



Best Western **PLUS**[®]
InnTowner Madison



Wedding Guide

Look no further than the Best Western PLUS InnTowner Madison when you're planning a wedding, banquet or special event. Our professional, experienced staff is committed to making every gathering a success.

The InnTowner's 6,200 square feet of space offers a wealth of options—from small corporate functions to formal weddings up to 150 people.

We offer an abundance of meal and catering options as well as flexible room arrangements. Our high-speed Internet access and state-of-the-art AV solutions, including wireless LCD projectors, will meet your technology expectations.

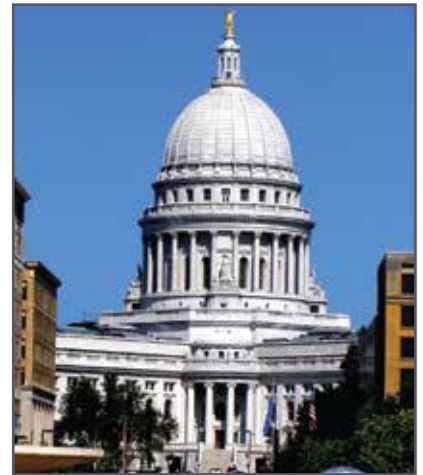
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The InnTowner is located near:

- Blackhawk Country Club
- Wisconsin Institute for Discovery
- Waisman Center
- UW Foundation
- Masonic Temple
- Camp Randall Stadium
- Kohl Center
- State Street
- State Capitol
- Hilldale Mall
- Memorial Union



Hotel Features

- Recent \$3.5 Million redesign including sleeping room upgrades and state-of-the-art meeting rooms
- Close to UW Hospital & Clinics, University of Wisconsin, Camp Randall Stadium, State Street and Hilldale Mall
- Complimentary hot-breakfast buffet featuring 20+ items
- Complimentary wireless internet
- High-definition LCD projection
- Complimentary airport and area shuttle service (2 mile radius)
- Complimentary on-site parking (one car per guest room)
- Highland Corner Grill casual dining & lounge—outdoor patio
- 24/7 Grab 'n Go Market—bottled water, snacks, sandwiches and more!
- 24/7 Business Center/Laptop Station
- Heated indoor pool and whirlpool open 6:00 am to 11:00 pm
- Fitness Center with cardio equipment and multi-unit gym



Dining

All guests of the InnTowner enjoy a complimentary deluxe breakfast buffet served each morning in our contemporary Highland Corner Grill Restaurant.

Stop by the Highland Corner Grill & Bar in the evening to enjoy a variety of tasty menu entrees ranging from craft beers and cocktails to our famous shrimp tacos.



Buffet Hours

Monday – Friday
6:30 am to 9:30 am

Saturday & Sunday
6:30 am to 10:00 am

Restaurant Hours

5:00 pm – 9:00 pm Daily

Bar Hours

Mon – Thurs and Sun	Fri and Sat
4:00 pm – 10:00 pm	4:00 pm – Midnight

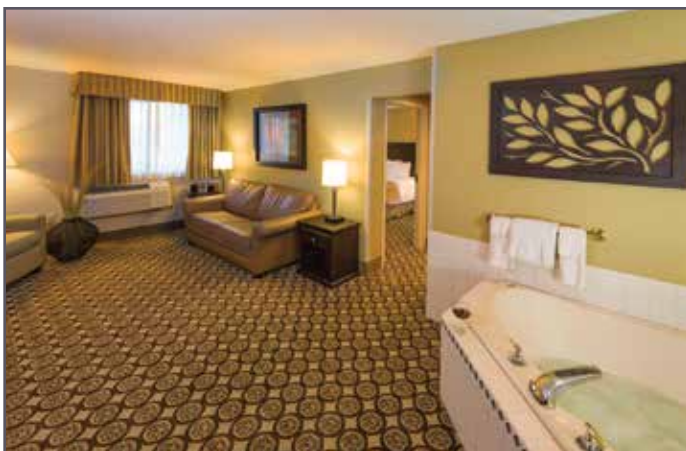


Redesigned Guest Rooms

- 176 Deluxe guest rooms and two-room suites
- Comfortable pillow-top bedding
- Microwave and refrigerator
- Keurig® K-Cup® single cup coffee brewers
- Spacious separate vanities including hair dryer, full-size irons and ironing boards
- 42" Flat screen TVs featuring high-definition
- iPod®/MP3 compatible charging station
- Handicapped accessible rooms/walk in showers

The Entertainment Suite

- King-size bed with separate sitting area
- Two large-screen televisions
- Bose® Lifestyle® CD Surround Sound System
- Microwave
- Refrigerator
- Leather furnishings
- Expanded Bathroom



The Whirlpool Suite

- Two-room Whirlpool Suite
- Separate sleeping and sitting rooms
- Quaint Whirlpool tub
- Fireplace
- Two 42" LCD TVs
- Multi-CD stereo
- Microwave



Banquet Facilities

Ameche Grand Ballroom

Our Ameche Grand Ballroom features warmth and space. 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.

Our ballroom can accommodate up to 150 guests comfortably.



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 brides.

This room can accommodate up to 100 guests.



Van Hise Room

Our Van Hise Room is perfect for an intimate reception or gift openings.

This private room can accommodate up to 50 guests for your special occasion.

Pricing: Please inquire with our on-site Wedding Planner for pricing on these locations.

Save up to 25% on room rental for select Friday or Sunday receptions!



Wedding Package

The Best Western PLUS InnTowner Madison is pleased to offer a complete wedding package on your special day with us.

This package includes the following:

- Date exclusivity for your reception
- Bridal suites
- Champagne toast for the wedding party
- Cake cutting and serving
- Taste testing for the happy couple
- Room for gift opening
- Wedding Coordinator on-site
- Hardwood dance floor
- Skirted head table, gift table and cake table
- Banquet tables set with china, glass, and silverware
- Discounted rates on guest room blocks (based on availability)
- Prime central Madison location



Cold Hors d'Oeuvres

Fresh Vegetables

Small Tray (Serves 25).....	\$50
Large Tray (Serves 50).....	\$80

Fresh Fruit

Small Tray (Serves 25).....	\$50
Large Tray (Serves 50).....	\$80

Cheese & Sausage with Crackers

Small Tray (Serves 25).....	\$65
Large Tray (Serves 50).....	\$105

Cubed Fruit & Cheese Skewers

Small Tray (Serves 25).....	\$60
Large Tray (Serves 50).....	\$95

Caprese Kabobs

Small Tray (Serves 25).....	\$60
Large Tray (Serves 50).....	\$95

Assorted Cocktail Sandwiches

Small Tray (Serves 25).....	\$65
Large Tray (Serves 50).....	\$105

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All functions are subject to the InnTowner's Policies and Conditions. The InnTowner reserves the right to increase charge or cancel functions that do not meet required minimums.



Hot Hors d'Oeuvres

Chicken Potstickers

Small Tray (Serves 25).....	\$50
Large Tray (Serves 50).....	\$80

Chicken Kabobs with Grilled Vegetables

Small Tray (Serves 25).....	\$50
Large Tray (Serves 50).....	\$80

Broccoli Cheddar or Jalapeno Poppers

Small Tray (Serves 25).....	\$50
Large Tray (Serves 50).....	\$80

Petite Swedish Meatballs

Small Tray (Serves 25).....	\$40
Large Tray (Serves 50).....	\$65

Vegetarian Spring Rolls

Small Tray (Serves 25).....	\$45
Large Tray (Serves 50).....	\$70

Buffalo Chicken Wings

Small Tray (Serves 25).....	\$55
Large Tray (Serves 50).....	\$90

Wisconsin Cheese Curds

Small Tray (Serves 25).....	\$65
Large Tray (Serves 50).....	\$100

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Plated Dinner Entrees

All dinner entrees are served with a champagne toast for all guests, tea, regular and decaffeinated coffee, iced tea, fresh baked rolls and choice of salad
(no multiple entree selections for parties under 20 people)

Stuffed Portabella

Marinated portabella, bell peppers, onion, spinach, ricotta cheese, panko bread crumbs served with potato gnocchi and sautéed balsamic spinach
.....\$20 per person

Florentine Lasagna

Pasta sheets, Italian cheese, Alfredo sauce, artichokes, spinach, red peppers, served with a side of garlic bread
.....\$21 per person

Lemon Pepper Tilapia

Tilapia, lemon, pepper, garlic served with garlic mashed potatoes and basil carrots
.....\$22 per person



Top Sirloin

8-ounce marinated USDA Choice Top Sirloin expertly grilled with Highland Corner Steak Seasoning served with a twice baked potato and roasted vegetables
.....\$23 per person

Chicken Marsala

Lightly-floured chicken breast, Marsala and wild mushroom sauce, served with garlic mashed potatoes and seasonal vegetables
.....\$24 per person



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Plated Dinner Entrees

All dinner entrees are served with a champagne toast for all guests, tea, regular and decaffeinated coffee, iced tea, fresh baked rolls or bread with butter and choice of salad
(no multiple entree selections for parties under 20 people)

Chicken Parmesan

Lightly breaded & pan-sautéed chicken, baked with marinara sauce, parmesan, and mozzarella cheese, served over fettuccini with a side of garlic bread

.....\$24 per person

Pork Tenderloin

8-ounce pork tenderloin marinated with honey garlic sauce, served with red roasted potatoes and glazed baby carrots

.....\$25 per person

Grilled Salmon Filet

Salmon, grilled lemon, fresh herbs, white wine, served with sun-dried tomato orzo and roasted asparagus

.....\$21 per person



Peppercorn Encrusted Beef Tenderloin

Tender cut beef tenderloin served with black, green & red peppercorns, roasted garlic béchamel sauce, served with garlic mashed potatoes and glazed baby carrots

.....\$25 per person

Southwestern Prime Rib

A juicy cut of prime rib, au jus, creamy horseradish, served with garlic mashed potatoes and basil carrots

.....\$30 per person



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Dinner Buffets

Minimum 30 guest; \$100 labor fee if less than 50 guests

Tier 1

- Fresh Vegetable Tray
 - Mixed Greens & Assorted Dressings
 - Chicken Marsala OR Chicken Parmesan
 - Top Sirloin
 - Florentine Lasagna
 - Rice Pilaf
 - Garlic Mashed Potatoes
 - Vegetable Medley
-\$28 per person

Tier 2

- Pasta Salad
 - Mixed Greens & Assorted Dressings
 - Grilled Salmon
 - Pork Tenderloin
 - Florentine Lasagna
 - Rice Pilaf
 - Garlic Mashed Potatoes
 - Vegetable Medley
 - Basil Carrots
-\$30 per person

Tier 3

- Pasta Salad
 - Fresh Vegetable Tray
 - Mixed Greens & Assorted Dressings
 - Lemon Pepper Tilapia
 - Beef Tenderloin
 - Chicken Marsala OR Chicken Parmesan
 - Roasted Red Potatoes
 - Garlic Mashed Potatoes
 - Vegetable Medley
 - Basil Carrots
-\$35 per person



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Bar Services

- Sponsored beverages are served to your wishes • Open bar serving the items of your choice
 - Sponsored beverages based on time (i.e. sponsored from 5:30-7:30 pm)
 - Sponsored beverages based specific consumption (i.e. 10 bottles of wine)

Sponsored Bar or Cash Bar

Wine.....Per Bottle
Liquor.....\$4 - \$8

Wine Per Glass.....\$5 - \$7
Bottled Beer.....\$3.25 - \$4.75

Wine

House Chardonnay (Dry White).....\$22/Bottle
House White Zinfandel (Semi-sweet Blush).....\$22/Bottle
House Cabernet Sauvignon (Dry Red).....\$22/Bottle
House Merlot (Full-bodied Peppery).....\$22/Bottle
House Pinot Noir (Semi-Sweet).....\$22/Bottle
House Champagne (Dry, Light, Fruit and Sparkling Wine).....\$22/Bottle
Asti Champagne (Sweet, Festive Sparkling Wine).....\$22/Bottle
Other Wine and Champagne Selections.....Market Price

Beer

Miller Products (Lite, Miller Genuine Draft, MGD Light).....\$220/Half Barrel
Budweiser Products (Budweiser, Bud Light).....\$220/Half Barrel
Other Beer Selections.....Market Price

Bar Set-Up Policy

A bartender/set-up charge of \$100 (plus tax) per bartender per four hour shift will be waived if cash sales per bartender are \$500 or greater. (Half barrels of beer do not apply toward the minimum revenue.) The InnTowner observes and enforces Wisconsin State liquor laws.

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All functions are subject to the InnTowner's Policies and Conditions

Additional Amenities

Ask about these extra touches that can add to your special day.

Rehearsal Dinners

Served plated or buffet style, we can accommodate groups of any size in one of our private rooms. Choose selections from our Highland Corner Grill restaurant menu, or customize your meal.

Late Night Snack

Choose options from our Pizza or Hors d' Oeuvres menu to keep the party going strong as the night goes on.

Brunch/Gift Opening Reception

Invite your closest friends and family to relive your special night in a private room with an array of dining and beverage options.

Sweets and Place Settings

These sweet treats, whether at individual seats, or served along with your meal, will be sure to make your reception even more memorable.

Tiramisu.....	\$4
Tres Leches Cake.....	\$5
New York Style Cheesecake.....	\$6
Cinnamon Raisin Bread Pudding.....	\$5
Miniature Custard-Filled Fruit Tarts.....	\$6
Fudge Brownie with Vanilla Ice Cream.....	\$4



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Frequently Asked Questions

1. What is included in the Wedding Package? Our Wedding Package includes:

Room Setup	Dance Floor
Tables & Chairs	Champagne Toast for Wedding Party
Table Linens (Table Cloth & Napkins)	Wedding Coordinator
Cake Cutting/Serving	Room for Gift Opening

2. If I provide my own wedding cake, do I have to pay the servers an additional fee for cutting and serving the cake? Outside wedding cakes are fine provided they are provided by a licensed baker with waiver on file. Cake cutting is part of the room rental/wedding package so there are no additional costs involved.

3. Can you arrange for a tasting at which my fiancée and I can try some options for each course of the meal? A free taste testing is part of our room rental/wedding package after contract signing. We'll serve up to four people at the taste testing. The tasting must occur at least one month prior to the big day and includes one entrée and two sides. For an additional entrée there is a fee.

4. How long is the space available? What time can we come decorate? When you book a reception with us or The InnTowner, the room is available to you from 11am till Midnight. At Midnight, everything must be shut down.

5. Are any types of decorations that are forbidden? Check with us ahead of time (before purchasing, if possible) to make sure it won't be, but we're pretty flexible. Our only rules are No Rice, No Glitter, and No Confetti.

6. Do you have any other events or weddings the same day or weekend? You will be our ONLY wedding reception. Other smaller events that require no attention from banquet staff might be going on in other rooms, but would not interfere with your event. The other banquet spaces are very separated from yours.

7. Are there any other taxes or fees I might not be thinking of? A 20% service charge and tax are added to all food or beverage items.

Bartender Service is billed at \$100 per 4 hours. This fee can be waived if bar sales (not including kegs) reach \$500. Time after the four hours can be charged on an hourly basis.

8. What is the payment process? A \$500 non-refundable deposit is due at the time of booking. Six (6) months prior a second \$500 non-refundable deposit is due. Final payment is due one (1) week prior to the reception date.



Banquet Policies & Conditions

10. 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.

11. If the Client's event is cancelled 30 days or less prior to the scheduled event date, the client is liable for full room rental and may be liable for a percentage of the estimated food costs. 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.

12. 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 replacing such property or equipment. The affixing of anything to the walls, floors 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.

13. Wedding receptions and other social functions require a non-refundable deposit equal to your room rental or package amount upon the booking of the reservation. The estimated remaining balance is due three business days before the event, along with the final guaranteed number of guests. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. The Client is responsible for fully outlining AV needs at detailing. General operation 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 three business days prior to scheduled function. Clients will be charged 50% of total rental fee for equipment orders cancelled within three business days of 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.

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, specifics 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. Three business days prior to your function, we require your guaranteed number of guests. 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. If the final guarantee number is less than 75% of the original count, the Client will be charged a \$150 administrative fee. If the guaranteed number falls below the minimum number required for a banquet buffet, the Client will be charged the minimum number required for that buffet. 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. Requests for special menus or parties can be provided by the Hotel Representative. The guarantee policy may differ for special requests.
5. 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.
6. 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.
7. 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.
8. 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 20% 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.
9. Tax-exempt groups must provide documentation of their tax-exempt status at least two weeks prior to date of function.



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