



Q U I N C E A Ñ E R A

MONONA  TERRACE

Let us orchestrate your incredible.

# *Congratulations!*

*Thank you for considering Monona Terrace Community and Convention Center for your daughter's quinceañera! For her special day, choose Madison's most engaging, enchanting location—Monona Terrace!*

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





## 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)
- 💖 A corded microphone for announcements or toasts
- 💖 Background music provided by our in-house sound system
- 💖 Event posted on outdoor and indoor marquee-system throughout the building

## How to Reserve Space

If your date is within the next 13 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 for 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 2026, the first business day of February 2025 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. The contract can be issued and date confirmed 13 months from your scheduled date.

Conferences and conventions at Monona Terrace do have the right to book the space you have on courtesy hold up until 13 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 this 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.

**Contract & Deposits:** A contract will be issued 13 months 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 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 food and beverage expenditures fall on the scale (before tax and service charge), 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.



## EXHIBITION HALL

Featuring 20-foot ceilings and unique architecture, one or two sections of the Exhibition Hall are perfect for a cocktail reception, dinner, and dancing (no dance floor rental needed) all in one room.

### Maximum capacity for both sections\*\*:

1000 people for dinner at rounds of 8

### Maximum capacity for one section\*\*:

494 people for dinner at rounds of 8



### Both Sections A & B

Food & Beverage Purchase*	Room Rental Fee
\$ 40,000 or more	No Charge
\$ 33,900 - 39,999	\$ 975
\$ 27,800 - 33,899	\$ 1,950
\$ 22,500 - 27,799	\$ 2,800
\$ 16,900 - 22,499	\$ 3,700
\$ 11,300 - 16,899	\$ 4,600
\$ 5,625 - 11,299	\$ 5,500
\$ 5,624 or less	\$ 6,400

### One Section

Food & Beverage Purchase*	Room Rental Fee
\$ 22,400 or more	No Charge
\$ 19,300 - 22,399	\$ 500
\$ 16,550 - 19,299	\$ 950
\$ 13,200 - 16,549	\$ 1,475
\$ 9,700 - 13,199	\$ 2,025
\$ 6,600 - 9,699	\$ 2,525
\$ 3,500 - 6,599	\$ 3,025
\$ 3,499 or less	\$ 3,575

## HALL OF IDEAS

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

### Maximum capacity for all six sections\*\*:

216 people for dinner at rounds of 8

### All Six Sections: E-J

Food & Beverage Purchase*	Room Rental Fee
\$ 9,700 or more	No Charge
\$ 8,100 - 9,699	\$ 260
\$ 6,425 - 8,099	\$ 525
\$ 4,850 - 6,424	\$ 775
\$ 3,200 - 4,849	\$ 1,040
\$ 1,600 - 3,199	\$ 1,300
\$ 1,599 or less	\$ 1,550



\* Excluding tax & service charge. Rental fees valid for 2025.

\*\* Room capacity will vary based on the size of the dance area and the number and locations of buffets and bars.

## 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\*\*:**

176 people for dinner at rounds of 8

Food & Beverage Purchase*	Room Rental Fee
\$ 8,750 or more	No Charge
\$ 7,000 - 8,749	\$ 280
\$ 5,250 - 6,999	\$ 560
\$ 3,500 - 5,249	\$ 840
\$ 1,750 - 3,499	\$ 1,120
\$ 1,749 or less	\$ 1,400

## 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.

**Maximum capacity for all four sections\*\*:**

448 people for dinner at rounds of 8

**Maximum capacity for AB\*\*:**

216 people for dinner at rounds of 8

**Maximum capacity for CD\*\*:**

200 people for dinner at rounds of 8

**All Four Sections: A-D**

Food & Beverage Purchase*	Room Rental Fee
\$ 17,200 or more	No Charge
\$ 14,325 - 17,199	\$ 475
\$ 11,475 - 14,324	\$ 925
\$ 8,600 - 11,474	\$ 1,375
\$ 5,725 - 8,599	\$ 1,850
\$ 3,000 - 5,724	\$ 2,275
\$ 2,999 or less	\$ 2,750

**Two Sections: AB or CD**

Food & Beverage Purchase*	Room Rental Fee
\$ 9,700 or more	No Charge
\$ 8,100 - 9,699	\$ 260
\$ 6,425 - 8,099	\$ 525
\$ 4,850 - 6,424	\$ 775
\$ 3,200 - 4,849	\$ 1,040
\$ 1,600 - 3,199	\$ 1,300
\$ 1,599 or less	\$ 1,550



\* Excluding tax & service charge. Rental fees valid for 2025.  
 \*\* Room capacity will vary based on the size of the dance area and the number and locations of buffets and bars.

## 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 trees (tripod floor stands located at the DJ table or band stage only).

- To complete your room set-up a 24'x24' dance floor is \$270.
- Our slide-show package is \$295 and includes a screen, a projector, USB media player, and a mixer.
- A great way to add atmosphere and color is to rent specialty lighting – LED uplights are \$30 each and gobos (displays name, date or design on wall or dance floor) are starting at \$200 (pricing is subject to change).

*We strongly encourage you to discuss the following items with your DJ company prior to contracting with them.*

### **Prohibited items for any outside vendor include:**

- Video projectors, projection screens, LED/LCD screens, or other audiovisual equipment.
- Lighting anywhere other than at the DJ or band stage or table.
- Smoke machines, dry ice or lasers (due to interference with fire detection system).

### **Allowable equipment:**

- DJs and musical groups may bring in their own sound equipment and instruments.
- DJs and musical groups may also bring in lighting trees or mirror balls. These items must be set at the DJ or band stage or table and not at other locations in the room.
- Outside vendors are limited to bringing in two uprights and a single cross section at the DJ or band stage or table only. Outside trussing is not allowed in other locations. Speak with your event coordinator about available options.

### **Music Volume Control**

Monona Terrace is a multi-level venue that hosts various events, often at the same time. We strive to provide a successful and enjoyable experience to all our guests in the building. Monona Terrace reserves the right to adjust the volume level of your music to avoid sound bleed to other floors and rooms in the building. We appreciate your understanding and cooperation.

## 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, decorator, 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. All décor must be removed from your function space at the end of the event unless arrangements have been made in advance with your event coordinator.

## Parking

The parking ramp attached to Monona Terrace is owned by the State of Wisconsin. There are 600 parking spaces in the ramp. The rate on the weekends (starting 5pm Friday) is \$5 per car per day. Parking rates are subject to change. Should you decide to pay for parking for your guests, a tallied parking option is available for a small additional cost. 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.





15  
años



photo courtesy of: Beautiful Memories Photography





ONE JOHN NOLEN DRIVE • MADISON, WISCONSIN 53703

---

TEL 608.261.4000 • FAX 608.261.4049 • TTY 711 (LOCAL) OR 800.947.3529

[www.mononaterrace.com](http://www.mononaterrace.com)

©2025 City of Madison. Publicity rights to the name Frank Lloyd Wright belong to the Frank Lloyd Wright Foundation, Scottsdale, AZ. Used with permission.