOIN

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

ROASTED BRUSCHETTA SALMON w/ CHICKEN BREAST MARSALA

Parmesan and Chive Roasted Potatoes, Roasted Cauliflower

GRILLED ANGUS NEW YORK STRIP

Horseradish Potatoes, Haricots Verts, Red Wine Reduction

BRAISED SHORT RIBS

Truffled Chive Gnocchi, 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 Ian's (10 pizzas)

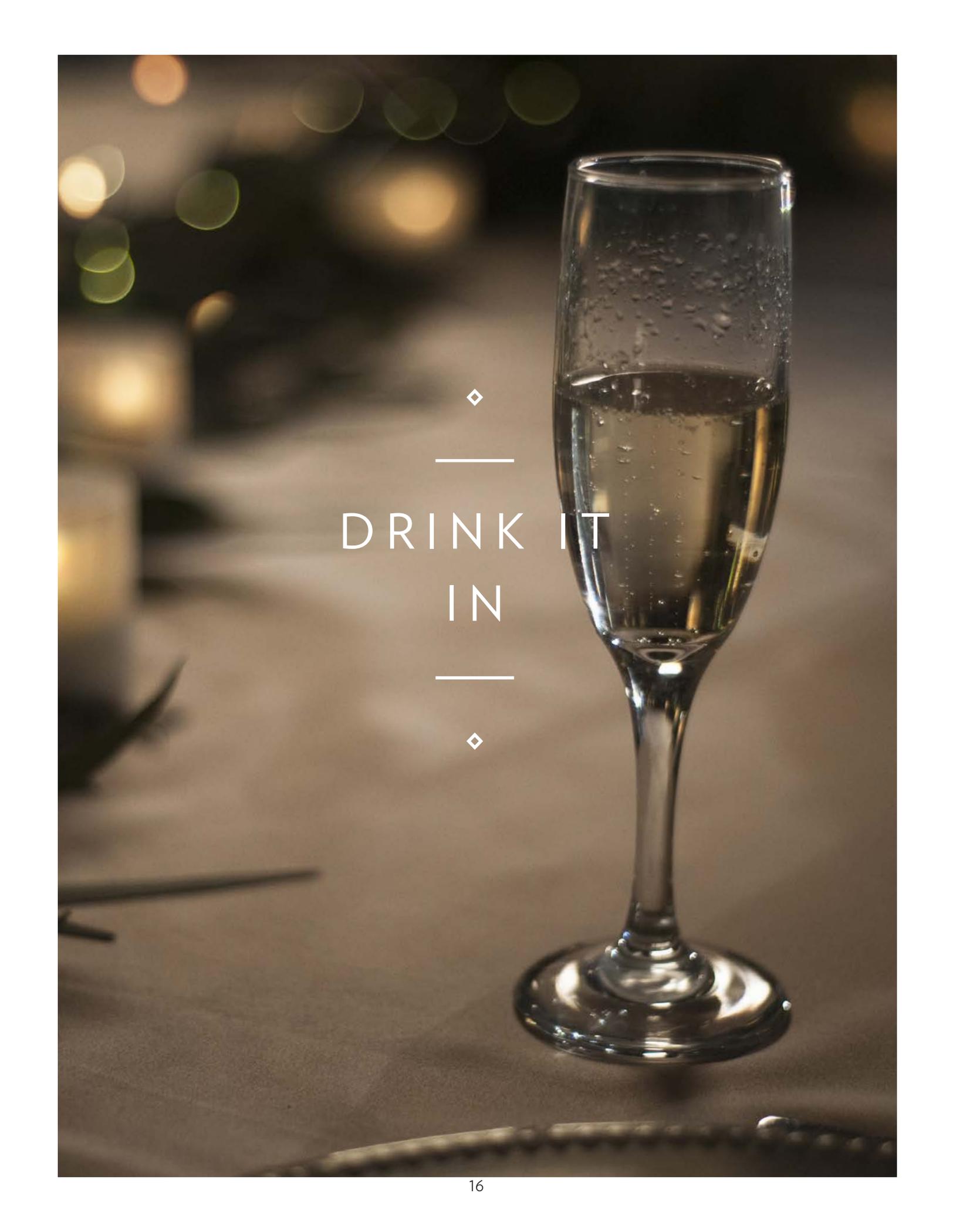
Breakfast Sandwiches
Hot Pretzels
Cocktail Sandwiches

Hotel will cut and serve your wedding cake

\$99⁺⁺ per guest

Prices will be confirmed 60 days prior to your function.





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DRINK IT
IN
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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

\$7 Highball
\$7.75 Cocktail

TOP-SHELF BRANDS

\$8 Highball
\$8.75 Cocktail

DOMESTIC BEER, NON-ALCOHOLIC BEER

\$5.25 per bottle

IMPORT AND CRAFT BEER

\$6.25 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 hour	Price for each additional hour
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	\$225
Half Barrel	\$350

CRAFT

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

Half Barrel	\$425
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WHITE WINE

More varietals are available, ask your catering manager for details.

Canyon Road Chardonnay, California Hints of Tropical Fruit, Citrus, and Butterscotch	\$6.5/\$26
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Canyon Road Pinot Grigio, California Layers of Apple and Citrus with an Easy Balance	\$6.5/\$26
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Canyon Road Sauvignon Blanc, California Hints of Ripe Citrus, Melon, and a Refreshing Crisp Finish	\$6.5/\$26
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RED WINE

More varietals are available, ask your catering manager for details.

Canyon Road Cabernet Sauvignon, California Complex Flavors of Berry and Cedar	\$6.5/\$26
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Canyon Road Pinot Noir, California Flavors of Violet and Toasty Oak	\$6.5/\$26
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Canyon Road Merlot, California A Depth of Flavor with a Velvet Finish	\$6.5/\$26
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Prices will be confirmed 60 days prior to your function.



STANDARD OFFERINGS

CONCOURSE BRANDS

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

HOUSE WINES

Canyon Road Chardonnay
Canyon Road Pinot Grigio
Canyon Road Cabernet
Canyon Road Merlot
Canyon Road Pinot Noir
StoneCap Riesling
Canyon Road Sauvignon Blanc

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 Red
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 UPON REQUEST

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





DANCING FUEL

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

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
\$7 per guest

WARM PRETZELS WITH MUSTARD
\$36 per dozen

MAC AND CHEESE
Aged Cheddar Cheese Sauce, Bacon, Chilis
Garlic Bread Crumbs, Shredded Cheese
Hot Sauce, Scallions
\$11 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

Prices will be confirmed 60 days prior to your function.





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SEND-OFF
BREAKFAST
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Breakfast

Breakfasts include fresh-brewed coffee and tea

BUFFETS

Buffet breakfasts include orange and cranberry juice

AN EGG-CELLENT START

Freshly Baked Breakfast Pastries from our Bakery with Sweet Butter and Assorted Preserves
Display of Sliced Fresh Seasonal Melons, Fruits, and Berries
Whole Bananas, Granola, and Flavored Yogurts 2% and Skim Milk
Farm Fresh Scrambled Eggs with Cheddar
Breakfast Potatoes with Fresh Herbs
Double-Thick Hickory Bacon or Chicken Sausage Links
\$25 per guest | minimum of 25 guests

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
Whole Bananas, Granola, and Favored Yogurts 2% and Skim Milk
\$15 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

Double-Thick Hickory Bacon or Chicken Sausage Links

\$6 per guest

Scrambled Eggs and Cheddar Cheese

\$5 per guest

Oven Roasted Breakfast Potatoes and Herbs

\$3 per guest

Oatmeal, Brown Sugar, Raisins, Cream

\$4 per guest

Cinnamon French Toast, 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

Prices will be confirmed 60 days prior to your function.





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	\$1,750
Wisconsin/Capitol	350	\$18,000	\$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 608-257-9670 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 bartender 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.