

THANK YOU FOR CONSIDERING MONONA TERRACE COMMUNITY AND CONVENTION CENTER!

ROOM RESERVATION INCLUDES

- *Banquet tables and chairs*
- *Cocktail tables with linens*
- *Flatware, glass stemware and china*
- *White or ivory-colored table linens and napkins*
- *Raised stage for presentations*
- *Skirted tables for registration or name cards*
- *Lectern with microphone or standing corded microphone*
- *One poster/sign display easel*
- *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 one week 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, the second deposit will be due, which will be detailed in your contract. There will be no money exchanged the day of your event.

After your event takes place, the room rental discount will be applied and a refund check or an invoice will be issued within 30 days.

HOW ROOM RENTAL DISCOUNT IS APPLIED

Each space has a starting room rental fee, which is 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 comprise the Exhibition Hall.

Both Sections A & B

Food & Beverage Purchase*	Room Rental Fee
\$ 40,000 and above	No Charge
\$ 33,075 - 39,999	\$ 950
\$ 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	\$ 6,200

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
\$ 9,500 - 13,199	\$ 1,950
\$ 6,600 - 9,499	\$ 2,450
\$ 3,500 - 6,599	\$ 2,950
\$ 3,499 and below	\$ 3,450



GRAND TERRACE

Overlooking Lake Monona, the Grand Terrace offers a spacious and unique architectural atmosphere. The room opens to the Capitol Promenade. Due to the open nature of the space, amplified music or presentations are not allowed, but you may have a string quartet, piano, harp or our complimentary in-house sound system for background music. Cherrywood and fabric folding dividers can be placed to create visual privacy. This room is ideal for a cocktail reception and/or silent auction, followed by dinner and presentation in an adjoining room.

Full

Food & Beverage Purchase*	Room Rental Fee
\$ 8,300 or more	No Charge
\$ 6,600 - 8,299	\$ 275
\$ 5,000 - 6,599	\$ 525
\$ 3,500 - 4,999	\$ 775
\$ 1,900 - 3,499	\$ 1,025
\$ 1,899 or less	\$ 1,325

Half

Food & Beverage Purchase*	Room Rental Fee
\$ 5,200 or more	No Charge
\$ 3,950 - 5,199	\$ 200
\$ 2,500 - 3,949	\$ 425
\$ 1,300 - 2,499	\$ 625
\$ 1,299 or less	\$ 825

* Excluding tax & service charge. Rental fees valid for 2017

HALL OF IDEAS

Featuring 16-foot ceilings and beautiful chandeliers, this space is perfect for dinner and presentation all in one room.

All Six Sections: E-J

Food & Beverage Purchase*	Room Rental Fee
\$ 9,250 or more	No Charge
\$ 7,675 - 9,249	\$ 250
\$ 6,100 - 7,674	\$ 500
\$ 4,600 - 6,099	\$ 750
\$ 3,150 - 4,599	\$ 975
\$ 1,600 - 3,149	\$ 1,225
\$ 1,599 or less	\$ 1,475

Two Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 3,450 or more	No Charge
\$ 2,750 - 3,449	\$ 110
\$ 2,075 - 2,749	\$ 220
\$ 1,425 - 2,074	\$ 330
\$ 750 - 1,424	\$ 440
\$ 749 or less	\$ 550

Four Sections

Food & Beverage Purchase*	Room Rental Fee
\$ 6,425 or more	No Charge
\$ 5,200 - 6,424	\$ 200
\$ 3,925 - 5,199	\$ 400
\$ 2,700 - 3,924	\$ 600
\$ 1,500 - 2,699	\$ 800
\$ 1,499 or less	\$ 1,025



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
\$ 5,800 or more	No Charge
\$ 4,625 - 5,799	\$ 185
\$ 3,475 - 4,624	\$ 370
\$ 2,325 - 3,474	\$ 555
\$ 1,175 - 2,324	\$ 740
\$ 1,174 or less	\$ 925

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

* Excluding tax & service charge. Rental fees valid for 2017

MADISON BALLROOM

Featuring 16-foot ceilings and beautiful chandeliers, two or four sections of the Ballroom are perfect for dinner, and presentation all in one room. One section is ideal for dancing with dinner held in the Grand Terrace.

All Four Sections: A-D

Food & Beverage Purchase*	Room Rental Fee
\$ 16,300 or more	No Charge
\$ 13,300 - 16,299	\$ 475
\$ 10,500 - 13,299	\$ 925
\$ 8,000 - 10,499	\$ 1,325
\$ 5,600 - 7,999	\$ 1,725
\$ 3,000 - 5,599	\$ 2,125
\$ 2,999 or less	\$ 2,600

Two Sections: AB or CD

Food & Beverage Purchase*	Room Rental Fee
\$ 9,250 or more	No Charge
\$ 7,675 - 9,249	\$ 250
\$ 6,100 - 7,674	\$ 500
\$ 4,600 - 6,099	\$ 750
\$ 3,150 - 4,599	\$ 975
\$ 1,600 - 3,149	\$ 1,225
\$ 1,599 or less	\$ 1,475

One Section

Food & Beverage Purchase*	Room Rental Fee
\$ 5,000 or more	No Charge
\$ 4,075 - 4,999	\$ 150
\$ 3,300 - 4,074	\$ 275
\$ 2,350 - 3,299	\$ 425
\$ 1,600 - 2,349	\$ 550
\$ 800 - 1,599	\$ 675
\$ 799 or less	\$ 800



COMMUNITY TERRACE

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

Food & Beverage Purchase*	Room Rental Fee
\$ 8,300 or more	No Charge
\$ 6,600 - 8,299	\$ 275
\$ 5,000 - 6,599	\$ 525
\$ 3,500 - 4,999	\$ 775
\$ 1,900 - 3,499	\$ 1,025
\$ 1,899 or less	\$ 1,325



* Excluding tax & service charge. Rental fees valid for 2017

WILLIAM T. EVJUE ROOFTOP GARDENS

Two areas—the West Circle and Center—are perfect for your cocktails and hors d’oeuvres reception. Rental includes the space setup, white folding chairs, one corded microphone, and two outdoor speakers. Music must end on the rooftop by 9 p.m. Due to the unique nature of outdoor events, high quality disposable drinkware and special audiovisual equipment are required in the William T. Evjue Rooftop gardens.

West Circle

Food & Beverage Purchase*	Room Rental Fee
\$ 6,100 or more	No Charge
\$ 4,875 - 6,099	\$ 195
\$ 3,675 - 4,874	\$ 390
\$ 2,450 - 3,674	\$ 585
\$ 1,225 - 2,449	\$ 780
\$ 1,224 or less	\$ 975

Center

Food & Beverage Purchase*	Room Rental Fee
\$ 12,400 or more	No Charge
\$ 10,200 - 12,399	\$ 475
\$ 8,000 - 10,199	\$ 800
\$ 5,800 - 7,999	\$ 1,150
\$ 3,600 - 5,799	\$ 1,525
\$ 3,599 or less	\$ 1,925



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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 or musical equipment such as DJ/band sound system or instruments. Our experienced staff will assure a trouble-free event that is professionally presented.

Additional items are available for rental: dance floor, specialty lighting, baby grand and electric piano.

Decorations

You may use the decorator of your choice. Feel free to decorate with free-standing flowers, flower petals on the tables, centerpieces, and chair attachments, as long as no adhesive is used. Please do not affix decorations to the walls, windows, floor or ceilings. If you are using candles in your room décor, each candle must be placed inside a non-flammable container and the flame of the lighted candle must be below the rim of the container. We recommend non-scented candles for the enjoyment of your guests.

Parking

The parking ramp is owned by the State of Wisconsin. On the weekends, there are 600 parking spaces in the ramp. The rate for evenings and weekends is \$5 per car or \$1.50 per hour during the week. Overnight parking is \$18 per car. Parking rates are subject to change. Should you decide to pay for parking for your guests, prepaid reserved parking or tallied parking options are 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.





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