Catering Menu

Best Western PLUS InnTowner Madison

Look no further than the Best Western PLUS Inntowner Madison when you're planning your next 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.

Contact Information

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Madison, WI 53726

p. 608-233-8778

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info@inntowner.com
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Hotel Features

- Recent $3.5 million redesign, including sleeping room upgrades and state-of-the-art meeting rooms
- Close to the 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 shuttle service (2 mile radius)
- 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
- Fitness Center with cardio equipment and multi-unit gym

Dining

All guests of the InnTowner enjoy a complimentary deluxe breakfast 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 drinks and menu options ranging from craft beers and cocktails to our famous shrimp tacos.

Bar Hours

Monday– Sunday
4:00 pm - Close

Restaurant Hours

Monday—Saturday
5:00 pm - 10:00 pm

Sunday
5:00 pm—9:00 pm

Breakfast Hours

Monday-Friday
6:30 am to 9:30 am

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

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 stations

The Whirlpool Suite

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

The Entertainment Suite

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

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 comfortably accommodate up to 150 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 80 guests.

Van Hise Room

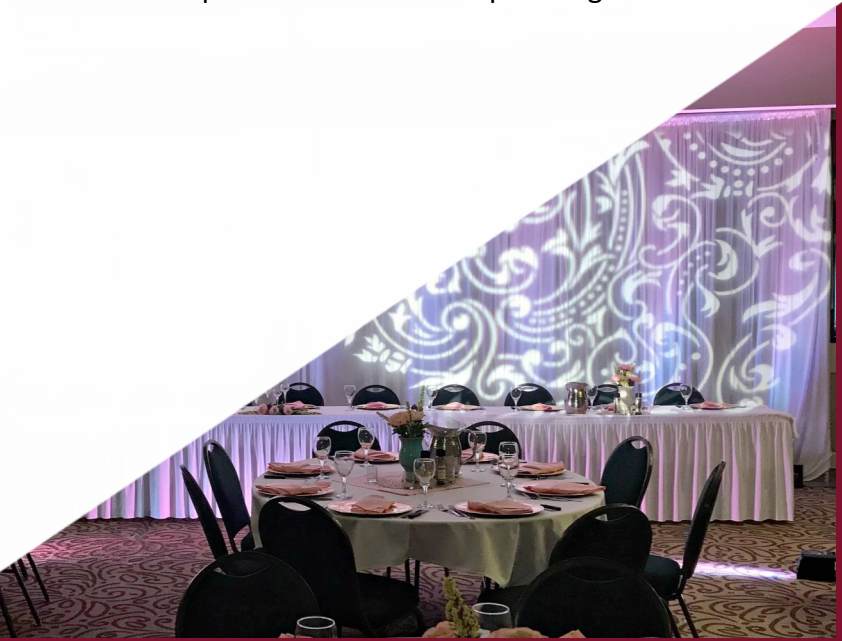
Our Van Hise Room is perfect for an intimate dinner or receptions. It has multiple entrances and is an ideal breakout room or vendor room.

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.



Pricing

Please inquire with our on-site Planner for pricing on these locations

Meeting Packages

Meeting packages are a great way to combine all your needs into a per person charge! If you don't see a package that fits your needs, let your sales manager know and we can create a custom package for you!

Monroe $31/person

Breakfast
Beverage Station
Meeting Room
AV

Park $50/person

Breakfast
Lunch
Specialty Break
Meeting Room
AV

Regent $59/person

Breakfast
Lunch
2 Specialty Breaks
Meeting Room
AV

University $41/person

Breakfast
Lunch
Meeting Room
AV

Greenbush $40/person

Lunch
Specialty Break
Meeting Room
AV

Shorewood $49/person

Lunch
2 Specialty Breaks
Meeting Room
AV

State $45/person

Lunch
Beverage Break
Specialty Break
Meeting Room
AV

Vilas $36/person

Beverage Break
Lunch
Meeting Room
AV

Breakfast Buffet

All Breakfasts are served with Orange Juice, Coffee, and Assorted Hot Tea

The Inntowner Buffet (included in select meeting packages)

Toaster Station with Toppings, Cold Cereals, Assorted Yogurts with Granola, Bananas, Oranges, Seasonal Cut Fruit, Scrambled Eggs, Golden Hash Browns, Sausage *or* Bacon, Skim & 2% Milk, Assorted Fruit Juices, Assorted Hot Teas, Regular & Decaf Coffee.

Add On Options (per person)

Golden Oats - $2

Oatmeal, Cinnamon, Honey, Brown Sugar, Fruit and Dried Berries

Flapjacks - $3

Golden Pancakes, Maples Syrup, Strawberries & Blueberries, Whipped Cream

Breakfast Burritos - $4

Warm Flour Tortillas, Scrambled Eggs, Diced Ham *or* Chorizo Sausage, Shredded Cheddar Cheese, Salsa & Homemade Pico de Gallo, & Sour Cream

Breakfast Plated

All Breakfasts are served with Bacon **or** Sausage and Hashbrowns **or** Fresh Fruit, as well as Orange Juice, Coffee, and Assorted Hot Tea

Biscuits and Gravy - $16

Hot Buttermilk Biscuits smothered in Creamy Sausage Gravy

Eggs Benedict - $16

Two Poached Eggs served on a Toasted English Muffin with Canadian Bacon and a Rich Hollandaise Sauce

Pancakes - $16

Three Fluffy Pancakes served with Butter and Syrup

Bacon, Egg, and Cheese Strata - $16

Bacon, Eggs, Cheddar Cheese, Bread, and Green Peppers all mixed together and baked to perfection

Breakfast Burrito - $16

Hot Four Tortilla wrapped up with Sausage, Scrambled Eggs, Cheddar Cheese, Green Peppers, and Tomatoes served with Salsa and Sour Cream

Breakfast Sandwich - $16

Egg, Canadian Bacon, and Cheddar Cheese served on a Toasted English Muffin

Break Items - A La Carte

Sweets & Snacks

Assorted Pastries	$22/Dozen	Crispy Rice Bars	$22/Dozen
Assorted Muffins	$24/Dozen	Party Mix	$19/Bowl
Butter Croissants	$26/Dozen	Popcorn	$13/Bowl
Bagels & Cream Cheese	$24/Dozen	Pretzels	$14/Bowl
Cinnamon Rolls	$26/Dozen	Potato Chips - Served with Dip	$21/Bowl
Granola Bars	$2/Bar	Dessert Bars	$24/Dozen
Assorted Fruit Yogurts	$4/Yogurt	Homemade Tortilla Chips & Salsa	$21/Bowl
Individual Boxes of Cereal w/ Milk	$4/Box	Trail Mix	$15/Pound
Whole Fruit	$2/Piece	Mixed Nuts	Market Price/ Pound
Chocolate Brownies	$24/Dozen		
Homemade Chocolate Chip Cookies	$23/Dozen		
Homemade Peanut Butter Cookies	$23/Dozen		
Lemon Bars	$23/Dozen		

Beverages

Coffee and Hot Tea Station Includes Hot tea bags, Regular Coffee and Decaf Coffee	$25/Gallon
Chilled Fruit Juice - Individual Bottle	$3/Bottle
Assorted Canned Soda	$2/Can
Bottled Water	$2/Bottle
Milk - Individual Carton	$2/Carton
Iced Tea - Half-Gallon Pitcher	$15/Gallon
Hot Apple Cider	$15/Gallon
Hot Chocolate	$15/Gallon
Fruit Punch	$15/Gallon

Beverage Stations

Included in select Meeting Packages

Classic Warm-Up

Regular & Decaf Coffee, Hot water, & Assorted Tea

Carbonation Station

Assorted Pepsi Products

Specialty Breaks

Included in Select Meeting Packages

All Specialty Breaks include Coffee, Soda, and Assorted Hot Teas

Parfait Station

Assorted Yogurts, Granola, Honey, Fresh Fruit, and Dried Berries

Morning Glory

Granola Bars, Assorted Pastries, Assorted Whole Fruit, and Assorted Yogurts

Energy

Trail Mix, Cheese & Fruit Skewers, and Granola Bars

Midwesterner

Cheese & Sausage Tray with Crackers, Wisconsin Cheese Curds, Potato Chips & Dip, and Chocolate Chip Cookies

Picnic Basket

Seasonal Fruit Platter, Veggie & Cheese Tray, and Crispy Rice Bars

Miller Park

Fresh Popcorn, Peanuts, Chicken Tenders, and Dessert Bars

Lunch Buffets

All Lunch buffets come with Coffee & Iced Tea
Minimum of 25 guests

Pizza from Scratch **(included in select Meeting Packages)**

Homemade Pizza (select up to 3 kinds), Salad with Toppings, & Breadsticks

Pizza options

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

Soup/Sandwich/Salad **(included in select Meeting Packages)**

Homemade soup du jour, 2 Sandwich options, 1 Salad, 1 Snacks and 1 Dessert

Sandwich options	Salad	Snack	Dessert
Ham	House	Assorted chips	Chocolate Chip Cookies
Turkey	Caesar	Cut Fruit	Peanut Butter Cookies
Roast Beef			
Veggie			

Build Your Own Buffet

Add $5 per person to any Meeting Package

Select 2 Entrées, 1 Vegetable, 1 Salad, & 1 Starch

Entrées	Vegetables	Salads	Starches
Florentine Lasagna	Basil Carrots	House	Garlic Mashed Potatoes
Chicken Parmesan	Green Beans	Caesar	Baked Potato
Chicken Marsala	Seasonal Vegetable		Long Grain Wild Rice
Vegetable or Pork Stir Fry	Creamed Corn		Mashed Sweet Potatoes
			Roasted Red Potatoes

Themed Lunch Buffets

Add $4 per person for any Meeting Package

All Served with Iced Tea and Coffee

Minimum of 25 guests

Little Italy

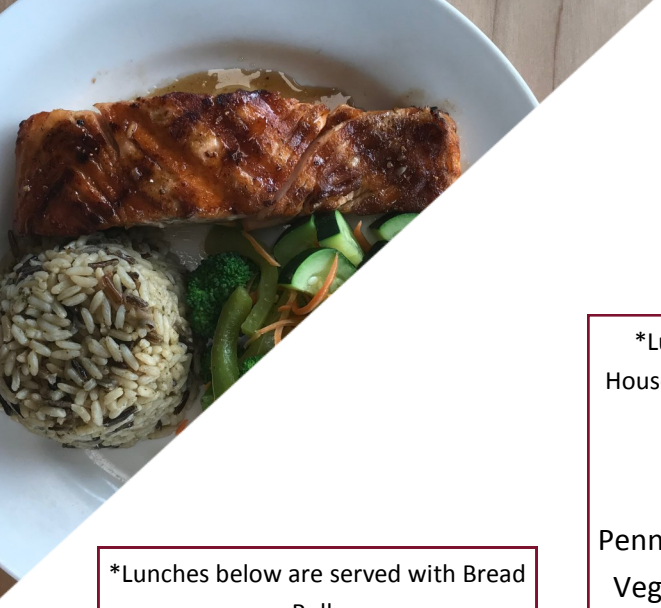
Breadsticks, Fresh Caesar Salad, Pasta with Meat Sauce, Chicken Alfredo, Homemade Tiramisu

Tail Gate

Hamburgers, Brats, Potato Salad, Creamed Corn, Seasonal Fruit Platter, Assorted Chips, Sliced Wisconsin Cheese, Assorted Condiments, and Homemade Chocolate Chip Cookies

Grande Buffet

Flour Tortillas, Seasoned Taco Meat, Shredded Chicken, Shredded Cheese, Shredded Lettuce, Diced Tomatoes, Refried Beans, Spanish Rice, Tortilla Chips & Salsa, and Homemade Bread Pudding



Plated Lunch

All Lunches are served Iced Tea and Coffee

*Lunches below are served with Bread Rolls

Apple Walnut Salad

Mixed Greens topped with Bleu Cheese Crumbles, Red Onion, Dried Cranberries, Sliced Apple and Candied Walnut

……Included with Meeting Package

House Salad

Mixed Greens topped with Tomato, Carrots, Cucumber, Red Onion and Croutons

……Included with Meeting Package

Caesar Salad

Romaine Lettuce tossed with House-Made Caesar Dressing, Parmesan Cheese, Tomatoes, and Croutons

……Included with Meeting Package

*Lunches below are served with a House Salad, Bread Rolls, Chef's Choice Start and Vegetable

Pasta Primavera

Penne Pasta tossed with Seasonal Vegetables in a Creamy Alfredo Sauce topped with Parmesan Cheese

……Add $7 to Meeting Package

Vegetable or Pork Stir Fry

Pea Pods, Broccoli, Water Chestnuts, Bell Peppers, and Teriyaki Sauce served with White or Brown Rice

……Add $7 to Meeting Package

Grilled Chicken Breast

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

……Add $7 to Meeting Package

Grilled Salmon

Grilled Salmon with Fresh Herbs served with Seasonal Vegetables and Chef's Choice Starch

……Add $7 to Meeting Package

*Lunches below are served with French Fries or Fresh Cut Fruit

Turkey Melt

Smoked Turkey, Crispy Bacon, Swiss Cheese, Lettuce, Tomato, and Roasted Garlic Aioli Sauce piled on 9-Grain Bread

……Included with Meeting Package

Grilled Burger

6-Ounce USDA Choice Burger grilled and topped with Lettuce, Tomato, Cheddar Cheese

……Included with Meeting Package

Stuffed Portabella Sandwich

Marinated Portabella Mushroom Cap stuffed with Spinach and Artichoke Dip with Lettuce and Tomato served on a Toasted Bun

……Included with Meeting Package

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

Bruschetta

Small Tray (serves 25).....$45

Large Tray (serves 50).....$70

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

Chilled Shrimp Cocktail

Small Tray (serves 25).....$75

Large Tray (serves 50).....$120

Cheese Kabobs

Small Tray (serves 25).....$60

Large Tray (serves 50).....$95

Assorted Cocktail Sandwiches

Small Tray (serves 25).....$65

Large Tray (serves 50).....$105

Hot Hors d ’Oeuvres

Chicken Potstickers

Small Tray (serves 25)……$50

Large Tray (serves 50)……$80

Grilled Chicken and Vegetable Kabobs

Small Tray (serves 25)……$50

Large Tray (serves 50)……$80

Jalapeño Poppers

Small Tray (serves 25)……$50

Large Tray (serves 50)……$80

Vegetarian Spring Rolls

Small Tray (serves 25)……$45

Large Tray (serves 50)……$70

Buffalo or BBQ 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

Petite Swedish Meatballs

Small Tray (serves 25)……$40

Large Tray (serves 50)……$65

Cheese Quesadillas

Small Tray (serves 25)……$45

Large Tray (serves 50)……$70

Sausage Stuffed or Spinach Artichoke Mushroom Caps

Small Tray (serves 25)……$50 / $45

Large Tray (serves 50)……$80 / $70

Rum-Glazed Shrimp & Mango Skewers

Small Tray (serves 25)……$75

Large Tray (serves 50)……$120

Bacon Wrapped Chestnuts or Scallops

Small Tray (serves 25)……$50 / $75

Large Tray (serves 50)……$80 / $120

Plated Dinner Entrées

All plated dinners are served with a Salad, a Vegetable, a Starch, and Dinner Rolls as well as Coffee and Iced Tea

Surf N' Turf

Select two options between our Grilled Salmon, Grilled Chicken, 4 oz. Filet or Grilled Shrimp topped with Garlic Butter Sauce

……$40 per person

Florentine Lasagna

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

……$21 per person

Walleye

Walleye Filet prepared to your liking: Breaded & Baked, Breaded & Fried, or Blackened served with Tarter Sauce

……$25 per person

Stuffed Portabella

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

……$20 per person

Top Sirloin

8-Ounce marinated USDA Choice Top Sirloin expertly grilled with Highland Corner Steak Seasoning

……$30 per person

Chicken Marsala

Lightly breaded Chicken Breast topped with a Creamy Wild Mushroom Sauce

……$24 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, Baked Potato, Long Grain Wild Rice, Mashed Sweet Potatoes or Roasted Red Potatoes

Plated Dinner Entrees Cont.

Peppercorn Encrusted Beef Tenderloin

Tender Cut Beef Tenderloin served with Black, Green, and Red Peppercorns, Roasted Garlic Béchamel Sauce

……$30 per person

Grilled Pork Tenderloin

8-ounce Pork Tenderloin marinated with Honey Garlic Sauce

……$25 per person

Grilled Salmon Filet

8 oz. Salmon Filet topped with Lemon, Fresh Herbs, and a White Wine Sauce

……$25 per person

Southwestern Prime Rib

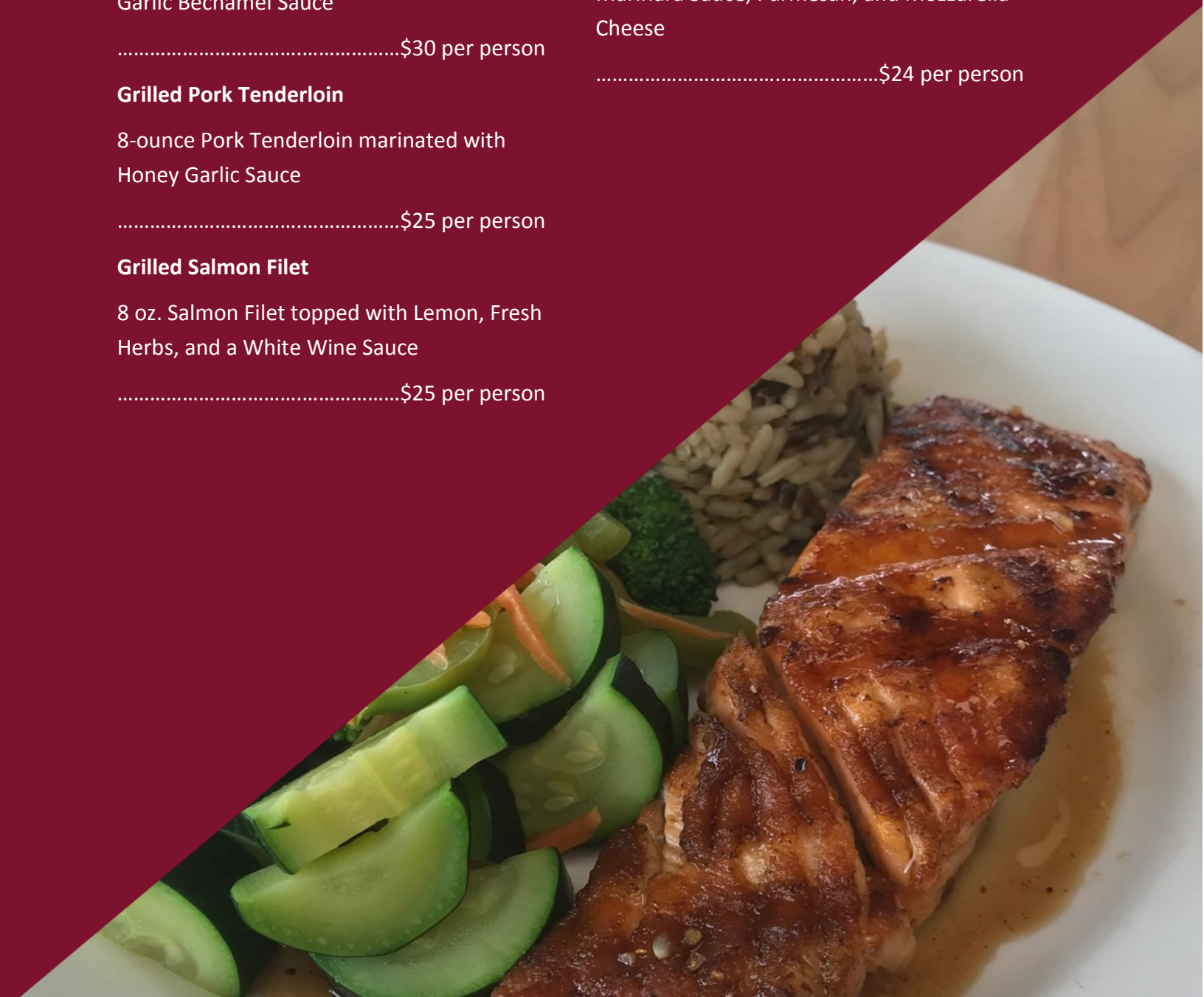
A juicy cut of Prime Rib, Au Jus, and a Creamy Horseradish Sauce

……$30 per person

Chicken Parmesan

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

……$24 per person



Dinner Buffets

Build—Your—Own Buffet $45 per person

All Dinner buffets are served with Coffee, Iced Tea, Milk and Dinner Rolls
Minimum 25 guests; $100 labor fee if less than 25 guests

Select 1 Salad

House Salad
Caesar Salad

Select 2 Entrées

Top Sirloin
Chicken Marsala
Chicken Parmesan
Florentine Lasagna
Grilled Pork Tenderloin
Grilled Salmon
Walleye
Peppercorn Encrusted Beef Tenderloin
Prime Rib
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

$8.00 per person 12 and under

All Kid meals are served with French Fries or Fresh Fruit as well as Iced Tea or Milk

Homemade Mac N' Cheese

Chicken Tenders with Ranch

Cheese Quesadilla with Sour Cream and Salsa

Cheeseburger

Grilled Cheese Sandwich

Desserts

Tiramisu……$6

Assorted Dessert Bars……$3

Homemade Cheesecake……..$6

Homemade Bread Pudding……$3

Chocolate Fudge Cake with Vanilla Ice Cream……$6

Miniature Custard-Filled Fruit Tarts……$4

Bar Services

- Sponsored beverages are served to your wishes
    1. Open bar serving the items of your choice
    2. Sponsored beverages based on type of beverages (i.e. only beer & wine)
    3. Sponsored beverages based on specific consumption (i.e. 10 bottles of wine)
    4. Sponsored beverages based on a price (i.e. up to $1000)

Sponsored Bar or Cash Bar

Wine……$5—$8

Beer……$3.75—$5

Liquor……54—$8

Wine Bottles

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

Verdi Spumante Champagne (Sweet, Festive Sparking Wine)……$22/Bottle

Other Wine & Champagne Selections……Market Price

Beer

Miller/Budweiser Products ……$280/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.

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. Three business days prior to your function, we require your guaranteed number of guests. Guarantees can- not 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 dinner 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 5.5f% 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.

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 canceled 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 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.

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 bev- erages 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 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 three business days prior to scheduled function. Clients will be charged 50% of total rental fee for equipment orders canceled 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.