

## Cancellation & Event Policies

A non-refundable deposit equal to the food and beverage minimum is required for all rooms on the second, first and lower level floors. Deposits will be applied toward the final invoice balance. See Room Minimums & Deposit Authorization Form for details.

Any event or meeting cancelled within 14 days of the event date (five days for third floor conference rooms) will be charged the room rental rate and 100% of estimated cost based on food and beverage minimums or as outlined in the event order less any deposit.

To avoid penalty, any event cancelled due to weather will be required at least 24 hours notice and must be rescheduled within 30 days.

All cancellations must be submitted in writing via e-mail.

### Banquet Event Order Policies

**All event details including food and beverage, set up and guaranteed guest count need to be submitted no later than 14 days prior to the event. 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 (24%) and tax (5.5%). Event orders will be emailed 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 those 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.**

### Event Room Assignment

The Madison Club reserves the right to change the room assignment if attendance or other circumstances change or in the case that a different event space is more appropriate for the size of attendance becomes available. In all cases the Madison Club will provide suitable accommodations for the contracted event.

### Payment Requirements

All event invoices will be placed to the sponsoring 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 are required 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. Invoices not settled within 14 business days will be charged to the card on file unless alternative arrangements have been made.

### 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 group 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.



## Policy & Procedures

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### 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 not negotiable and the Madison Club will not quote firm prices more than 30 days in advance; therefore, prices are subject to adjustment.

The Madison Club will do everything we can to honor the items you selected and the quoted prices, however, due to increased shortages and rising prices from the effects of Covid, substitutions and/or price adjustments may be necessary. If this situation arises, we will contact you to discuss before any changes are made.

Please note that there is an extra \$2.50 per person additional charge when ordering additional entrée options above and beyond the standard two entrées. 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. Specialty cake orders must be placed at least three weeks ahead of time. Larger wedding-type 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 \$2.00 per person.

### Guarantee

Event attendance must be estimated at the time of the booking. A final guarantee of attendance is due to the catering office by 12:00 PM, five days prior to your event. If your final guarantee of attendance is not received by this time, the expected number of guests on the event contract will be considered the final guarantee. In the event your numbers decrease after the final guarantee is submitted, you are obligated to pay for the amount guaranteed. In the event the numbers increase after the final guarantee is submitted, we will do our best to accommodate the change but may need to substitute an entrée selection to accommodate your additional guests. Day of additions of count and food orders will be subject to charge. All food and beverage, AV and room rental prices are subject to a 24% service charge. Sales tax of 5.5% is then added to the total amount.

### Non-member Charges

In the case of a non-member event, it is necessary for a member sponsor 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.

### Closing Policy

Bar service ends at 11:45 PM. There will be no exception to this regulation. All Club guests must vacate the premises by 12:00 AM. A \$100 fee will be charged for each 30-minute period that guests remain in the building after 12:00 AM.

### Alcohol Regulation

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

## Policy & Procedures *(cont'd.)*

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### Food and 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 Madison Club with the exception of wedding cakes, which may be brought in when purchased from a licensed bakery. No food prepared by the Madison Club, including any remaining uneaten food for the event, may be taken out of the Madison Club.

### Sundays, Mondays and Holidays

The Madison Club is closed on Sundays and Mondays, however private parties can be arranged for a \$500 set-up fee, a food and beverage minimum of \$5,000 (prior to service charge and tax), and with the approval of the general manager.

### Decorations

Floral and specialty linens can be outsourced and provided at the request of the client. All approved expenses will be the responsibility of the client and will be charged to the final event invoice. 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 Madison 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.

**Madison 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 décor with your Event Sales Manager prior to 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. Vomit or other bodily fluids will result in a \$200 hazmat clean-up fee.

### 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.

### Dress Code

Business casual or better is recommended, but not required in private event spaces. Please visit [madisonclub.org/club-faqs](http://madisonclub.org/club-faqs) for dining room and lounge dress code.

### 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 this 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.

Event Minimums & Room Rates

Conference Rooms

	Food & Beverage Minimum			Hourly Room Rental Rates*	
	Breakfast 7:00 AM - 11:00 AM	Lunch 11:00 AM - 4:00 PM	Dinner 4:00 PM - 11:50 PM	Madison Club Member	Reciprocal Members/ Madison Club Member Sponsor
Library	No minimum required			\$20	\$30
Waubesa	No minimum required			\$20	\$30
Monona	\$15/person	\$20/person	\$35/person	\$20	\$30
Mendota	\$15/person	\$20/person	\$35/person	\$25	\$35

\*1 hour discount with full day (8:00 AM - 4:00 PM) reservation

Event Spaces

- Deposits equal to the food and beverage minimum are required to secure the event space
- Minimums are subject to change during holiday and/or peak season dates

	Food & Beverage Minimum		Room Rental Rates	
	7:00 AM - 4:00 PM	4:00 PM - 11:50 PM	Madison Club Member	Reciprocal Members/Madison Club Member Sponsor
Capitol	\$400	\$750	\$150	\$190
LMC	\$750	\$1,500	\$200	\$240
Terrace	\$750	\$1,500	\$200	\$240
Roosevelt	\$750	\$1,500	\$200	\$240
Lake	\$750	\$1,500	\$200	\$240
Atrium	\$1,500	\$3,000	\$475	\$535
5 East Lounge	N/A	\$1,000	\$275	\$325
Fireplace Room	N/A	N/A	\$100	\$150

Reciprocal events will incur a 10% fee on total event invoice balances

Signature: \_\_\_\_\_



## Directions & Parking

### DIRECTIONS

The Madison Club is located at 5 East 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 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 \$5.00/hour with a maximum \$25.00 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 East Wilson Street. Parking is charged at a rate of \$1.80/hour with a maximum \$8.00 daily rate for those who park after 6:00 PM and on weekends.

The Monona Terrace Ramp on West Wilson Street just west of South Carroll Street. Parking is charged at a rate of \$3.00/hour with a maximum \$5.00 daily rate for those who park after 5:00 PM and on weekends.

