



# THE MADISON CLUB

*intimate 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.

Our Intimate Wedding Packages have been intentionally curated and thoughtfully planned to provide a once in a lifetime experience. Our packages provide couples with a unique opportunity to indulge in the intricate details and personalization that will make your day truly unforgettable. From customized menus to elevated wine pairings and signature craft cocktails, the Madison Club is here to create those personal touches that will make your wedding the one guests will talk about for years to come.

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!*



# CONTENTS

WEDDING PACKAGES.....	4-6
GETTING READY ROOMS.....	7
YOUR WEDDING.....	8-9
HORS D'OEUVRE OPTIONS.....	10
DINNER SELECTIONS.....	11-12
WEDDING CAKES & DESSERTS.....	13
LATE-NIGHT OPTIONS.....	14
BAR SERVICE.....	15
EQUIPMENT RENTAL.....	16
DIRECTIONS & PARKING.....	17
POLICY & PROCEDURE.....	18-19



# INTIMATE WEDDING PACKAGES

A wedding at the Madison Club is intentionally curated, thoughtfully planned, and beautifully styled regardless of the size. Our all-inclusive intimate wedding packages are for guest counts of 70 or less and include one floor, ceremony space if needed, set-up, break down, linens and napkins, tables and chairs, microphones.

Event Space Rentals: \$1,000 on weekdays | \$1,400 on Fridays and Saturdays



## Intimate Silver Wedding Package

### COCKTAIL HOUR

Four consecutive hours of open hosted bar with Club brand liquor, wine, non-alcoholic drinks, and tap beer.

### TWO HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING

Farmers' Vegetables & Dip\*  
Fresh Fruit\*  
Ouisconsin Cheese & Sausage

### ONE BUTLER PASSED HORS D'OEUVRE OF YOUR CHOOSING

Caprese Skewers*	Truffle Mushroom Toast
Assorted Bacon Wraps*	Bacon Spinach and Artichoke Crostini
Boursin Stuffed Mushrooms*	Beef Tenderloin Meatballs
Smoked Salmon Mousse	Citrus Marinated Ricotta*

### DINNER

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

Mixed field greens salad with seasonal house dressing  
Freshly baked rolls and butter

### Choice of two entrées

Grilled Sirloin** ( <i>dairy-free</i> )	Parmesan Roast Beef
Grilled Atlantic Salmon*	Chicken Piccata
Ham & Artichoke Stuffed Chicken Breast	Eggplant Parmesan
Herb Marinated Pork Loin	Potato Gnocchi

(See pages 11-12 for descriptions, seasonal Chef's vegetarian and dietary restrictions will be accommodated at no additional cost)

### WEDDING CAKE

See page 13 for cakes prepared by our pastry chefs.

\*Gluten-free options.

\*\*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.

## Intimate Platinum Wedding Package

### COCKTAIL HOUR

Open hosted bar including Premium brand liquor, wine, non-alcoholic drinks, tap beer and assorted bottled beer. (*Hosted bar is included for four consecutive hours and includes butler-passed champagne as your guests arrive and a continual wine pour through dinner service*)

### TWO HORS D'OEUVRE DISPLAYS OF YOUR CHOOSING:

Farmers' Vegetables and Dip\*  
Fresh Fruit\*  
Craft Cheese and Charcuterie  
Smoked Salmon\*

### ONE BUTLER PASSED HORS D'OEUVRE OF YOUR CHOOSING

Caprese Skewers*	Raw Oysters**	Beef Tenderloin Meatballs
Assorted Bacon Wraps*	Ahi Tuna Tacos†	Citrus Marinated Ricotta*
Boursin Stuffed Mushrooms*	Roast Mediterranean Vegetables	Iced Shrimp Cocktail*
Smoked Salmon Mousse	Truffle Mushroom Toast	Mini Crab Cakes
Maine Lobster Tart	Bacon Spinach & Artichoke Crostini	Seasonal Bruschetta
		Mediterranean Lamb Skewers**

### DINNER

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

Mixed field greens salad with seasonal house dressing  
Freshly baked rolls and butter

### Choice of two entrées:

Grilled Swordfish Steak†	Maple Glazed Duck Breast**	Butternut Squash Ravioli
Lime Marinated Chicken Thighs*	Hungarian Short Rib*	Guajillo Braised Beef Brisket*
Blackened Gulf Shrimp	Fennel Crusted Lamb Rack**	Grilled Mahi Mahi*
Grilled Beef Filet**	Herb Seared Atlantic Salmon	Ancient Grain Stuffed Bell Pepper (V)

(See pages 11-12 for descriptions, seasonal Chef's vegetarian and dietary restrictions will be accommodated at no additional cost)

### WEDDING CAKE

See page 13 for cakes prepared by our pastry chefs.

### DANCE

Includes one late-night buffet option of your choosing (*see page 14 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 months 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 pricing.

	2023/2024	2024/2025	2025/2026	2026/2027
SILVER	\$124	\$127	\$130	\$134
PLATINUM	\$148	\$151	\$154	\$158

## 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 - \$48<sup>++</sup> per person

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

### BEVERAGE SERVICE (Choice of two options)

Coffee Station

Season Fruit Punch *(non-alcoholic)*

Bottled Beer *(three per person)*

Mimosa Station OR Bloody Mary Station *(four hours)*

### 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 and homemade granola*

Seasonal Market Vegetable Chicken Salad

Classic Caesar with Chicken

*Crisp romaine, cherry tomatoes, homemade dressing\*, kalamata olives, shaved Parmesan herb, croutons*

Choice of Two Sandwiches with Chips

*Turkey, roast beef, shaved ham, or grilled vegetable*

\*Gluten-free options. †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.

# YOUR WEDDING

**STEP 1:** Decide what event spaces you love and want to use for each function of your wedding.

<i>Room Rentals</i>	
<p><b>READY ROOMS</b> Third-Mendota Room (Bridal) First-Library Room (Groom)</p>	<p>\$300 \$300</p>
<p><b>SECOND</b> Louise Marston Conklin &amp; Terrace Room</p>	<p>\$1,400 Weekend \$1,000 Weekday</p>
<p><b>FIRST</b> Roosevelt Reading Room Lake Dining Room</p>	<p>\$1,400 Weekend \$1,000 Weekday</p>

*Weekends include Friday and Saturday*

## STEP 2: CHOOSE YOUR PACKAGE

Silver or Platinum

*\*See pages 4-5 for details*

*\*Inquire for Diamond Package Details*

## STEP 3: SPONSORSHIP & MEMBERSHIP

The Madison Club is a private club that requires either sponsorship or membership. If you have someone in your family or a friend who is a member here at the Madison Club or a reciprocal club, we require a letter of sponsorship from them. If you do not know of anyone who is a member, you will need to purchase a Madison Club membership. The Club offers a variety of membership options to fit every budget and lifestyle. See insert to explore.

## STEP 4: RESERVE (OR HOLD) YOUR DATE

Once you have decided to host your wedding at The Madison Club or place a hold on a date, reach out to our team to reserve your date at [sales@madisonclub.org](mailto:sales@madisonclub.org). This will require a \$2,500 deposit that can be paid by cash or check. A second deposit of \$2,500 is due six months prior to the wedding. Make sure to read our policies and procedures carefully (*see pages 22-23*).

**Holding a Date:** If you are interested in putting a hold on floors, you may do so. Our procedure is to soft hold your floor(s) for up to two weeks or until someone else requests to contract. Once someone requests your date, The Madison Club will issue a right of first refusal and give you the opportunity to contract and submit your deposit.

## BUDGETING FOR YOUR WEDDING

Here is a list of things to consider when putting together a concise budget:

- Package cost per person
- Children 12 and under package cost: \$25.00 per child
- Getting Ready Room package cost: \$48.00 per person
- Floor rentals and add-ons to your packages such as additional hors d'oeuvres, entrées options, extended bar time, and late-night options
- Cutting fee of \$2.50 per person (*only if you plan on bringing in a cake from an outside licensed bakery*)
- Tax, gratuity and service charge (*5.5% tax, 24% service charge*)
- Membership fee if you will be joining us for even more amazing Club benefits!

## THINGS TO NOTE:

1. We do not guarantee a rehearsal time the day before your wedding if you are hosting a ceremony with us. However, we do our very best to accommodate rehearsals.
2. You cannot bring in ANY outside food or beverage into The Madison Club.
3. The Madison Club coordinator who assists with planning your wedding details may not be on-site the day of your wedding. We have an entire wedding event team on-site dedicated to executing your wedding and assisting with any day of needs.
4. Outsourced rentals require prior approval in writing from The Madison Club. Any approved rentals must be scheduled for pick-up and drop-off day of wedding unless alternative arrangements have been approved in writing.



# HORS D'OEUVRE OPTIONS

*All items are priced per dozen - minimum order is two dozen*

- Ahi Tuna Tacos**<sup>‡</sup> - \$61  
Green curry, kewpie, pickled pear, sesame
- Maine Lobster Tart** - \$60  
Lemon aioli, brown butter bread crumbs
- Waygu Beef Tartare** - \$75  
Stalzy's Rye toast, pickled shallot, truffle-smoked soy
- Caprese Skewers**<sup>\*</sup> - \$48  
Cherry tomatoes with fresh mozzarella and basil
- Iced Shrimp Cocktail**<sup>\*</sup> - \$62  
Served with cocktail sauce
- Raw Oysters**<sup>‡\*</sup> - \$57  
Served with citrus chili mignonette and Tobiko
- Prosciutto & Cantaloupe Skewers**<sup>\*</sup> - \$44  
Basil, olive oil, fresh pepper, aged balsamic
- Smoked Salmon Mousse** - \$41  
Cucumber and lemon zest on gourmet cracker
- Herb Marinated Shrimp**<sup>\*</sup> - \$62  
Smoked tomato coulis, feta, dukkha
- Butternut Squash Mousse** - \$43  
Brioche, pickled red onion, almonds
- Roasted Jalapeños Mousse Stuffed Profiteroles** - \$41/dozen  
Escabeche
- Citrus Marinated Ricotta**<sup>\*</sup> - \$47  
Wrapped with prosciutto, olive oil, almond crumble
- Truffle Mushroom Toast** - \$47  
Boursin cheese, crispy onions
- Mediterranean Lamb Skewers**<sup>‡\*</sup> - \$48  
MontAmore yogurt, fresh dill
- Bruschetta's** - \$48/dozen  
(Two dozen minimum required per selection)
- Traditional Bruschetta: Tomatoes, fresh basil, aged Parmesan on Stalzy baguette*
- Bacon Bruschetta: Brie, onion, fig*
- Olive Tapenade Bruschetta: Goat cheese, capers*
- Strawberry Bruschetta: Goat cheese, basil, olive oil*

Hot Selections

- Assorted Bacon Wraps**<sup>\*</sup> - \$51  
Bacon wrapped artichoke hearts, pineapple, water chestnuts
- Mini Crab Cakes** - \$57  
Roasted garlic sauce
- Bacon Spinach & Artichoke Crostini** - \$45  
Red pepper coulis
- Beef Tenderloin Meatballs** - \$48  
BBQ sauce
- Boursin Stuffed Mushrooms**<sup>\*</sup> - \$48  
Truffle oil, herbs
- Oysters Rockefeller** - \$56  
Spinach, bacon, herb bread crumbs
- Togarashi Crusted Ahi Tuna Skewers**<sup>‡\*</sup> - \$64  
Apricot coulis, fresh scallion, jalapeño
- Panetta Wrapped Scallops**<sup>\*</sup> - \$64/dozen  
Chimichurri
- Roast Mediterranean Vegetables** - \$45  
Herb goat cheese dip, toasted almond breadcrumbs



\*Gluten-free options.

<sup>‡</sup>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

## À la Carte Salads & Soups

A mixed greens salad is included with all dinner entrées. Upgrade to the following for an additional per person charge.

- Caesar Salad**<sup>‡</sup> - \$7  
Crisp Romaine, housemade Caesar dressing, crouton tuile, aged Parmesan, anchovies
- Madison Club Baby Kale Salad**<sup>\*</sup> - \$8  
Baby kale, fire roasted apples, brie, toasted almonds, champagne vinaigrette
- Triple Berry Salad**<sup>\*</sup> - \$8  
Baby greens, toasted almond, aged cheddar, blueberry vinaigrette

## Mid-Course Additions

- Roasted Butternut Squash Soup**<sup>\*</sup> - \$7  
With pumpkin seed oil and brown sugar crema
- Crab Bisque**<sup>\*</sup> - \$12
- Creamy Chicken and Wild Rice** - \$7

## Intermezzo

- Housemade Sorbet**<sup>\*</sup> - \$8  
With seasonal garnishes

## Vegetarian Entrées

- Curry Roasted Cauliflower Steak**<sup>\*</sup> (V) - \$33  
Sweet onions lentil, roasted roots, green curry sauce, coconut
- Butternut Squash Ravioli** - \$39  
Lavender-hazelnut cream sauce, sugar peas, Tuscan kale, goat cheese
- Potato Gnocchi** - \$36  
Truffle cream sauce, Pecorino, foraged mushrooms, celeriac, herb oil
- Chili Roast Tofu**<sup>\*</sup> (V) - \$33  
Fried rice, stir fried vegetables, smoked soy, radish, sesame
- Ancient Grain Stuffed Bell Pepper** (V) - \$34  
Quinoa, amaranth, farro medley, chipotle emulsion, marinated avocado, toasted pepitas
- Eggplant Parmesan** - \$36  
Fire roasted tomato sauce, Calabrian chili, Parmesan, Tuscan kale, Mozzarella, basil



# PLATED DINNER SELECTIONS

## Dinner Entrées

Served with a mixed field greens salad, freshly baked rolls, coffee, tea, and milk.

Additional entrées are \$2.50 per person above and beyond two entrées. Maximum of three selections. Any dietary restrictions including vegetarian/vegan will be honored and will not count as an entrée choice as long as they are handled per chef's choice.

### Herb Seared Atlantic Salmon - \$46

Roasted vegetable cous cous, harissa roasted tomato sauce, mango-cucumber riata, dukkha

### Guajillo Braised Beef Brisket\* - \$45

Chimichurri, Cotija, Hominy grits, wilted greens

### Grilled Beef Filet\*\* - \$56

Confit garlic mashed potatoes, glazed seasonal vegetable, port wine demi, gremolata

### Fennel Crusted Lamb Rack\*\* - \$56

Braised fingerlings, sautéed French beans, red wine rosemary jus

### Maple Glazed Duck Breast\*\* - \$50

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

### Hungarian Short Rib\* - \$50

Smoked rutabaga purée, roasted root vegetable, honey paprika glaze, pickled onion

### Grilled Atlantic Salmon\* - \$46

Bacon braised lentils, spinach, maple vinaigrette

### Ham and Artichoke Stuffed Chicken Breast - \$45

Barley pilaf, wilted spinach, saffron cream sauce

### Blackened Gulf Shrimp - \$43

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

### Parmesan Crusted Roast Beef† - \$43

Roast tomato purée, balsamic reduction, fingerlings, chili cauliflower

### Herb Marinated Grilled Pork Loin† - \$42

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

### Grilled Sirloin\*\* - \$46 (dairy-free)

Italian salsa verde with thyme roasted artichokes, new potatoes, grilled rapini

### Seafood Linguini\* - \$44

Preserved lemon, zucchini, grape tomatoes, Chablis cream sauce, fresh herbs

### Grilled Swordfish Steak\* - \$46

Macadamia nut crispy rice cake, miso broth, stir fry vegetables, micro greens

### Lime Marinated Chicken Thighs\* - \$39

Mole poblano, mezcabal braised beans, Chihuahua cheese stuffed peppers, toasted sesame

### Chicken Piccata - \$38

Lemon herb orzo, capers, baby spinach

\*Gluten-free options.

\*\*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 duck and house-made dressings may contain raw egg.

# WEDDING CAKES & DESSERTS

## Specialty Cakes

Prices starting at \$9 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 Poppysed, Red Velvet

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

## Gourmet Desserts

### New York Style Cheesecake - \$14

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

### Tiramisu Torte - \$12

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

### Chef's Dessert Buffet - \$14/person (minimum 20 people)

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

### Petite Dessert Buffet - \$12/person (minimum 20 people, buffet allows 3 pieces/person)

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



# LATE-NIGHT OPTIONS

*Perfect for a late-night snack, but available anytime*



## Late-Night Options

**Assorted 14" Pizzas** - \$24/pizza

**Chips & Salsa** - \$7/person  
Served with sour cream & guacamole  
(Add on seasoned ground beef \$3/person)

**Mini Grilled Bratwurst & Cheese Curds** - \$12/person

**Fried Wisconsin Cheese Curds** - \$6/person

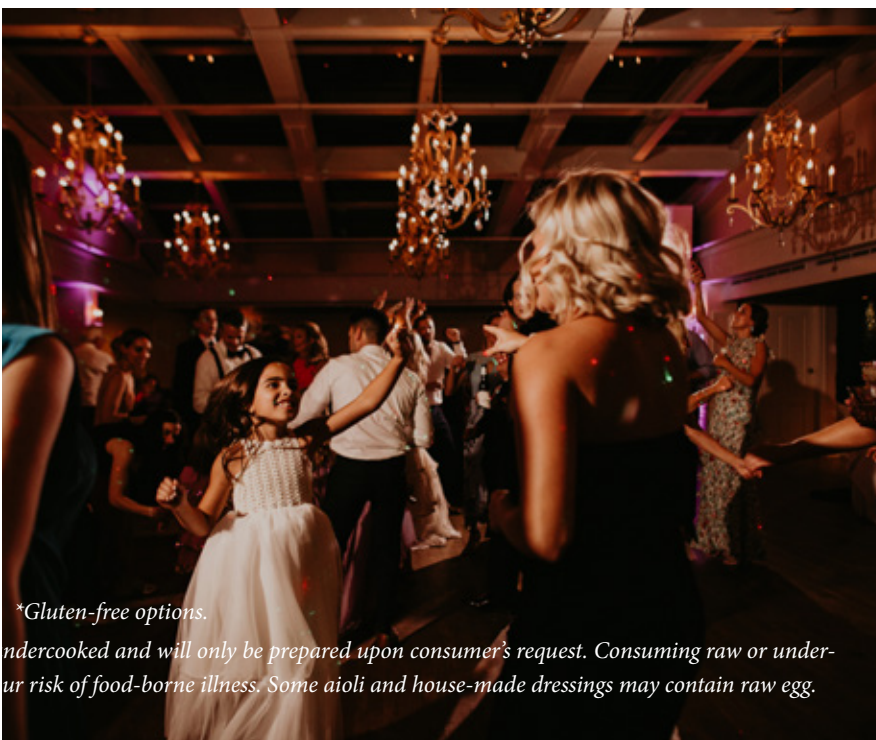
**BBQ Chicken Wings\*** - \$45/per dozen  
Served with house-made ranch, blue cheese dressing, celery sticks

**Dip Trio** - \$12/person  
7-layer dip, beer cheese dip, artichoke Parmesan dip, pita, soft pretzels, toast points

**Chicken Fingers** - \$9/person  
Served with house-made ranch, blue cheese dressing, honey mustard, sriracha ketchup

**Party Sub Sandwiches** - \$7/person  
Served with assorted toppings

**Street Tacos** - \$30/person  
(Platinum package upcharge \$16/person)  
Lime Marinated Chicken\*  
Yucatan Pork\*  
Chipotle black bean and roasted sweet potatoes\*  
Sour cream, limes, hot sauce, queso, guacamole, lettuce, pico, onion\*  
Warm Tortillas  
Tortilla Chips\*



\*Gluten-free options.

\*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.

# BAR SERVICES

## Fully Staffed Bar

Bar options include hosted or cash basis. A \$350 minimum spending guarantee is required for all staffed bars.

### INCLUDES

Madison Club House Brands.....	\$6.50 - \$8.00
Call Brands .....	\$8.00 - \$9.25
Premium Brands .....	\$9.25 - \$10.75
Super Premium .....	\$10.75 - \$15.00
Assorted Beers .....	\$5.00 - \$8.50
Assorted House Wines .....	\$7.25 - \$8.50
Soft Drinks.....	\$3.25

## Self-Serve Beer, Wine & Soda Station

\*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 and white wine to pour during dinner service or butler-passed house champagne.

## House Wine

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

	GLASS	BOTTLE
Kenwood Yulupa (Chardonnay, Cabernet).....	\$7.25	\$30.00
Vavasour (Sauvignon Blanc).....	\$8.50	\$33.00
William Hill (Chardonnay, Cabernet Sauvignon).....	\$8.50	\$36.00
Bollini (Pinot Grigio).....	\$8.50	\$33.00
"J" Winemakers Selection (Pinot Noir).....	\$8.50	\$33.00
Chateau Ste. Michelle (Riesling).....	\$8.50	\$33.00
Atamisque Serbal (Malbec).....	\$8.50	\$33.00
House Sparkling Wine.....		\$30.00
Non-Alcoholic Sparkling Wine .....		\$30.00

## 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.....	\$5.00	\$225	\$385
Premium / Micro / Import.....	\$5.75+	\$255	\$445
"Super" Imported .....	\$8.50+	\$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 with screen .....	\$205
Microphone .....	\$30
Microphone Stand .....	\$20
Laptop .....	\$85
Chair Covers .....	\$5
Specialty Ties .....	\$1
Baby Grand Piano (1st floor) .....	\$150
Upright Piano (2nd floor) .....	\$100
Specific Piano Tuning .....	\$200
Fender Portable Speaker .....	\$200

# 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.



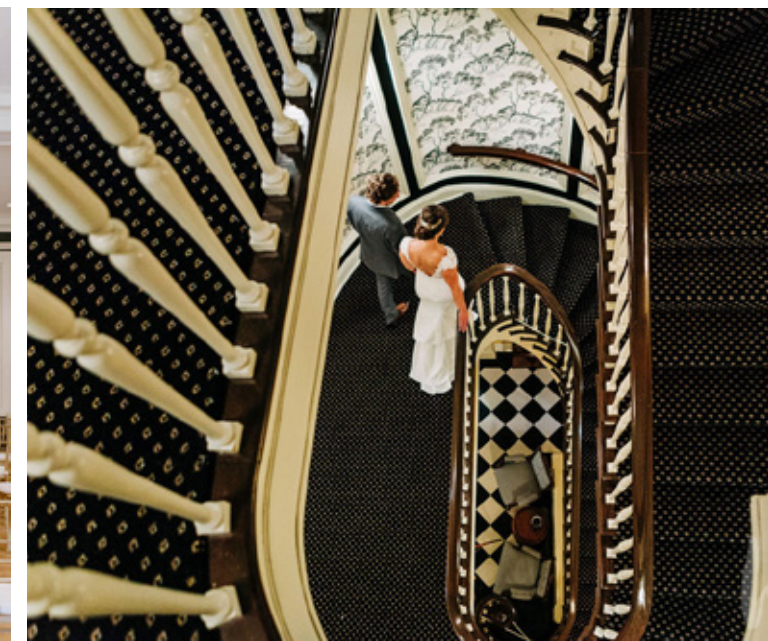
## PARKING

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** is located on West Wilson Street, just west of South Carroll Street. Parking is charged at a rate of \$1.50/hour with a maximum \$5.00 daily rate for those who park after 5:00 PM and on weekends.



# POLICY & PROCEDURE

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## WEDDING DEPOSIT

A non-refundable deposit of \$5,000 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 (24%) 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. A 3% surcharge will be applied to all credit card transactions.*

## 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, MONDAYS AND HOLIDAYS

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

## 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 \$100.00 fee will be charged for each 30-minute period guests remain in the Club.

# POLICY & PROCEDURE

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## 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 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. 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

Madison 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.

## DECORATIONS

The use of real flower petals is not permitted to be tossed or placed on the aisle during ceremonies. The use of faux petals is permitted. 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.

## NON-CLUB DÉCOR AND RENTALS

The Madison Club will use its best efforts to take care of all outside décor items and rentals and return them in good condition; however, in consideration of the Club allowing the supply and use of outside items, the contracted couple assumes the risk of damages to such items and hereby waives any claim for liability against the Club for such loss or damage. Furthermore, the couple agrees to indemnify and hold the Club harmless against claims of loss or damage from the owner or supplier of such items.

## 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 \$30.00 per hour, per employee needed to complete the work. Vomit or other bodily fluids will result in a \$200 hazmat clean-up fee.



*the knot*  
BEST OF  
WEDDINGS  
2022

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2023



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