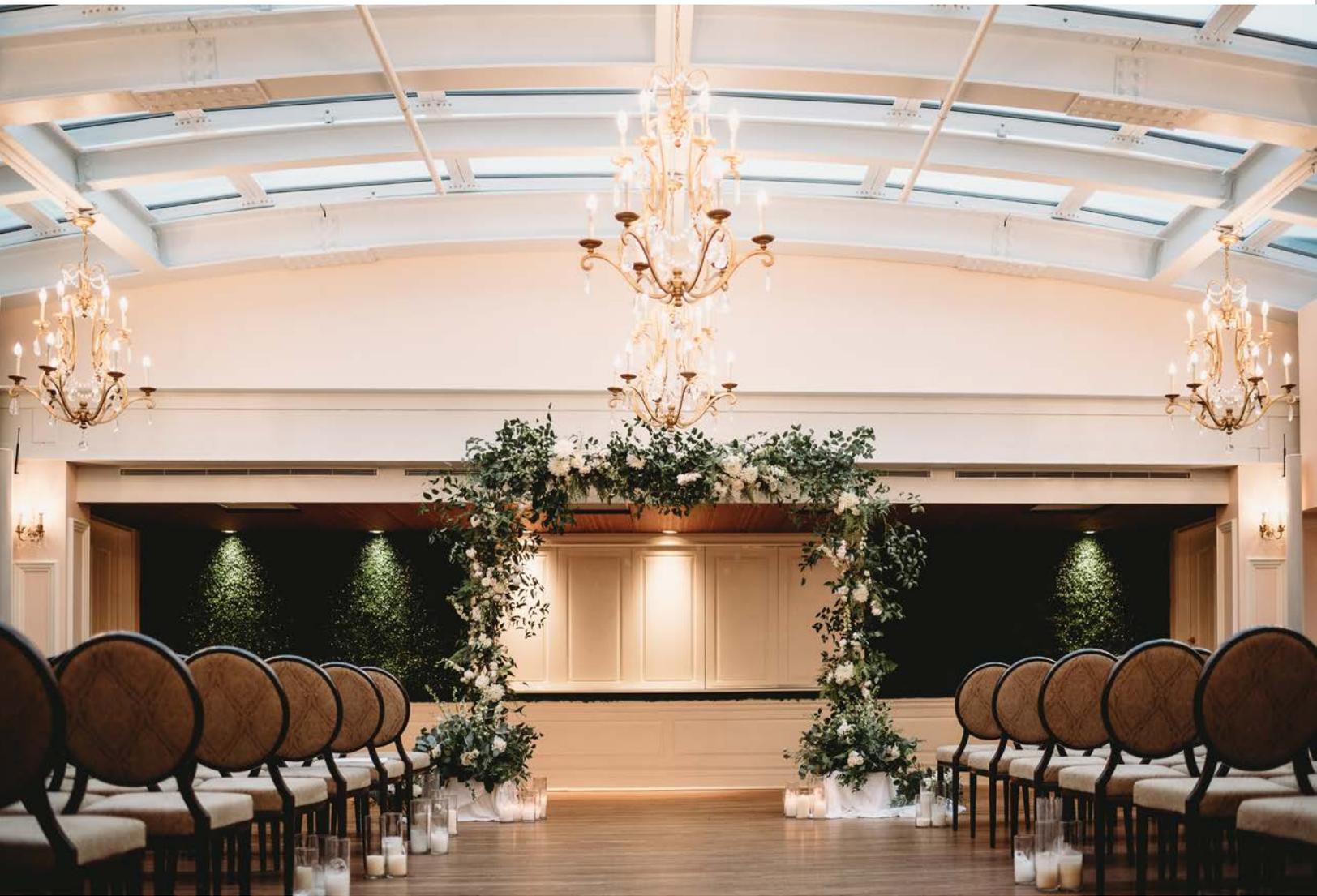




THE MADISON CLUB
wedding guide

OUR COMMITMENT TO YOU

for over a century



The Madison Club has cultivated a culture of community, professionalism and excellence. We expend endless amounts of energy to ensure every event reflects this culture. Included herein are our distinctive venue spaces, locally-sourced and seasonal menus and a glimpse of the many unique services we offer to deliver stunning events year-round.

We offer inclusive packages that provide everything you need with no hidden costs. Our packages include a no cost membership option, an on-site professional event planner, an event team to handle your set-up and breakdown, multiple event spaces to choose from, tables, chairs, and linens, as well as a hotel and parking ramp connected right to the Club. We also offer rehearsal dinner space and getting ready rooms to simplify planning and travel for you and your guests.

From our timeless architecture to stunning lake views and award-winning cuisine, we are consistently rated as one of the best and we take pride in this. With your vision and our expertise, your day will be exclusively yours.

Thank you for choosing the Madison Club, we are honored to work with you!

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OUR PACKAGES

In addition to our fully customizable planning guide, the Madison Club offers two wedding packages for those looking to simplify their wedding planning. All wedding packages include room rental charges for appropriate number in party, microphone for toasting, white, ivory or black linens, color of choice napkins, three votive candles per table, table number stands, and basic set up and breakdown.

Room rental charges for bridal ready rooms and add-on rooms are not included.



Silver Wedding Package

COCKTAIL HOUR

Open hosted bar of Club brand liquor, wine, non-alcoholic drinks, and choice of Spotted Cow, Miller Lite or Capital Amber tap beer (hosted bar is available for up to four consecutive hours and includes one glass of house wine or champagne for guests during dinner)

TWO HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING

Farmers' Vegetables & Dip
Fresh Fruit
Ouisconsin Cheese & Sausage

ONE PASSED HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING

Traditional Bruschetta	Mini Crab Cakes
Iced Shrimp Cocktail*	Bacon-Wrapped Shrimp*
Charred Eggplant Crostini	Blue Cheese Mousse
Smoked Salmon Mousse	Assorted Bacon Wraps*

DINNER

One glass of house wine or champagne (Wine and champagne pour(s) with dinner must occur within 4 hours of bar package to apply)

Mixed greens with market vegetables, seasonal house vinaigrette

Choice of two entrées (see pages 12-13 for full descriptions):

Hoisin Glazed Salmon [‡]	Seared Whitefish ^{‡*}
Citrus Salmon ^{‡*}	Seared Chicken Breast
Southwest 6oz. Flat Iron ^{‡*}	Parmesan Crusted Roast Beef [‡]
Roast Salmon ^{‡*}	Sweet Chili-Glazed Chicken Breast
Grilled Sirloin [‡]	Butternut Squash Ravioli
Ham & Artichoke Stuffed Chicken Breast	Moroccan Cauliflower Steak

*Gluten-free options

WEDDING CAKE

See page 14 for cakes prepared by our pastry chefs

[‡]Steaks and seafood that are served rare or medium-rare may be undercooked and will only be prepared upon consumer's request. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness. Some aioli and house-made dressings may contain raw egg.



Platinum Wedding Package

COCKTAIL HOUR

Open hosted bar of Premium brand liquors with house wines, non-alcoholic drinks, and choice of Spotted Cow, Miller Lite or Capital Amber tap beer (*hosted bar is available for up to four consecutive hours and includes butler-passed champagne as your guests arrive and unlimited house wine for guests during dinner*)

TWO HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING

Farmers' Vegetables & Dip
Fresh Fruit
Craft Cheese & Charcuterie

ONE PASSED HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING

Poached Lobster Salad	Iced Shrimp Cocktail*	Seasonal Gazpacho Shot
Blackened Ahi Tuna	Charred Eggplant Crostini	Assorted Bacon Wraps*
Traditional Bruschetta	Prosciutto & Cantaloupe Skewers*	Mini Crab Cakes
Fluke Crudo	Smoked Salmon Mousse	Bacon-Wrapped Shrimp*
Blue Cheese Mousse	Merguez Stuffed Mushrooms	

DINNER

Unlimited house wine or champagne (*Wine and champagne pour(s) with dinner must occur within 4 hours of bar package to apply*)

Mixed greens with market vegetables, seasonal house vinaigrette

Choice of two entrées (*see pages 12-13 for full descriptions*):

Hoisin Glazed Salmon [‡]	Baked Crab Cake	Roast Salmon ^{‡*}
Grilled Beef Filet [‡]	Southwest 6oz. Flat Iron ^{**}	Seared Chicken Breast
Maple Glazed Duck Breast [‡]	Herb Marinated Grilled Pork Loin [‡]	Sweet Soy-Glazed Mahi Mahi
Braised Beef Short Rib ^{**}	Sweet Chili-Glazed Chicken Breast	Butternut Squash Ravioli
Moroccan Cauliflower Steak [‡]	Blackened Gulf Shrimp	Potato Gnocchi

WEDDING CAKE

See page 14 for cakes prepared by our pastry chefs

DANCE

Includes one late-night buffet option of your choosing (*see page 16 for late night options*), chocolate-covered strawberries and assorted finger sweets

PACKAGE PRICING



PACKAGE MENUS

With all of our packages, it is important to note that our menus are subject to change in effort to bring you the latest trends in fine dining. Six month prior to your wedding you will have your wedding tasting which is where you will have the opportunity to lock into our current wedding menu.

PACKAGE PRICES

All of our package prices are updated yearly. Please see below for our Silver Package and Platinum Package price from August 2021 through August 2024.

	2021/2022	2022/2023	2023/2024
SILVER	\$97	\$99	\$101
PLATINUM	\$128	\$132	\$136

KIDS PRICING

Kids 12 and under are priced at \$25 per person.

To see our kids meal options, talk with your wedding coordinator.

GETTING READY ROOMS



Getting Ready Room Package - \$40+ per person

Includes room rental, full length mirror, suit rack and/or dress rack, optional tables and bar stools (*for hair & makeup*) and the following options:

BEVERAGE SERVICE

Choice of two options:

Coffee Station

Gourmet Hot Chocolate Bar

Mimosa Station

Two 12 packs of bottled domestic beer

Bloody Mary Station

FOOD SERVICE

Choice of two options:

Continental Breakfast

House baked muffins, scones, quick breads and coffee cake, fruit preserves and butter, assorted fruit yogurts, sliced fresh fruit

Mix It Up Trail Mix

Homemade granola, mini M&Ms, toasted mixed nuts, dried raisins, cranberries, apricots, chocolate and butterscotch chips

Wisconsin Break

Wisconsin cheddar cheese and crackers, sliced summer sausage, house made pickles, mustard

Yogurt Parfaits

Low fat yogurt with fresh fruit & homemade granola

Sandwich Platter - choice of two:

Turkey, roast beef, shaved ham, or grilled vegetable

HORS D'OEUVRE OPTIONS

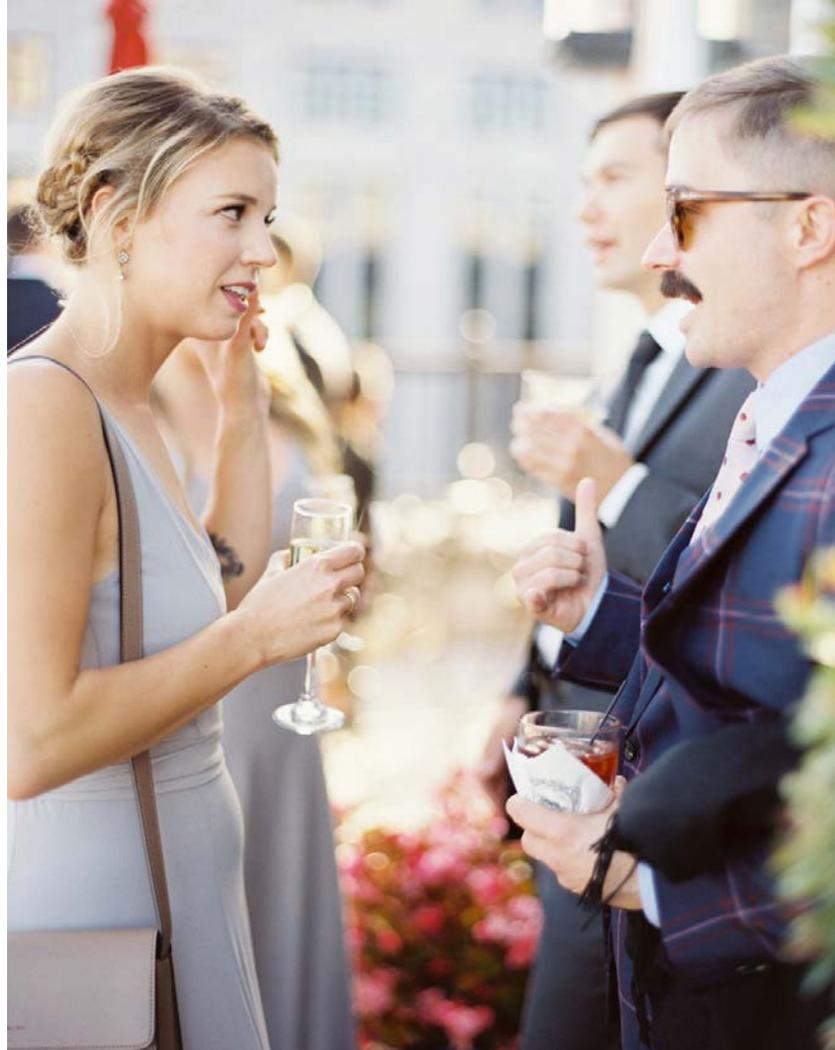
All items are priced per dozen - minimum order is one dozen

Chilled Selections

- Traditional Bruschetta** - \$45
Tomatoes, fresh basil, aged Parmesan on country toast
- Caprese Skewers*** - \$45
Cherry tomatoes with fresh mozzarella & basil
- Iced Shrimp Cocktail*** - \$55
Served with cocktail sauce
- Raw Oysters[‡]*** - \$50
Served with citrus chili mignonette & tobiko
- Charred Eggplant Crostini** - \$40
Creamy goat cheese, local honey, fresh herbs
- Prosciutto & Cantaloupe Skewers*** - \$36
Basil, olive oil, fresh pepper, aged balsamic
- Smoked Salmon Mousse** - \$36
Cucumber and lemon zest on gourmet cracker
- Chef's Choice Canapes[‡]*** - \$44
A selection of bite-sized seasonal hors d'oeuvres
- Butternut Squash Mousse** - \$38
Brioche, pickled red onion, almonds
- Fluke Crudo[‡]*** - \$55
Charred scallion vin, melon, tobiko
- Blue Cheese Mousse** - \$40
Tart shell, candied marcona almonds, seasonal jam
- Seasonal Gazpacho Shot** - \$38
Avocado, tomato, strawberry, beet, melon
- Beef Tartare Tacos[‡]** - \$38
Pickled red onion & caper relish, lemon aioli
- Poached Lobster Salad[‡]** - \$50
Belgian endive, avocado, lemon aioli, almonds
- Blackened Ahi Tuna[‡]** - \$60
Peach chutney, crispy ham, scallion
- *Gluten-free options*

Hot Selections

- Assorted Bacon Wraps*** - \$45
Bacon wrapped artichoke hearts, pineapple, water chestnuts
- Mini Crab Cakes** - \$50
Served with saffron cream sauce
- Bacon-Wrapped Shrimp*** - \$50
Citrus-marinated shrimp, bacon & pineapple
- Beef Tenderloin Meatballs** - \$42
Served with BBQ sauce
- Merguez Stuffed Mushrooms** - \$40
Balsamic fig syrup, parmesan
- Crispy Shrimp Cake** - \$40
Topped with sweet chili marmalade
- Chorizo Stuffed Oysters[‡]** - \$50
Buttered bread crumbs
- Dashi Shots** - \$39
Shitake mushrooms, scallions



HORS D'OEUVRE DISPLAYS

Priced per person

Tables (priced per person)

Madison Club Classic - \$58

*Shrimp cocktail**

Cheese & sausage

Mini crab cakes with saffron cream sauce

*Beef tips with fig jus and blue cheese***

*Fresh fruit platter**

*Roasted beet skewers with pistachio basil emulsion, goat cheese**

Mini ham & gruyere sandwiches

Cream puffs

Pacific - \$60

Dashi shots with mushroom & scallions

Seared ahi tuna with avocado, peanuts, hoisin sauce‡

Chicken and shrimp dumplings with ginger ponzu & radish slaw

*Red curry marinated shrimp and water chestnuts with basil & mint emulsion***

Sesame marinated noodle bowls

Edamame with green tea broth

Mango mousse cups

Mediterranean - \$59

Mushroom, arugula, Gouda flatbread

Sweet sour peppers & onion on garlic toast

*Prosciutto wrapped dates & apples**

*Salami & mozzarella platter**

Roast meatballs with red pepper coulis & pecorino

Spinach & garlic stuffed mussels

Shrimp in spicy tomato sauce with feta & almond crumble‡

Tiramisu cups

‡Steaks and seafood that are served rare or medium-rare may be undercooked and will only be prepared upon consumer's request. Consuming raw or under-cooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness. Some aioli and house-made dressings may contain raw egg.

Displays (priced per person)

Fresh Fruit* - \$5.50

Selection of sliced fresh fruit

Fruit Mix - \$7

Fresh & dried fruits, poached pears, whipped cream & grated chocolate, white chocolate pretzels

Farmers' Vegetables & Dip - \$4.50

Fresh vegetables, breadsticks, olives, pickles, charred onion ranch

Craft Cheese & Charcuterie - \$7

Served with imported & artisanal Wisconsin cheeses, charcuterie, assorted crackers

Ouisconsin Cheese & Sausage - \$6

Served with assorted crackers

Chef's Carvery

All carving stations include assorted artisanal rolls and house-made condiments.

Slow Roast Beef Brisket‡ - \$400

Servers approx. 25 people

Smoked Turkey Breast Crown Roast* - \$200

Servers approx. 20 people

Red Wine Marinated Beef Top Round** - \$400

Servers approx. 60 people

Slow Roasted Prime Rib** - \$500

Servers approx. 35 people

Chef-attended stations \$150 for 2 hours.





DINNER BUFFET PACKAGES

Served with coffee, tea & milk

The Madison Club

\$60 per person

Roast beef tenderloin with fig jus, blue cheese, horseradish cream[†]

Grilled chicken breast with roast onion and carrots, saffron cream sauce^{}*

Whole roast smoked salmon with lemon pepper dressing, grilled kale

Baked oysters

Roast garlic mashed potatoes^{}*

Loaded scalloped potatoes^{}*

Lemon parmesan roasted broccoli^{}*

Roasted Herbs de Provence vegetables^{}*

Farro wheat and roasted beet salad

Churchill's salad

Venetian

\$47 per person

Slow roast pork loin with Romanesco sauce & crispy onions[‡]

Butternut squash ravioli with pistachio pesto cream sauce, wilted greens, Pecorino

Pasta with smoked chicken ragu, goat cheese, seasonal vegetables

Garlic cheese bread with prosciutto, sweet and sour peppers

Caprese platter with aged balsamic^{}*

Lemon pepper smashed red potatoes with parmesan, artichokes, arugula^{}*



PLATED DINNER SELECTIONS

À la Carte Salads & Soups

A mixed greens salad is included with all dinner entrées. Upgrade to the following for an additional charge of \$4/person.

Caesar Salad[‡]

Crisp Romaine, house-made Caesar dressing*, crouton tuile, aged Parmesan, anchovies

Churchill's Salad

Red wine poached pears, IPA pickled cherries, blue cheese, red wine vinaigrette

Madison Club Baby Kale Salad*

Baby kale, fire roasted apples, brie, toasted almonds, champagne vinaigrette

Mid-Course Additional

Roasted Butternut Squash Soup* - \$6

With pumpkin seed oil & brown sugar crema

Potato Leek Soup* - \$6

With aged cheddar & crema

Creamy Chicken & Wild Rice* - \$6

Vegan Entrées

Moroccan Cauliflower Steak - \$30

Marinated chickpea salad, arugula, lemon tahini dressing, pistachios

Marinated Roast Carrots - \$30

Farro, tabbouleh, vegan demi, herbs

Butternut Squash Ravioli - \$33

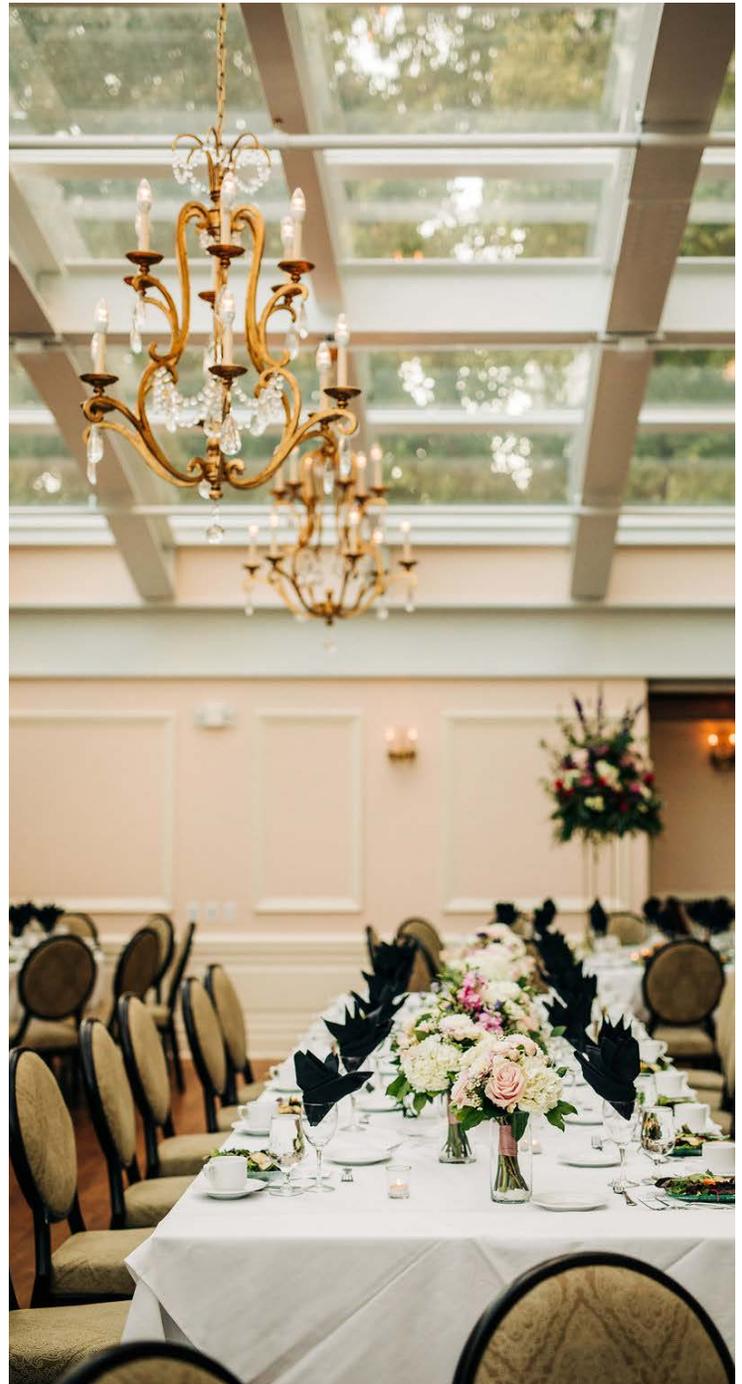
Pistachio pesto cream sauce, wilted greens, pecorino

Potato Gnocchi - \$31

Walnut pesto, wild mushrooms, basil cream sauce, spinach

Spinach Potato Bourekas - \$30

Warm barley salad, Kalamata olives, red pepper hummus



[‡]Steaks and seafood that are served rare or medium-rare may be undercooked and will only be prepared upon consumer's request. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness. Some aioli and house-made dressings may contain raw egg.

PLATED DINNER SELECTIONS

Dinner Entrées

Served with a mixed greens salad, bread, coffee, tea and milk. Additional entrées are \$2.50/person above and beyond two entrees. Maximum of 3 selections. Any dietary restrictions will be honored and will not count as an entrée choice as long as they are handled per chef's choice.

Hoisin Glazed Salmon[‡] - \$39

Bok choy, roast carrots, apple & carrot slaw, crispy smashed potatoes

Guajillo Braised Beef Brisket[‡] - \$38

Chimichurri, Cotija, Hominy grits, wilted greens

Grilled Beef Filet^{*} - \$45

Sour cream potatoes, glazed vegetables, herb mustard demi, crispy onions

Fennel Crusted Lamb Rack^{+*} - \$46

Braised fingerlings, sautéed French beans, red wine rosemary jus

Seared Scallops[‡] - \$47

Pistachio crumble, ginger orange marmalade, crispy rice, caramelized zucchini, spinach

Maple Glazed Duck Breast^{+*} - \$42

Wild rice, roasted sweet potato & radicchio, cherry bourbon sauce

Braised Beef Short Rib^{*} - \$42

Wild mushroom risotto, red wine-glazed onions, wilted kale, gremolata

Beef Bourguignonne^{*} - \$35

Red wine braised tenderloin, mashed potatoes, pearl onions

Blackened Gulf Shrimp[‡] - \$37

Andouille rice, sweet potato puree, kale, spicy tomato sauce

Parmesan Crusted Roast Beef[‡] - \$34

Roast tomato puree, balsamic reduction, fingerlings, chili cauliflower

Herb Marinated Grilled Pork Loin[‡] - \$34

Wheat berries, creamed leeks and cabbage, fire-roasted apple bacon jus

Baked Crab Cake - \$42

Wilted spinach, saffron cream sauce, SarVecchio, paprika roasted potatoes

Citrus Salmon^{+*} - \$39

Celeriac puree, arugula with creamy grapefruit vinaigrette, roasted sweet potato, pickled red onion

Southwest 6oz. Flat Iron^{+*} - \$39

Black bean puree, roast corn succotash, chipotle reduction sauce

Roast Salmon^{+*} - \$39

Mashed potatoes, sautéed seasonal vegetables, lemon dill cream sauce

Grilled Sirloin[‡] - \$38

Herb roasted potatoes, sautéed cabbage, bacon jus

Ham & Artichoke Stuffed Chicken Breast - \$36

Barley pilaf, wilted spinach, saffron cream sauce

Seared Whitefish^{+*} - \$36

Pineapple basmati rice, coconut curry cream sauce, sautéed bell pepper, sugar snap peas

Seared Chicken Breast - \$35

Tomato sofrito, basil almond pesto, farro wheat, wilted greens

Sweet Chili-glazed Chicken Breast^{*} - \$34

Red onion and peach chutney, sweet potato puree, carrots and charred broccoli

Grilled Chicken Breast - \$33

Spätzle, creamy mustard jus, roasted carrots, wilted kale

Sweet Soy-Glazed Mahi Mahi[‡] - \$41

Red curry, coconut sauce, macadamia crumble, rice, carrot slaw



WEDDING CAKES & DESSERTS

Specialty Cakes

Prices starting at \$7 per person.

Ask how our talented pastry chefs can create a one-of-a-kind cake for your wedding or special event. Wedding cake orders must be placed at least six weeks in advance.

Cake Flavors: Chocolate Devil's Food, Vanilla Chiffon, Almond, Carrot, Lemon Poppyseed, Red Velvet

Fillings: Vanilla Buttercream, Fruit Filling, Chocolate Buttercream, Custom Buttercream, Lemon Curd, Chocolate Ganache, Chocolate Mousse, Cream Cheese Frosting

Intermezzo

House-made sorbet with seasonal garnishes - \$6

Gourmet Desserts

New York Style Cheesecake - \$10

Vanilla-infused classic cheesecake with a graham cracker crust and served with seasonal fruit sauce

Tiramisu Torte - \$9

Classic Italian dessert with layers of espresso sponge cake, mascarpone cream and dark chocolate sauce

Key Lime Tart Cup - \$8

Key lime custard, graham cracker crumble, whipped coconut cream, toasted coconut and fresh strawberry

Chef's Dessert Buffet - \$10/person (minimum 20 people)

Selection of plated tarts, tortes, cakes, cheesecakes and chocolate covered strawberries

Petite Dessert Buffet - \$9/person (minimum 20 people, buffet allows 3 pieces/person)

Selection of light desserts including chocolate covered strawberries, profiteroles, coconut macaroons, madelines and petit fours





LATE-NIGHT OPTIONS

Perfect for a late-night snack, but available anytime



Late-Night Options

Assorted 14" Pizzas - \$23/pizza

Chips & Salsa - \$4.50/person

Served with sour cream & guacamole

(Add on seasoned ground beef \$3.00/person)

Mini Grilled Bratwurst & Cheese Curds - \$6/person

Fried Wisconsin Cheese Curds - \$4/person

BBQ Chicken Wings - \$37/per dozen

Served with house-made ranch, blue cheese dressing, celery sticks

Dip Trio - \$9/person

7-layer dip, beer cheese dip, artichoke parmesan dip, pita, soft pretzels, toast points

Wisconsin Cream Puffs - \$5/person

Chicken Fingers - \$6/person

Served with house-made ranch, blue cheese dressing, honey mustard, sriracha ketchup

Party Sub Sandwiches - \$5/person

Served with assorted toppings



BAR SERVICES

Fully Staffed Bar

Bar options include hosted or a cash basis. A \$350 minimum spending guarantee is required for all staffed bars. If guest count is under 175 people an additional bar may be added for \$350; over 175 people an additional bar is \$200.

INCLUDES

Madison Club House Brands.....	\$5.75 - \$7.00
Call Brands	\$7.00 - \$8.00
Premium Brands	\$7.75-9.00
Assorted Beers	\$4.50-6.00
Assorted House Wines	\$6.75-7.75
Super Premium	\$10.00-12.75
Soft Drinks.....	\$2.75

Self-Serve Beer, Wine & Soda Stations

*Charged on consumption, no minimum required.

INCLUDES: Assorted Beers, House Wines and Soft Drinks

Wine Pour or Champagne Pour

*Charged on consumption.

INCLUDES: Choose a house red & white wine to pour during dinner service or butler-passed house champagne.

House Wines

*Inquire for more extensive wine and/or champagne availability.

	GLASS	BOTTLE
Kenwood Yulupa (Chardonnay, Cabernet).....	\$6.75	\$30
Matua (Sauvignon Blanc).....	\$7.75	\$33
William Hill (Chardonnay, Cabernet Sauvignon).....	\$7.75	\$36
Bollini (Pinot Grigio).....	\$7.75	\$33
Coppola Votre Sante (Pinot Noir).....	\$7.75	\$33
Chateau Ste. Michelle (Riesling).....	\$7.75	\$33
Atamisque Serbal (Malbec).....	\$7.75	\$33
Kenwood (House Champagne).....		\$27

Beer

*Not all of our beer selections are readily available in all quantities - special orders must be made two weeks prior to event.

	BOTTLE	1/4 BARREL	1/2 BARREL
Domestic.....	\$4.50	\$225	\$385
Premium / Micro / Import.....	\$5.25+	\$255	\$445
“Super” Imported	\$6.00+	\$275	\$495

EQUIPMENT RENTAL

If your event requires the use of additional equipment not listed here, we can arrange for its rental by an outside supplier and your invoice will be charged accordingly.

Atrium Media Wall	\$250
LCD Projector	\$175
Screen (7' x 8')	\$30
Microphone (Lavalier or Handheld)	\$30
Microphone Stand	\$20
Laptop	\$85
Wired Internet Connection	\$50
Ethernet Switch (hard-line internet).....	\$100
Risers	\$50/ea \$100/ttl
Chair Covers	\$5
Specialty Ties	\$1
Baby Grand Piano (1st floor)	\$150
Upright Piano (2nd floor)	\$100
Specific Piano Tuning	\$200



DIRECTIONS & PARKING

DIRECTIONS

The Madison Club is located at 5 E. Wilson Street in downtown Madison and is within walking distance of the Capitol building.

From West Washington Avenue: Turn right on Fairchild and continue two blocks. Turn left on Doty Street and continue three blocks. Turn right on Pinckney, then right on Wilson Street.

From East Washington Avenue: Turn left on Blair Street. Turn right just before the traffic signal onto Wilson Street.

From the Airport: Follow International Lane until it ends. Turn left onto Packers Avenue, which becomes Pennsylvania Avenue. Turn left at the traffic lights onto First Street. Turn right onto East Washington Avenue. Follow the directions from East Washington Avenue (listed above).

From the Beltline: Exit on John Nolen Drive and follow into downtown. After you pass the entrance to the Monona Terrace Convention Center on your right, you will turn left at the second stoplight (Wilson Street). The Club is located next to the Hilton Hotel.



PARKING

Several convenient parking options are available near our facility:

The Hilton Hotel Ramp is located next door; parking is charged at a rate of \$4.00/hr. with a maximum \$20 daily rate. Parking spaces designated as “Madison Club Members Only” are reserved for members who pay a monthly parking fee. Those who park in these spots without a permit run the risk of receiving a parking ticket.

The Wilson Street Garage is located across the street at 20 E. Wilson St; parking is charged at a rate of \$1.80/hr with a maximum \$8 daily rate for those who park after 6 p.m. and on weekends.

The Monona Terrace Ramp on W. Wilson Street just west of S. Carroll Street. Parking is charged at a rate of \$1.50/hr. with a maximum \$5 daily rate for those who park after 5 p.m. and on weekends.



POLICY & PROCEDURE

WEDDING DEPOSIT

A non-refundable deposit of \$4,000 is required for all weddings. The deposit is split into two payments, half at contracting and the other half six months prior to the wedding date. Deposits are applied toward the final invoice balance. A wedding that is cancelled within 60 days of the event day will be responsible for paying 50% of their expected event costs, including charges for food, beverage and room rental. A wedding that is cancelled within 30 days of the event date will be responsible for 100% of the expected costs. All cancellations must be submitted in writing via e-mail.

WEDDING EVENT ORDER POLICY

Wedding details and guest count need to be submitted three weeks prior to event date. Guarantees of attendance cannot be reduced after 14 days, but may be increased within reason up until five days prior to event with Club approval. All details will be incorporated into an event order (BEO) to include estimated food and beverage, equipment rentals, room rentals, service charge (22%) and tax (5.5%). Event orders will be e-mailed to the booking member or responsible party to be reviewed and approved via writing. All changes must be submitted within 48-hours of receiving detailed BEO. Once received, the changes will be incorporated into the BEO and submitted back to the member or responsible party. **Groups are responsible for contacting the Madison Club with required details by the deadlines stated above.*

NON-MEMBER CHARGES

In the case of a non-member wedding, it is necessary for a member to give the Club authority to conduct the event under his/her sponsorship. In sponsoring an event at the Madison Club for a non-member, the sponsoring member understands that he/she is responsible for any charges, costs or expenses incurred by the non-member. In the event that the sponsored non-member disputes or does not pay any charges, costs or expenses, the sponsoring member agrees to guarantee payment to the Madison Club and otherwise take responsibility for the non-member.

PAYMENT REQUIREMENTS

All event invoices will be placed on the member's account until an alternative form of payment is received. The party responsible for executing the event contract is responsible for providing billing instructions and is able to provide a credit card to be put on file prior to the event as an alternative to charging the member's account. Final invoices not being charged to a member's account, need to be settled within 14 business days. **Weddings are required to settle the full invoice balance less the deposit the week of the wedding. Day of charges will be invoiced the week following the day of event.*

AUTHORITY

The individual executing this agreement on the group's behalf represents and warrants to the Madison Club that he/she has full authority and power to enter into and perform groups' obligations under this agreement. All further agreements required to be made by the parties regarding the event must be made by this individual unless he/she notifies the Madison Club in writing that another individual may make those decisions.

FORCE MAJEURE

Subject to the Madison Club's retention of any deposit paid to it for the event, the parties' performance under this Agreement is subject to acts of God, war, pandemics, government regulation or orders, threats or acts of terrorism or similar acts, disaster, strikes, civil disorder or any other emergency beyond the parties' control, making it inadvisable, illegal or impossible to perform their obligations under the Agreement. In these situations, either party may cancel this Agreement without penalty (except for the deposit retained by the Madison Club) for any one or more such reasons state in this section and upon written notice to the other party.

SUNDAYS AND HOLIDAYS

The Club is closed on Sundays; however, private events can be arranged for a \$500 set-up fee and with the approval of the general manager.

POLICY & PROCEDURE

FOOD & BEVERAGE REGULATION

All federal, state and local laws with regards to food and beverage purchase and consumption are strictly observed. All food and beverage must be purchased through the Club with the exception of the wedding cake, which may be brought in when purchased from a licensed bakery. No food prepared by the Club, including any remaining food for the event, may be taken out of the Club.

THE MENU

The menus included in this guide are only a sampling of what we provide. We can discuss customizing menus based on your personal preferences. Menu prices are non-negotiable.

Please note that there is an extra \$2.50 per person additional charge when ordering additional entrée options above and beyond the standard two entrees. We do not recommend more than three entrée choices per event. Any dietary restrictions will be honored by the Madison Club and will not count as an entrée choice as long as they are handled per chef's choice.

CAKES

Our sales managers will consult with you to assist in creating a stunning and delicious cake. Wedding cakes require six weeks advance notice. If you prefer to have a cake from a licensed bakery, there will be a cake cutting charge of \$2.50 per person.

BAR SERVICE CHARGES

When requesting one full bar setup, there is a minimum charge of \$350 (prior to service charge and tax). In the event that this amount is not reached, the difference of the tab will be charged. An additional fee will apply when more than one full bar is requested.

ALCOHOL REGULATION

Club personnel will make every attempt to determine the age of young individuals who order drinks and will not serve alcohol to underage guests. Any guest who, in the opinion of Club staff, have exceeded a safe level of alcohol consumption will be refused service.

CLOSING POLICY

Bar service and entertainment must end at 11:45 PM, and all Club guests must vacate the premises by 12:00 AM. There are no exceptions to these regulations. After 12:00 AM, a \$100 fee will be charged for each 30-minute period guests remain in the Club.

DECORATIONS

Flowers, colored linens and other special arrangements can be provided at your request. Please check with your Club event planner concerning appropriate sizes when ordering flowers for buffet tables or any special requests that you may have. Confetti and glitter are not allowed in the Club. Open-flame candles are strictly prohibited. Banner or display items may not be affixed to any stationary wall, window or ceiling with nails, tape or any other substance in order to prevent damage to fixtures and furnishings.

Club holiday décor will remain in rooms as it is set up. Adjustments may only be made to the holiday décor with prior approval from management and an additional fee will be applied. You may discuss dates and specifics of our decor with your Event Sales Manager prior to event.

ENTERTAINMENT

Entertainment may not perform later than 11:45 PM. One hour is allowed after the entertainment is concluded to take down and remove equipment from the Club. Any extraordinary set-up requirements will be charged at an appropriate rate. The charge will be based upon the request and agreed upon in advance of the event.

DAMAGES

Any damage to the premises or equipment by members, guests or outside groups contracted by the host during the function will be the responsibility of the host. In the event that an unreasonable amount of cleanup is required after the function, there will be a labor charge of \$30 per hour, per employee needed to complete the work.



THE MADISON CLUB

5 East Wilson Street
Madison, WI 53703

(608) 255-4653

sales@madisonclub.org