

MADISON MASONIC CENTER
301 Wisconsin Avenue
Madison, WI 53703
608-256-5734 eventsmanager.mmcf@gmail.com
2020 Rental Rates & Policies
For wedding receptions in the Ballroom

The Grand Ballroom-\$900.00 for the first 3 hours, \$200.00 for each hour thereafter, plus 5.5% sales tax. Hours after midnight are billed at a rate of \$275/hour and must be approved by the MMCF office and Caterer. The latest time frame allowed is 1:00 am. There is an additional \$2.00 per person set up charge for the final number of guests confirmed for. White Linen tablecloths are available at a cost of \$5.50 each, White Table Skirting is available at a flat rate of \$125.00, and white linen napkins are available at a cost of \$1.50 each. The rental rates include table skirting, place settings, tables, chairs and room set up. Room and Table decorations are the responsibility of our clients. Cake cutting and serving is a flat rate of \$150.00.

The rental rate begins when your guests are scheduled to arrive. If we do not have other events scheduled the day before your reception you may have that entire day to decorate. Required rental deposit of \$750 is due to reserve your date(s).

Auditorium-The Auditorium is available for wedding ceremonies when the reception is also being held at the Masonic Center. The rental rate is \$750.00 for 3 hours. The rehearsal rate for the day before is \$125.00 per hour. No open flame allowed in the Auditorium.

Get Ready Rooms- Available at rate of \$150-200 depending on how long it is needed. The ladies lounge and the classroom are included with this rate (both rooms included in the hourly rate). All personal items must be cleaned up and removed from Ladies lounge prior to ceremony to become a restroom for your guests.

John Catlin Room-The John Catlin room is available for you to host cocktails and hors d'oeuvres before your guests proceed downstairs to the Grand Ballroom for dinner. The rental charge is \$500.00.

Catering-The Madison Masonic Center is pleased to have exclusive catering provided by Kavanaugh's Catering. All the food is made on the Masonic Center premises. We have enclosed hors d'oeuvre, dinner, and buffet dinner menu information. Except for wedding cakes, cupcakes or pies which are the responsibility of our clients, no other food may be brought onto the premises. All dessert items must come from a licensed bakery. Prices are subject to change without notice. **Food Minimum. There is a \$4,000 food minimum for wedding events. This is before the addition of 5.5% sales tax and 20% gratuity.** A \$2,000 catering deposit is due upon acceptance of the catering agreement.

Full Beverage Service - Exclusive full beverage service is also available through the Kavanaugh's Catering. The price of soda ranges \$1.25 per person unlimited for the evening with dinner purchased. Coffee is available for \$1.00 per person after confirmed guest count for coffee throughout the evening. Barrel prices for beer are \$350.00 for domestic and \$450.00 for specialties (such as Spotted Cow, Capitals and Leinenkugels). You may serve up to two kinds of beer and we are able to provide you with most any type of beer. Our house wine is 1.5 Liter Bottles @30.00 per bottle. Chardonnay, White Zinfandel and Cabernet and also Wollersheim Domaine Du Sac, Prairie Fume and Prairie Blush also at a cost of \$30.00 per bottle which are .75 Liter Bottles. Special order wines are also available. The house champagne is \$25.00 per bottle. If you wish to host wine or champagne for your guests you are billed for the number of bottles corked. Liquor bottle service is not an option. If you wish to provide an open bar you are billed by the cocktail as ordered. Bar minimum is determined by Kavanaugh's Catering. Currently, there are no

additional bartender charges. You are billed for any items you host for your guests plus 5.5% sales tax and 20% gratuity. **You are not allowed to bring in any alcoholic beverages, in accordance with our liquor license all beverages must be ordered through the Kavanaugh's Catering. Food/ Beverage prices are subject to change without notice. If client/guests are found to be in procession of outside alcohol the alcohol will be removed (potentially guest as well) and party could be shut down immediately with all owed monies still owed.**

Food/ Beverage prices are subject to change without notice.

Alcoholic Beverage Policy-In accordance with the Madison Masonic Center policies, you must contract separately with the Kavanaugh's Catering for alcoholic beverages. Full beverage service is available at the Masonic Center. When providing alcoholic beverages for your guests, food service must also be provided. No alcoholic beverages may be brought onto the premises. **In accordance with Wisconsin State Law patrons must be 21 to be served alcoholic beverages.**

Policies of the MMC

It is understood that anything, but normal cleanup will be the responsibility of the user group and that any extraordinary clean up that must be done, when the Masonic Center deems necessary, will be done by an outside cleaning company and the charges forwarded to the user group. **Sprinkles, confetti or glass gem stones are not allowed on tables when decorating. The type of candles you are using must be approved by the Masonic Center.**

SECURITY: It is at the discretion of the MMC the quantity/need of security personnel to be in attendance during the event and to remain after the event to assist in escorting guests out at the end of the evening. Client is responsible for the payment of security personnel. Security cost starts at \$300 and could be higher depending on the amount of guests attending your event.

Should damages occur to the Masonic Center building or its furnishings, these will be assessed by the Masonic Center, or should it be necessary, an outside repair company. It is understood that these charges would be accepted by the user group.

The per person set up charge covers the setup, usage, and cleanup of the Masonic Center tables/chairs/glassware/silverware/plates. The client is responsible for setting up and cleaning up all of their decorations and chair covers.

****The MMCF and Kavanaugh's Catering reserve the right to cancel/terminate a contract prior to or with less than 24 hours' notice if client or guests of client are found to have brought in outside alcohol/food, damage/threat is made to the building, or client is not living up to terms of agreement(s). All monies owed will still be owed if event is cancelled due to any of the above conditions.**

A \$750 deposit is required to secure the date. Catering contracts are issued separately, and a partial deposit based upon the estimated catering cost is required upon acceptance of the catering contract. **The balance of the rental and catering are due no later than 3 days prior to your wedding.**

Decorations: No loose/handfuls of confetti/beads/gems allowed, no open flame candles, no taping to the floors/walls/wood fixtures. Decorations and chair covers are the responsibility of the client to setup and clean up.

**** Please note, prices for 2020 are subject to change without notice ****

For details and availability please contact Lisa Zimmerman at 608-256-5734.