



M E E T I N G S

MONONA TERRACE®

A public place by Frank Lloyd Wright

THANK YOU FOR CONSIDERING MONONA TERRACE COMMUNITY AND CONVENTION CENTER!

ROOM RESERVATION INCLUDES

- Tables and chairs, including setup, teardown, and one daily refresh
- Free WiFi throughout the building and meeting spaces
- Raised stage for presentations
- Skirted tables for registration
- One poster/sign display easel
- Detailed, scale room diagrams of your room layout
- Lectern with microphone or standing corded microphone
- Background music provided by our in-house sound system
- Event posted on outdoor and indoor marquee system throughout the building
- Dedicated Catering Manager and Event Coordinator

HOW TO RESERVE SPACE

If your date is within the next 12 months, we will gladly place it on a tentative hold for a short period of time so you can discuss and consider the options. We will clearly state if we are holding space for you, and will give you a deadline when we need your decision.

A courtesy hold can be placed up to 18 months in advance. Conferences and conventions at Monona Terrace do have the right to book the space you have on courtesy hold up until 12 months prior to your date. This rarely occurs, but it's a possibility and you should be aware of how it might affect your other plans. If it does happen, we will notify you and assist you in finding alternate space or dates at Monona Terrace; or you may choose another site for your event with no further obligation to us.

Contract & Deposits: A contract will be issued one year in advance from your scheduled date. You will have one week to return the contract with a deposit of 50% of the total room rental fee. Two weeks prior to your event, your catering deposit will be due, which will be detailed in your contract. There will be no money exchanged the day of your event.

HOW ROOM RENTAL DISCOUNT IS DETERMINED

Each space has a starting room rental fee, which can be discounted by ordering food and beverages from Monona Catering. Tax and service charge do not count toward this discount. Your food and beverage total will be compared to the amounts in the *Food & Beverage Purchase* column of the room rental chart. Depending on where your total lands, the room rental will be reduced to the amount in the *Room Rental Fee* column.

When two or more spaces are rented, one space will be reduced first. If the room rental is eliminated, we'll take the remaining food and beverage amount and start reducing the rental of the next space.

EXHIBITION HALL

40,000 square feet of essential convention amenities, including a show manager office, a concession area, and seven loading docks. A wonderful space for keynote presenters, large banquets, or tradeshows.

Both Sections A & B

Food & Beverage Purchase*	Room Rental Fee
\$ 40,000 and above	No Charge
\$ 33,075 - 39,999	\$ 975
\$ 27,575 - 33,074	\$ 1,950
\$ 22,050 - 27,574	\$ 2,800
\$ 16,550 - 22,049	\$ 3,650
\$ 11,025 - 16,549	\$ 4,500
\$ 5,525 - 11,024	\$ 5,400
\$ 5,524 and below	\$ 6,250

One Section

Food & Beverage Purchase*	Room Rental Fee
\$ 22,200 or more	No Charge
\$ 19,300 - 22,199	\$ 500
\$ 16,550 - 19,299	\$ 950
\$ 13,200 - 16,549	\$ 1,450
\$ 9,700 - 13,199	\$ 1,950
\$ 6,600 - 9,699	\$ 2,450
\$ 3,500 - 6,599	\$ 2,950
\$ 3,499 and below	\$ 3,500



GRAND TERRACE

Ovelooking lake Monona, the Grand Terrace offers a spacious and unique architectural atmosphere. The room opens to the Capitol Promenade and is ideal for breaks, poster sessions, meals, receptions or an exhibit area with to 32 table top exhibits. Due to the open nature of the space, amplified music or presentations are not allowed, but you may use the complimentary in-house sound system for background music or work with your dedicated event coordinator to determine if other live music is possible.

Full

Food & Beverage Purchase*	Room Rental Fee
\$ 8,500 or more	No Charge
\$ 6,800 - 8,499	\$ 275
\$ 5,000 - 6,799	\$ 550
\$ 3,500 - 4,999	\$ 800
\$ 1,900 - 3,499	\$ 1,050
\$ 1,899 or less	\$ 1,350

Half

Food & Beverage Purchase*	Room Rental Fee
\$ 5,325 or more	No Charge
\$ 4,100 - 5,324	\$ 200
\$ 2,700 - 4,099	\$ 425
\$ 1,325 - 2,699	\$ 650
\$ 1,324 or less	\$ 850

* Excluding tax & service charge. Rental fees valid for 2020

HALL OF IDEAS

Featuring 16-foot ceilings, beautiful chandeliers and various lighting options, this space is perfect for meetings with or without AV, meals or breakouts. All 6 sections can accommodate up to 50 tabletop exhibitors.

All Six Sections: E-J

Food & Beverage Purchase*	Room Rental Fee
\$ 9,400 or more	No Charge
\$ 7,825 - 9,399	\$ 250
\$ 6,250 - 7,824	\$ 500
\$ 4,700 - 6,249	\$ 750
\$ 3,150 - 4,699	\$ 1,000
\$ 1,600 - 3,149	\$ 1,250
\$ 1,599 or less	\$ 1,500

Four Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 6,600 or more	No Charge
\$ 5,250 - 6,599	\$ 210
\$ 3,950 - 5,249	\$ 420
\$ 2,700 - 3,949	\$ 630
\$ 1,500 - 2,699	\$ 840
\$ 1,499 or less	\$ 1,050

Two Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 3,600 or more	No Charge
\$ 2,900 - 3,599	\$ 115
\$ 2,175 - 2,899	\$ 230
\$ 1,450 - 2,174	\$ 345
\$ 750 - 1,449	\$ 460
\$ 749 or less	\$ 575

One Section

Food & Beverage Purchase*	Room Rental Fee
\$ 2,050 or more	No Charge
\$ 1,625 - 2,049	\$ 65
\$ 1,225 - 1,624	\$ 130
\$ 825 - 1,224	\$ 195
\$ 425 - 824	\$ 260
\$ 424 or less	\$ 325

MEETING ROOMS

The Meeting Rooms provide an additional 3,680 square feet of multi-functional meeting space.

Eight Sections K-R

Food & Beverage Purchase*	Room Rental Fee
\$ 5,950 or more	No Charge
\$ 4,750 - 5,949	\$ 190
\$ 3,575 - 4,749	\$ 380
\$ 2,375 - 3,574	\$ 570
\$ 1,200 - 2,374	\$ 760
\$ 1,199 or less	\$ 950

Six Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 4,550 or more	No Charge
\$ 3,625 - 4,549	\$ 145
\$ 2,725 - 3,624	\$ 290
\$ 1,825 - 2,724	\$ 435
\$ 925 - 1,824	\$ 580
\$ 924 or less	\$ 725

Four Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 3,050 or more	No Charge
\$ 2,425 - 3,049	\$ 100
\$ 1,825 - 2,424	\$ 195
\$ 1,225 - 1,824	\$ 290
\$ 650 - 1,224	\$ 385
\$ 649 or less	\$ 485

Two Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 1,750 or more	No Charge
\$ 1,375 - 1,749	\$ 60
\$ 1,050 - 1,374	\$ 115
\$ 700 - 1,049	\$ 170
\$ 375 - 699	\$ 220
\$ 374 or less	\$ 280

MADISON BALLROOM

Featuring 16-foot ceilings and beautiful chandeliers, the Madison Ballroom offers flexible meeting space that can be subdivided into 4 separate spaces which can be used for a variety of functions.

All Four Sections: A-D

Food & Beverage Purchase*	Room Rental Fee
\$ 16,600 or more	No Charge
\$ 13,700 - 16,599	\$ 475
\$ 10,900 - 13,699	\$ 925
\$ 8,300 - 10,899	\$ 1,325
\$ 5,600 - 8,299	\$ 1,775
\$ 3,000 - 5,599	\$ 2,200
\$ 2,999 or less	\$ 2,650

Two Sections: AB or CD

Food & Beverage Purchase*	Room Rental Fee
\$ 9,400 or more	No Charge
\$ 7,825 - 9,399	\$ 250
\$ 6,250 - 7,824	\$ 500
\$ 4,700 - 6,249	\$ 750
\$ 3,150 - 4,699	\$ 1,000
\$ 1,600 - 3,149	\$ 1,250
\$ 1,599 or less	\$ 1,500

One Section

Food & Beverage Purchase*	Room Rental Fee
\$ 5,200 or more	No Charge
\$ 4,225 - 5,199	\$ 150
\$ 3,450 - 4,224	\$ 275
\$ 2,500 - 3,449	\$ 425
\$ 1,725 - 2,499	\$ 550
\$ 825 - 1,724	\$ 700
\$ 824 or less	\$ 825



COMMUNITY TERRACE

Enclosed by paneled glass and overlooking Lake Monona, this space is perfect for breakfast, lunch, dinner, or reception all in one room.

Food & Beverage Purchase*	Room Rental Fee
\$ 8,500 or more	No Charge
\$ 6,800 - 8,499	\$ 275
\$ 5,000 - 6,799	\$ 550
\$ 3,500 - 4,999	\$ 800
\$ 1,900 - 3,499	\$ 1,050
\$ 1,899 or less	\$ 1,350



LECTURE HALL

The multi-media Lecture Hall features state-of-the-art technology, theater-style seating for more than 300.

Food & Beverage Purchase*	Room Rental Fee
\$ 6,100 or more	No Charge
\$ 4,800 - 6,099	\$ 200
\$ 3,750 - 4,799	\$ 350
\$ 2,600 - 3,749	\$ 525
\$ 1,500 - 2,599	\$ 700
\$ 1,499 or less	\$ 925



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DANE/WISCONSIN ROOMS, HALL OF FAME ROOM

Enclosed by paneled glass and overlooking Lake Monona, the Dane Room and Wisconsin Room each have executive style seating for 15 at custom cherry wood conference tables. Be inspired by some of Madison's most successful and inspiring athletes in the charming 600 square foot Hall of Fame Room.

Dane or Wisconsin Room

Food & Beverage Purchase*	Room Rental Fee
\$ 1,450 or more	No Charge
\$ 1,125 - 1,449	\$ 50
\$ 925 - 1,124	\$ 85
\$ 600 - 924	\$ 135
\$ 300 - 599	\$ 185
\$ 299 or less	\$ 230

Hall of Fame Room

Food & Beverage Purchase*	Room Rental Fee
\$ 1,250 or more	No Charge
\$ 925 - 1,249	\$ 55
\$ 625 - 924	\$ 100
\$ 325 - 624	\$ 150
\$ 324 or less	\$ 200



Audiovisual Equipment

Monona Terrace is the exclusive provider of state-of-the-art audiovisual equipment and technical support for your event. No audiovisual equipment may be brought in by an individual or outside company. Please note that this exclusive policy does not apply to laptop computers. Our experienced staff will assure a trouble-free event that is professionally presented.

Additional items are available for rental: specialty lighting, specialized audio-visual, exhibition tables.

WiFi

Monona Terrace offers free WiFi throughout the entire facility. This service is suitable for checking email without attachments. For a small fee an upgraded service is available. The current rate is \$10 per connection or \$15 for the duration of your event. Event WiFi connections can be arranged with your dedicated event coordinator.

Parking

The parking ramp is owned by the State of Wisconsin. There are 400 parking spaces available to use in the ramp during the day and 600 on evenings and weekends. The rate is \$3 per hour during the week. Parking on weekdays after 5:00pm and weekends is \$5 per car. Rates are subject to change. Should you decide to pay for parking for your guests, a tallied parking option is available. All special arrangements should be finalized with your event coordinator at least 21 days in advance.

Hilton Madison Monona Terrace

Hilton Madison Monona Terrace is connected to Monona Terrace Community and Convention Center by an indoor climate-controlled skywalk. Please call the Hilton Madison Monona Terrace sales office at 608-255-5100 for availability and rates. Hilton Madison Monona Terrace is owned and managed by Marcus Hotels and Resorts. Please let your sales person know if you'll be arranging a hotel block.



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