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## **CORPORATE MEETINGS**

Experience a meeting space that business professionals truly value. Enjoy complimentary wireless High-Speed Internet access, invigorating natural lighting, and well-designed tiered style meeting rooms, ideal for engaging training seminars. Our utmost priority is to provide the perfect meeting space size, ensuring a seamless experience for your sales meeting or training session. We are committed to maximizing productivity during your gathering. Contact our dedicated sales office to secure your preferred meeting dates confidently.

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## **SOCIAL EVENTS**

Whether you envision a cherished family reunion, a milestone 50th anniversary celebration, or the most talked-about event of the year for your group, we are dedicated to meeting your every need. Experience the utmost convenience with a range of key meeting features. Our offerings extend beyond exceptional amenities such as complimentary shuttle service within a two-mile radius of the hotel, granting easy access to dining, entertainment, and shopping destinations. In addition, enjoy complimentary internet access and parking, ensuring a hassle-free and value-packed experience for your group.

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## **GOVERNMENT MEETINGS**

Discover our exceptional meeting space tailored for government groups of all sizes. We are proud to offer competitive rates that perfectly align with your budgetary needs, complemented by practical amenities. With versatile breakout session areas and flexible group meeting spaces, we guarantee that your gathering will be met with unparalleled convenience and functionality. Be assured that choosing our venue is a testament to your wise decision-making, and to enhance your experience, we have meticulously crafted special menus tailored to fit within your budget.





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## MEETINGS & EVENT SPACES

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### AMECHE BALLROOM

*Ameche can accommodate up to 140 guests*

The Ameche Ballroom can be divided into two spacious rooms for many different uses and seating arrangements. Featuring 12 large windows for natural lighting, in addition to a 12 foot ceiling, the room comes equipped with a 20-foot recessed screen, complimentary high-speed internet and offers a built in LCD projector and sound system.

### BASCOM

*Bascom can accommodate up to 72 guests*

The quaint Bascom Room accommodates a variety of seating configurations. The open space of this room has made it a favorite of many guests. This room can be divided into two separate rooms as well which makes it ideal for breakout rooms.

### VAN HISE

*Van Hise can accommodate up to 40 guests*

Our Van Hise Room is perfect for an intimate dinner or receptions. It has multiple entrances and is an ideal breakout room or vendor room.

### GRAASKAMP

*Graaskamp can accommodate up to 40 guests*

This unique seminar room features tiered seating, state of the art presentation aids, recessed screen, and 70" TV. This room is wired for individual computer power access at each work station. It is perfect for your next corporate training session.

### EXECUTIVE BOARDROOM

*Boardroom can accommodate up to 12 guests*

Our Executive Board Room is designed to encourage discussion and work in a private, comfortable setting. The room features executive seating, glass block windows, a Mondo Board, individual climate control and an adjustable ceiling fan, glass block windows, a Mondo Board, individual climate control and an adjustable ceiling fan



## BREAKFAST BUFFETS

*Minimum of 25 guests, \$50 additional fee for less than 25 guests. All prices and quantities are based on a two hour buffet. Prices are per person.*

**CLASSIC** \$16  
Scrambled Eggs, Breakfast Potatoes, Sausage or Bacon, Toast and Jam, Assorted Fruit, Coffee & Tea

**HEALTHY START** \$14  
Oatmeal with accompaniments, Hard Boiled Eggs, Assorted Fruits, Yogurt, Granola, Assorted Toasts, Coffee & Tea

**CONTINENTAL** \$14  
Muffins, Yogurts, Assorted Fruits, Granola, Coffee & Tea

## BEVERAGES

**ALL DAY STATION** \$10 per person  
Assorted Soda, Regular & Decaf Coffee, Assorted Tea

**HALF DAY STATION** \$5 per person  
Assorted Soda, Regular & Decaf Coffee, Assorted Tea

**COFFEE & HOT TEA** \$28 per gallon

**FRUIT PUNCH** \$15 per gallon

**HOT APPLE CIDER** \$16 per gallon

**HOT CHOCOLATE** \$16 per gallon

**ICED TEA** \$15 per gallon

**BOTTLED WATER** \$2 per bottle

**ASSORTED FRUIT JUICES** \$3 per bottle

**MILK** \$2 per carton

**PEPSI PRODUCTS** \$3 per can

## SPECIALTY BREAKS

\$10	\$10	\$10	\$10
<b>MORNING GLORY</b>	<b>ENERGY</b>	<b>MIDWESTERNER</b>	<b>PICNIC BASKET</b>
Granola Bars, Assorted Pastries, Assorted Whole Fruit, and Assorted Yogurts	Trail Mix, Cheese & Fruit Skewers, and Granola Bars	Fresh Wisconsin Cheese Curds, Potato Chips & Dip, and Chocolate Chip Cookies	Seasonal Fruit Platter, Veggie & Cheese Tray, and Crispy Rice Bars

*Prices are per person.*

## BREAK ITEMS A LA CARTE

<b>PASTRIES &amp; MUFFINS</b>	\$22 per dozen	<b>POPCORN</b>	\$14 per bowl
<b>CRISPY RICE BARS</b>	\$22 per dozen	<b>PRETZELS</b>	\$14 per bowl
<b>BAGELS &amp; CREAM CHEESE</b>	\$24 per dozen	<b>POTATO CHIPS &amp; DIP</b>	\$22 per bowl
<b>CHOCOLATE BROWNIES</b>	\$24 per dozen	<b>GRANOLA BARS</b>	\$2 per piece
<b>CHOCOLATE CHIP COOKIES</b>	\$24 per dozen	<b>ASSORTED FRUIT YOGURTS</b>	\$4 per piece
<b>ASSORTED DESSERT BARS</b>	\$24 per dozen	<b>WHOLE FRUIT</b>	\$2 per piece
<b>TRAIL MIX</b>	\$16 per pound		



## LUNCH BUFFETS

*Minimum of 25 guests, \$50 additional fee for less than 25 guests. All prices and quantities are based on a two hour buffet. Prices are per person.*

### SOUP, SALAD, & SANDWICH \$17

Plattered Sandwiches, Pick 2: Ham, Turkey, Roast Beef, or Vegetarian with Mustard and Mayonnaise, choice of Chili or Vegetable Soup, choice of Caesar or House salad, served with assorted Chips and Chocolate Chip Cookies

### BOXED LUNCHES \$15

Sandwiches (Turkey, Ham & Vegetarian), served with bagged Chips, Cookie, Whole Fruit, Pickle, Mustard and Mayonnaise packets

### PIZZA FROM SCRATCH \$18

(Select up to 3 kinds), includes salad with toppings

**WISCONSIN CLASSIC** - Parmesan, Mozzarella, Cheddar, Provolone, & Colby-Jack Cheese

**VEGGIE** - Green Bell Pepper, Cheddar Mozzarella, Cheddar, Provolone, & Colby-Jack Cheese

**SAUSAGE** - Sausage with Zesty Tomato Sauce, and Mozzarella Cheese

**PEPPERONI** - Pepperoni piled on Zesty Tomato Sauce, and Mozzarella Cheese

**MARGHERITA** - Sliced Tomatoes & Fresh Basil with, Fresh Mozzarella & Zesty Tomato Sauce

**EVERYTHING** - Pepperoni, Sausage, Mushrooms, Onion, Green Bell Peppers, Mozzarella Cheese & Zesty Tomato Sauce

## PLATED LUNCH ENTREES

### BADGER BURGER \$13

6-ounce USDA Choice Burger grilled to your liking and topped with crispy Bacon, Lettuce, Tomato, spicy Pepper Jack Cheese, grilled Onion and roasted Garlic Aioli Sauce

### GRILLED CHICKEN SANDWICH \$13

Marinated Chicken Breast grilled to perfection served on a toasted Roll with Swiss Cheese, Lettuce and Tomato

### TURKEY MELT \$13

Smoked Turkey, crispy Bacon, Swiss Cheese, Lettuce, Tomato and roasted Garlic Aioli Sauce piled on 9-grain Bread

### STUFFED PORTABELLA SANDWICH (VG) \$13

Marinated Portabella Mushroom cap stuffed with Spinach and Artichoke Dip, grilled and served on a toasted Multi-Grain bun

### APPLE WALNUT SALAD (VG) \$11

Mixed Greens topped with Blue Cheese Crumbles, Red Onion, dried Cranberries, sliced Apple and candied Walnuts

### CEASAR SALAD (VG) \$10

Romaine Lettuce tossed with house-made Caesar dressing, Parmesan, Cheese, Tomatoes, and Croutons

## THEMED LUNCH BUFFETS

### LITTLE ITALY \$20

Breadsticks, Fresh Caesar Salad, Pasta with Meat Sauce, Chicken Alfredo

### GRANDE BUFFET \$20

Flour Tortillas, Shredded Pork, Shredded Chicken Tinga, Shredded Cheese, Shredded Lettuce, Diced Tomatoes, Refried Beans, Spanish Rice, Tortilla Chips & Salsa

### LASAGNA \$21

Vegetarian and Meat Lasagna served with Caesar Salad, Breadsticks, Vegetable Soup, Chef's choice of Vegetables

### ADD PROTEIN TO YOUR SALAD -

**GRILLED SALMON** \$7

**GRILLED STEAK** \$7

**GRILLED SHRIMP** \$5

**GRILLED CHICKEN** \$5

**BUFFALO CHICKEN** \$5

*Prices are per person.*



## DINNER BUFFET- BUILD YOUR OWN - \$38 PER PERSON

Minimum of 25 guests, \$50 additional fee for less than 25 guests. All prices and quantities are based on a two hour buffet. All Dinner Buffets are served with a Salad, a Vegetable, a starch, and Dinner Rolls. Beverages & Desserts can be added on at an additional cost.

### SELECT 1 SALAD

House Salad  
Ceasar Salad

### SELECT 1 VEGETABLE

Basil Carrots  
Green Beans  
Seasonal Vegetables  
Creamed Corn

### SELECT 1 STARCH

Garlic Mashed Potatoes  
Baked Potato  
Long Grain Wild Rice  
Mashed Sweet Potatoes  
Roasted Red Potatoes

### SELECT 2 ENTREES

Top Sirloin (+\$2)  
Chicken Marsala  
Chicken Parmesan  
Florentine lasagna  
Grilled Pork Tenderloin  
Grilled Salmon (+\$5)  
Prime Rib (+\$3)  
Stuffed Portabella

## PLATED DINNER ENTREES

Minimum of 25 guests, \$50 additional fee for less than 25 guests. All Dinner Entrees are served with a Salad, a Vegetable, a starch, Dinner Rolls. Please see above for Salad, Vegetable and Starch options. Beverages & Desserts can be added on at an additional cost. Price is per person.

### TOP SIRLOIN \$30

8-Ounce marinated USDA Choice Top Sirloin expertly grilled with House Seasoning

### SOUTHWEST PRIME RIB \$32

A juicy cut of Prime Rib, Au Jus, and a Creamy Horseradish

### GRILLED PORK TENDORLOIN \$25

8-Ounce Pork Tenderloin marinated with Honey Garlic Sauce

### STUFFED PORTABELLA (VG) \$21

Marinated Portabella, Bell Peppers, Onion, Spinach, Ricotta Cheese, Panko Bread Crumbs

### CHICKEN PARMESAN \$25

Lightly Breaded Chicken Breast topped with Marinara Sauce, Parmesan, and Mozzarella Cheese

### GRILLED SALMON FILET \$32

8-Ounce Salmon Filet topped with Lemon, Fresh Herbs, and a White Wine Sauce

### CHICKEN MARSALA \$25

Lightly Breaded Chicken Breast topped with a Creamy Wild Mushroom Sauce

### STIR FRY (VG) \$21

Assorted Seasonal Vegetables and Fried Rice

## KIDS MEALS

### CHEESEBURGER \$12

### GRILLED CHEESE SANDWICH \$12

### CHICKEN QUESADILLA WITH SOUR CREAM & SALSA \$12

### CHICKEN TENDERS WITH RANCH \$12



## COLD HORS D'OEUVRES

*Small Trays serve 25 & Large Trays serve 50*

### CUBED FRUIT & CHEESE SKEWERS

Small Tray	\$70
Large Tray	\$105

### CHEESE & SAUSAGE WITH CRACKERS

Small Tray	\$75
Large Tray	\$115

### CHILLED SHRIMP COCKTAIL

Small Tray	\$85
Large Tray	\$130

### ASSORTED COCKTAIL SANDWICHES

Small Tray	\$75
Large Tray	\$115

### FRESH VEGETABLES

Small Tray	\$60
Large Tray	\$90

### FRESH FRUIT

Small Tray	\$60
Large Tray	\$90

### BRUSCHETTA

Small Tray	\$55
Large Tray	\$80

## HOT HORS D'OEUVRES

*Small Trays serve 25 & Large Trays serve 50*

### GRILLED CHICKEN & VEGETABLE KABOBS

Small Tray	\$60
Large Tray	\$90

### VEGETARIAN SPRING ROLLS

Small Tray	\$55
Large Tray	\$80

### PETITE SWEDISH MEATBALLS

Small Tray	\$55
Large Tray	\$80

### SPINACH ARTICHOKE MUSHROOM CAPS

Small Tray	\$55
Large Tray	\$80

### RUM-GLAZED SHRIMP & MANGO SKEWERS

Small Tray	\$85
Large Tray	\$130

### WISCONSIN CHEESE CURDS

Small Tray	\$75
Large Tray	\$115

### CHICKEN POTSTICKERS

Small Tray	\$60
Large Tray	\$90

### JALEPEÑO POPPERS

Small Tray	\$60
Large Tray	\$90

### BBQ CHICKEN WINGS

Small Tray	\$65
Large Tray	\$100

### CHEESE QUESADILLAS

Small Tray	\$55
Large Tray	\$80

### ASSORTED BACON WRAPS

Small Tray	\$60
Large Tray	\$90



## DESSERTS

*If bringing in an outside dessert, a cake waiver must be filled out and signed. Outside dessert must come from a professional bakery. Cake cutting service is available for an additional \$2 per person and includes plates & silverware. **If you opt out of cake cutting services, you must provide your own plates and silverware.***

<b>HOMEMADE CHEESECAKE</b>	\$8 per person
<b>CHEF'S CHOICE ASSORTED DESSERTS</b>	\$6 per person
<b>CHOCOLATE BROWNIES</b>	\$24 per dozen
<b>PEANUT BUTTER COOKIES</b>	\$24 per dozen
<b>CHOCOLATE CHIP COOKIES</b>	\$24 per dozen
<b>CRISPY RICE BARS</b>	\$22 per dozen

## BAR SERVICES

*There is a Bartender fee of \$100 (+ tax) per bartender which covers a four hour shift, \$25 for each additional hour. Hosted or Cash Bar service is available.*

<b>HOUSE WINE</b>		Cabernet Sauvignon	Merlot	
By the Glass	\$7	Champagne	Pinot Grigio	
By the Bottle	\$25	Chardonnay	Ask for Premium Wines	
<b>RAIL LIQUOR</b>		Rotating House Liquor		
By the Glass	\$6			
<b>CALL LIQUOR</b>		Absolute	Jack Daniels	Korbel
By the Glass	\$9	Bacardi	Jim Bean	Makers Mark
		Bombay Sapphire	Johnnie Walker Red	Seagrams 7
		Dewers	Jose Cuervo	Southern Comfort
				Titos
<b>PREMIUM LIQUOR</b>		Captain Morgan	Grey Goose	Knob Creek
By the Glass	\$10	Crown Royal	Jameson	Patron
		Four Roses	Johnnie Walker Black	Remy Martin
				Tanqueray
<b>BEER</b>		<b>DOMESTIC</b>	<b>IMPORTED</b>	
By the Bottle		Bud Light	Corona	Michelob Ultra
Domestic -	\$5	Budweiser	Fantasy Factory	New Glarus Spotted Cow
Imported -	\$6	Busch light	Heineken	Stella Artois
By the Keg	MP	Coors Light	Heineken 0.0	Stella Cider
		Miller Light		





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## BANQUET POLICIES & CONDITIONS

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The Best Western PLUS InnTowner Madison agrees to reserve the space necessary to accommodate the functions and requirements listed. The rates and terms in this agreement are based on your original function commitment. Function space is assigned according to the number of persons guaranteed to attend. The hotel reserves the right to reassign the space to accommodate both the group and all other groups or parties who are using the hotel's facilities during the group's official meeting dates. Additionally, the Client hereby agrees to abide by the following terms:

1. Performance of this agreement is contingent upon the ability of the Hotel to complete the same, and is subject to labor troubles, disputes or strikes, accidents, government (federal, state or municipal) requisitions, restrictions upon travel, transportation, food, beverages or supplies; and other causes whether enumerated herein or not, beyond control of the hotel preventing or interfering with performance. In no event shall the hotel be liable for the loss of profit or for other similar or dissimilar collateral or consequential damages whether based on breach of contract, warranty or otherwise.
2. At the coordination date, please inform our sales staff of your entree choice(s), special requests, room set up, specials relating to your function, and your estimated number of guests. This contact will be considered your initial detailing. The Hotel should be informed at this time of special dietary requests. An overview of AV needs and requirements will be required at this time.
3. Seven business days prior to your function, we require your guaranteed number of guests. Once confirmed, this number cannot be lowered but it can be reasonably increased up to 2 business days prior to the event. Guarantees cannot be changed after this point. If no final guarantee is received, we will use the number of expected guests on the Banquet Event Order for the guaranteed number. There may be an extra charge for special dietary requests made on the day of the function. Special requests will be honored if possible.
4. Guests will be admitted to and expected to depart the facility in accordance with the times specified on the contract. If a meeting extends past the time allotted, an additional room charge may be added on the Client's Folio.
5. If on the day of an event the client or guest changes the room set-up specified on the Banquet Event Order, a minimum \$300.00 labor charge may be posted on the Client's folio per your Hotel Representative.
6. You must notify the Hotel of any materials that will be delivered prior to an event. The Hotel will not be responsible for any damage or loss of any equipment, merchandise or any articles left in the Hotel prior to, during or following any function, including articles that are left at risk to clients. A storage charge may be assessed.
7. All federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the Hotel are in addition to the prices herein agreed upon, and the client agrees to pay them. Please add 22% service charge and applicable 5.5% sales tax to all food and beverage quotations. Prior quotations are valid for a period of 90 days. After that time, adjustments may be made to cover changes in food, beverage and labor costs. The Hotel will notify the Client of any price changes prior to the scheduled use of Hotel facilities and services.
8. Tax-exempt groups must provide documentation of their tax-exempt status at least two weeks prior to date of function.





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## BANQUET POLICIES & CONDITIONS

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9. The Hotel only accepts credit cards as valid forms of payment. Some Clients may be eligible to establish direct bill invoicing provided a direct bill application is completed and returned with this agreement. All direct bill applications must be approved by The InnTowner Accounting Department prior to dates of function.
10. If the Client's event is canceled 30 days or less prior to the scheduled event date, the client is liable for full room rental. If it is necessary, the Client will be responsible to the Hotel for its legal fees and other collection costs. All penalty fees are at the discretion of the Hotel General Manager, Director of Sales, and/or Sales Representative listed on the contract.
11. During the contract period, the Client is responsible for any and all damage to the furnishing, equipment and property of the Hotel caused by the Client, or the Client's guests, employees or agents (ordinary wear and tear expected) and the Client shall pay the Hotel all reasonable costs incurred for cleaning, repairing or re- placing such property or equipment. The affixing of anything to the walls, doors or ceilings of room with nails, staples, tape or any other substance by the Client is not permitted unless written approval has been received from the Hotel Representative prior to the function. No glitter or confetti may be used.
12. Social functions require a non-refundable deposit equal to your room rental or package amount upon the booking of the reservation. The remaining balance is due at the conclusion of the event and will be processed by Accounting up to 5 days after the event. Additional charges that are incurred during the function are payable the next business day following the event. Any refund due will be issued by the Accounting Department within 30 days.
13. The Hotel Representative must be informed, at time of booking, of functions which have live and/or DJ music. Entertainment must cease at 12:00 midnight sharp. After 12:00 midnight, Banquet Staff will begin the closing process.
14. No liquor or food may be brought into function rooms of the hotel from outside sources [Wl. Statute 125.32 (6)]. Due to health regulations, no left over food or beverage may be removed from the meeting rooms or off InnTowner property that was catered by the InnTowner.
15. The Best Western Plus InnTowner Madison observes and enforces Wisconsin State liquor laws. No person under the age of 21 will be served intoxicants. IDs are required for events serving alcohol. All alcoholic beverages must be dispensed by hotel servers and bartenders only. The hotel reserves the right to refuse service and to end the bar service and/or function immediately if liquor laws are not obeyed by the Client and/or their guests.
16. TaxThe name and/or logo of the Best Western Plus InnTowner Madison may only be used for advertising purposes with permission from the Hotel Representative. No signs may be placed outside or within the Best Western Plus InnTowner Madison, unless prior arrangements are made with the Hotel Representative.
17. The Client is responsible for fully outlining AV needs at detailing. General operations of audio-visual equipment (AV) is to be managed by the Client. Extensive assistance and/or operation of AV equipment by Hotel Staff or additional set up not specified on the Banquet Event Order will result in AV technician fees. Equipment must be ordered at least seven business days prior to scheduled function. Equipment added on the day of event, including cords and adapters not specified at detailing may be subject to a \$50 administrative fee in addition to normal rental charges.