

Corporate Meetings

Business professionals appreciate the many features of our meeting space including complimentary wireless High Speed Internet access, natural lighting, and tiered style meeting rooms, which are great for training seminars. Having just the right size meeting space for your sales meeting or training session is one of our top priorities. It is our responsibility to make your meeting as productive as possible. Contact the sales office to lock in your meeting dates.

Social Events

Whether you're planning a memorable family reunion, a 50th anniversary bash or the event of the year for your group, we can accommodate your needs. With key meeting features in addition to complimentary shuttle service (within two miles of the hotel) to many dining, entertainment, and shopping spots plus our complimentary internet access and parking, your group is sure to find a great value at the Best Western Plus InnTowner Madison.

Intimate Weddings

A wedding celebration that can be featured in our main ballroom is sure to garner all the attention that we can possibly provide, on your special day, to ensure an elegant and memorable event. From start to finish, our professional wedding staff will help you make the right choices, and when your big day arrives, you can rest well knowing that your guests will be warmly cared for and that every detail has been covered.

Government Meetings

Meeting space is available for government groups of all sizes. Offering competitive rates as well as a host of other common-sense amenities that include space for breakout sessions and flexible group meeting space, you'll be glad you made the smart choice for your next meeting. Special menus have been created to stay within your budget.

Meeting & Event Spaces

Ameche Grand Ballroom

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.

Ameche can accommodate up to 140 guests.

Bascom Room

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.

Bascom can accommodate up to 72 guests.

Van Hise Room

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.

Van Hise can accommodate up to 40 guests.

Graaskamp

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.

Graaskamp can accommodate up to 40 guests.

Executive Board Room

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.

Executive Board Room can accommodate up to 12 guests.

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.

INTOWNER 12.00 per person

Toaster station, Cereals, assorted Yogurts with Granola, Whole Fruit, Scrambled Eggs, Seasonal Breakfast Potatoes, and Sausage or Bacon.
The Breakfast Buffet includes Milk, Orange Juice, Coffee, and Assorted Hot Tea.

HEALTHY START 10.00 per person

Oatmeal with accompaniments, Hard Boiled Eggs, Seasonal Cut Fruits, and Assorted Toasts

CHILAQUILES BAR 12.00 per person

Fried Corn Tortillas served with Scrambled Egg, Cheese, Roasted Veggies, Crema Mexicana and homemade Salsa

BREAK ITEMS A LA CARTE

ASSORTED PASTRIES & MUFFINS	22.00 per dozen	CRISPY RICE BARS	22.00 per dozen
BAGELS & CREAM CHEESE	24.00 per dozen	PARTY MIX	19.00 per bowl
CINNAMON ROLLS	26.00 per dozen	POPCORN	13.00 per bowl
GRANOLA BARS	2.00 per piece	PRETZELS	14.00 per bowl
ASSORTED FRUIT YOGURTS	4.00 per piece	TRAIL MIX	15.00 per pound
WHOLE FRUIT	2.00 per piece	MIXED NUTS	market price
CHOCOLATE BROWNIES	24.00 per dozen	POTATO CHIPS WITH DIP	21.00 per bowl
PEANUT BUTTER COOKIES	23.00 per dozen	ASSORTED DESSERT BARS	24.00 per dozen

BEVERAGES

ALL DAY BEVERAGE STATION(4 or more hours) 10.00 per person

Assorted Soda, Regular & Decaf Coffee, Assorted Tea

HALF DAY BEVERAGE STATION(4 hours or less) 5.00 per person

Assorted Soda, Regular & Decaf Coffee, Assorted Tea

BEVERAGES A LA CARTE

COFFEE & HOT TEA	27.00 per gallon
ICED TEA	15.00 per gallon
HOT APPLE CIDER	15.00 per gallon
HOT CHOCOLATE	15.00 per gallon
FRUIT PUNCH	15.00 per gallon
ASSORTED FRUIT JUICES	3.00 per bottle
BOTTLED WATER	2.00 per bottle
MILK(INDIVIDUAL CARTON)	2.00 per carton

SPECIALTY BREAKS

PARFAIT STATION Assorted Yogurts, Granola, Honey, Fresh Fruit, and Dried Berries	8.00 per person
MORNING GLORY Granola Bars, Assorted Pastries, Assorted Whole Fruit, and Assorted Yogurts	9.00 per person
ENERGY Trail Mix, Cheese & Fruit Skewers, and Granola Bars	8.00 per person
MIDWESTERNER Fresh Wisconsin Cheese Curds, Potato Chips & Dip, and Chocolate Chip Cookies	7.00 per person
PICNIC BASKET Seasonal Fruit Platter, Veggie & Cheese Tray, and Crispy Rice Bars	7.00 per person

LUNCH BUFFETS

Each buffet includes Chocolate Chip Cookies
Minimum of 25 guests, \$50 additional fee for less than 25 guests.
All prices and quantities are based on a two hour buffet.

PIZZA FROM SCRATCH (select up to 3 kinds), includes Salad with toppings Wisconsin Classic- Parmesan, Mozzarella, Cheddar, Provolone, & Colby-Jack Cheese Veggie- Green Bell Peppers, Onion, Fresh Tomato & Spinach with Mozzarella Cheese & a Zesty Tomato Sauce Sausage- Sausage with Mozzarella Cheese & Zesty Tomato Sauce Pepperoni- Pepperoni piled on with Mozzarella Cheese & Zesty Tomato Sauce Margherita- Sliced Tomatoes & Fresh Basil with Fresh Mozzarella & Parmesan Cheeses with Olive Oil Everything- Sausage, Pepperoni, Mushrooms, Onion, Green Bell Peppers, Mozzarella Cheese & Zesty Tomato Sauce	16.00 per person
SOUP SALAD AND SANDWICH 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	17.00 per person
BOXED LUNCHES Sandwiches (Turkey, Ham & Vegetarian), served with bagged Chips, Cookie, Whole Fruit, Pickle, Mustard and Mayonnaise packets and bottled Water	15.00 per person

THEMED LUNCH BUFFETS

Each buffet includes Chocolate Chip Cookies

Minimum of 25 guests, \$50 additional fee for less than 25 guests.

All prices and quantities are based on a two hour buffet.

LITTLE ITALY 19.00 per person

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

GRANDE BUFFET 19.00 per person

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

LASAGNA 25.00 per person

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

PLATED LUNCH

Choose 2 Meat Options and 1 Vegetarian Option.

All Entrées come with your choice of French Fries or Fresh Cut Fruit.

APPLE WALNUT SALAD (Vg) 10.00 per person

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

CAESAR SALAD (Vg) 8.00 per person

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

STUFFED PORTABELLA SANDWICH (Vg) 11.00 per person

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

TURKEY MELT 11.00 per person

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

BADGER BURGER 11.00 per person

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 11.00 per person

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

PLATED LUNCH CONTINUED

GRILLED SALMON

22.00 per person

8-ounce Salmon Filet grilled and finished with either a Maple Glaze or Lemon and Rosemary

GRILLED CHICKEN BREAST

20.00 per person

Grilled 6-ounce Chicken Breast served with Seasonal Vegetable and Chef's Choice Starch

HOT HORS D'OEUVRES

CHICKEN POTSTICKERS

Small Tray (serves 25) \$60
Large Tray (serves 50) \$90

PETITE SWEDISH MEATBALLS

Small Tray (serves 25) \$50
Large Tray (serves 50) \$75

GRILLED CHICKEN & VEGETABLE KABOBS

Small Tray (serves 25) \$60
Large Tray (serves 50) \$90

CHEESE QUESADILLAS

Small Tray (serves 25) \$55
Large Tray (serves 50) \$80

JALAPENO POPPERS

Small Tray (serves 25) \$60
Large Tray (serves 50) \$90

SPINACH ARTICHOKE MUSHROOM CAPS

Small Tray (serves 25) \$55
Large Tray (serves 50) \$80

VEGETARIAN SPRING ROLLS

Small Tray (serves 25) \$55
Large Tray (serves 50) \$80

RUM-GLAZED SHRIMP & MANGO SKEWERS

Small Tray (serves 25) \$85
Large Tray (serves 50) \$130

BBQ CHICKEN WINGS

Small Tray (serves 25) \$65
Large Tray (serves 50) \$100

BACON WRAPPED CHESTNUTS OR SCALLOPS

Small Tray (serves 25) \$60 / market price
Large Tray (serves 50) \$90 / market price

WISCONSIN CHEESE CURDS

Small Tray (serves 25) \$75
Large Tray (serves 50) \$110

COLD HORS D'OEUVRES

FRESH VEGETABLES

Small Tray (serves 25)	\$60
Large Tray (serves 50)	\$90

FRESH FRUIT

Small Tray (serves 25)	\$60
Large Tray (serves 50)	\$90

BRUSCHETTA

Small Tray (serves 25)	\$55
Large Tray (serves 50)	\$80

CHEESE & SAUSAGE WITH CRACKERS

Small Tray (serves 25)	\$75
Large Tray (serves 50)	\$115

CUBED FRUIT & CHEESE SKEWERS

Small Tray (serves 25)	\$70
Large Tray (serves 50)	\$105

CHILLED SHRIMP COCKTAIL

Small Tray (serves 25)	\$85
Large Tray (serves 50)	\$130

ASSORTED COCKTAIL SANDWICHES

Small Tray (serves 25)	\$75
Large Tray (serves 50)	\$115

PLATED DINNER ENTREES

All plated dinners are served with a Salad, a Vegetable, a Starch, Dinner Rolls and Chocolate Chip Cookies as well as Coffee and Iced Tea. Minimum of 25 guests, \$50 additional fee for less than 25 guests. The Main Contact must choose 2 Meat Options and 1 Vegetarian as well as salad, Vegetable and Starch for each Entrée picked. Guest is responsible for obtaining meal choices and providing meal cards for each guest at time of service.

FLORENTINE LASAGNA (Vg)

Pasta Sheets layered with Spinach and Artichoke Filling topped with Alfredo Sauce and Italian Cheese

21.00 per person

WALLEYE

Walleye Filet prepared to your liking: Breaded and Fried or Blackened served with Tarter Sauce

25.00 per person

STUFFED PORTABELLA (Vg)

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

20.00 per person

TOP SIRLOIN

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

30.00 per person

CHICKEN MARSALA

Lightly Breaded Chicken Breast topped with a Creamy Wild Mushroom Sauce

24.00 per person

PLATED DINNER ENTREES CONTINUED

SOUTHWESTERN PRIME RIB A juicy cut of Prime Rib, Au Jus, and a Creamy Horseradish	30.00 per person
CHICKEN PARMESAN Lightly Breaded Chicken Breast topped with Marinara Sauce, Parmesan, and Mozzarella Cheese	24.00 per person
GRILLED PORK TENDERLOIN 8-Ounce Pork Tenderloin marinated with Honey Garlic Sauce	25.00 per person
GRILLED SALMON FILET 8-Ounce Salmon Filet topped with Lemon, Fresh Herbs, and a White Wine Sauce	32.00 per person

Choice of Salads: House or Caesar

Choice of Vegetables: Basil Carrots, Green Beans, Seasonal Vegetables, or Creamed Corn

Choice of Starches: Garlic Mashed Potatoes, Long Grain Wild Rice, Mashed Sweet Potatoes or Roasted Red Potatoes

Dinner Buffets— Build Your Own \$35 per person

All Dinner Buffets are served with a Salad, a Vegetable, a Starch, Dinner Rolls and Chocolate Chip Cookies as well as Coffee and Iced Tea. Minimum of 25 guests, \$50 additional fee for less than 25 guests. All prices and quantities are based on a two hour buffet.

Select 1 Salad

House Salad
Caesar Salad

Select 2 Entrees

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

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

KIDS MENU—\$10 per person

All kids meals are served with French Fries or Fresh Fruit.
Available for ages 12 and under.

CHICKEN TENDERS WITH RANCH
CHEESE QUESADILLA WITH SOUR CREAM AND SALSA
CHEESEBURGER
GRILLED CHEESE SANDWICH

DESSERTS

If bringing in outside dessert, a cake waiver must be filled out and signed. Outside dessert must come from a professional Bakery. Cake cutting service by hotel staff is available for an additional \$2 per person and includes plates/silverware.

HOMEMADE CHEESECAKE	\$6.00 per person
CHOCOLAVA CAKE WITH ICE CREAM	\$6.00 per person
CHEF'S CHOICE ASSORTED DESSERTS	\$4.00 per person
CHOCOLATE BROWNIES	\$24.00 per dozen
PEANUT BUTTER COOKIES	\$23.00 per dozen
CRISPY RICE BARS	\$22.00 per dozen

BAR SERVICES

There is a Bartender fee of \$100 (plus tax) per bartender which covers a four hour shift, \$20 for each additional hour. Hosted or Cash Bar service is available.

HOUSE WINE - Chardonnay, Pinot Grigio, Cabernet Sauvignon, Merlot, Champagne

BY THE GLASS \$6

BY THE BOTTLE \$22

RAIL LIQUOR - Rotating House Liquor

BY THE GLASS \$6

CALL LIQUOR - Titos, Absolute, Bombay Sapphire, Jose Cuervo, Bacardi, Jim Bean, Jack Daniels, Southern Comfort, Seagrams 7, Makers Mark, Korbel, Johnnie Walker Red, and Dewers

BY THE GLASS \$7

PREMIUM LIQUOR - Grey Goose, Tanqueray, Patron, Captain Morgan, Four Roses, Crown Royal, Knob Creek, Jameson, Johnnie Walker Black, and Remy Martin

BY THE GLASS \$8

BEER

BY THE BOTTLE— DOMESTIC \$5 / IMPORTED \$6

BY THE KEG—MARKET PRICE

BANQUET POLICIES & CONDITIONS

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. The Client also agrees to the following :

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.
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.

BANQUET POLICIES & CONDITIONS

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 [WI. 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. The 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.