

*The more beautiful the moment,
the more beautiful the memory.*
Embrace unforgettable style.
Choose Monona Terrace in Madison.



W E D D I N G S

MONONA TERRACE®

A public place by Frank Lloyd Wright

Congratulations on your engagement!

Thank you for considering Monona Terrace Community and Convention Center for your wedding ceremony and reception! You've waited all your life to make your wedding dreams come true. For your special day, choose Madison's most engaging, enchanting location –Monona Terrace!

Monona Terrace makes a remarkable impression for your big day. But the location is just one piece of the event-planning puzzle. At Monona Terrace, you'll have a dedicated catering manager ready to help you create a day that's more than memorable.



photograph courtesy of: Beau Petersen



Room Reservation Includes

- 📞 Dinner tables and chairs
- 📞 Cocktail tables with linens
- 📞 Flatware, glass stemware and china
- 📞 Raised head table with linen and skirting
- 📞 Cake table, gift table, place card table (all with linen and skirting)
- 📞 Complimentary Showcase tasting for you and your fiancé and two guests
- 📞 A corded microphone for announcements or toasts
- 📞 Background music provided by our in-house sound system
- 📞 Complimentary rain backup space if you hold your ceremony and reception at Monona Terrace
- 📞 Event posted on outdoor and indoor marquee system throughout the building

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.

To request a "Courtesy Hold" up to 18 months in advance: Call 608-261-4093 at 8:00 am Central Time on the first business day 18 months prior to your preferred month. For example, if your desired date is in August of 2021, the first business day of February 2020 is when courtesy hold requests will be accepted. Leave a message with your preferred date and space(s) and your call will be returned to let you know what date and space has been placed on hold.

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 right away and assist you in finding alternate space at Monona Terrace; or you may release the hold at Monona Terrace with no further obligation. The contract can be issued and date confirmed one year from your scheduled date.

Contract & Deposits: A contract will be issued one year in advance from your scheduled wedding 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 remaining 50% of room rental and total catering estimate is due. 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 left column of the room rental chart. Depending on where your total lands, the room rental will be reduced to the amount in the right 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 next space.

GRAND TERRACE

Overlooking Lake Monona, the Grand Terrace offers a spacious and unique architectural atmosphere. The room can be used for cocktail reception and/or dinner. Due to the open nature of the space, there is no amplified music allowed, but you may have a string quartet, piano, harp or our complimentary in-house sound system for background music. Cherrywood folding dividers can be placed to create visual privacy. Your dance can be held in an adjoining room—Madison Ballroom A, AB, or 4 sections of the Hall of Ideas.

Maximum capacity:

350 people for dinner at rounds of 9-10

312 people for dinner at rounds of 8

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

HALL OF IDEAS

Featuring 16-foot ceilings and beautiful chandeliers, this space is perfect for dinner and dancing all in one room or for dancing (with dinner held in the Grand Terrace.)

Maximum capacity for all six sections:

290 people for dinner at rounds of 9-10

(with tables on the dance floor) or

256 people for dinner at rounds of 8

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

Maximum capacity for four sections:

160 people at rounds of 9-10 for dinner and

dancing (with tables on the dance floor) or

set cocktail style for a dance with dinner held in the Grand Terrace.

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

COMMUNITY TERRACE

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

Maximum capacity:

250 people for dinner at rounds of 9-10

(with tables on the dance floor) or

232 people for dinner at rounds of 8

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

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

MADISON BALLROOM

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

Maximum capacity for all four sections:

600 people for dinner at rounds of 9-10
(with tables on the dance floor) or
520 people for dinner at rounds of 8

Maximum capacity for AB:

310 people for dinner at rounds of 9-10
(with tables on the dance floor) or
272 people for dinner at rounds of 8

Maximum capacity for CD:

230 people for dinner at rounds of 9-10
(with tables on the dance floor) or
184 people for dinner at rounds of 8

Maximum capacity for one section:

140 people for dinner at rounds of 9-10 (with tables on the dance floor) or
Set cocktail style for a dance with dinner held in the Grand Terrace

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



WILLIAM T. EVJUE ROOFTOP GARDENS

Two areas—the West Circle and Center—are perfect for your ceremony and/or cocktail reception.

West Circle: Maximum capacity of 250 people theater style

Center: Maximum capacity of 500 people theater style

Rental includes the space setup, white folding chairs set theater style, one corded microphone, and two outdoor speakers.

Decorations: You are welcome to decorate with free-standing objects such as flowers, arches, non-adhesive attachments to chairs and railings, and bubbles. However, fire is not permitted on the rooftop.

Rain backup space: If you have your ceremony and your reception at Monona Terrace, rain backup space is complimentary! The backup space will be selected by Monona Terrace (based on availability and the number of guests you anticipate) and it will be reserved at the same time as the rooftop.

Ceremony only: If you reserve rooftop space for a ceremony only (no reception), full rental fee of the rooftop and half of the rental fee of the rain backup space will be charged no matter which space is utilized.

Rehearsal: Wedding ceremony rehearsals will be available at no charge to you as long as space is available and there is no set-up required. A rehearsal space will be selected for you based on room availability, and your catering manager will notify you of the space seven to ten days prior to the rehearsal.

Changing Room: Monona Terrace recommends checking with your main hotel for guaranteeing a room is available as a changing room for you and your wedding party. The attached Hilton is a convenient option. While we do not have dedicated changing rooms on site, if a meeting room is available 10 days prior to your event, we will gladly provide this to you at no charge for your use. You may also choose to rent a separate meeting space at Monona Terrace at the time of booking to guarantee use of a changing room for you and your wedding party. Please note that no outside food and beverage may be brought into Monona Terrace, however Monona Catering has food packages available for the changing rooms—speak with your dedicated wedding coordinator about options.

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	\$ 1,950



photographs courtesy of: Beau Petersen

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



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Dance Floor and 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 a DJ or band is welcome to bring in their own music equipment and lighting for the dance floor area.

- To complete your room set-up a 24' x 24' dance floor is \$270.
- Our slide-show package is \$240 and includes a screen, a projector, a CD or DVD player, and a mixer.
- A great way to add atmosphere and color is to rent specialty lighting- color blasters (up lighting) are \$25 each and gobos are \$120 (displays your names, date or other design on the wall or dance floor).

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.

Move-in/Move-out

If available, a three-hour move-in time will be provided prior to your start time for set-up and decoration. This is the time when your DJ, florist and baker can access the space. For example, a reception starting at 5 p.m. would have a 2 p.m. move-in time. The end time of the event will be 12 a.m., and your one-hour move-out time is midnight to 1 a.m. With our wedding packages, one hour of basic décor take-down assistance by a member of our staff is included during your move-out time. All décor must be removed from your function space at the end of the event unless other arrangements have been made in advance.

Parking

The parking ramp is owned by the State of Wisconsin. There are 600 parking spaces in the ramp. The rate on the weekends is \$5 per car. Overnight parking is \$16 per car. Parking 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 catering manager 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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