



The Holiday Inn Madison at the American Center offers 2,500 square feet of functional and flexible event space. The area is secluded from the hotel's main lobby, and further provides a beautiful pre-function area offering floor to ceiling windows. Our on-site catering department offers full banquet service, and the hotel provides a total of 138 overnight guest sleeping rooms for your event's attendees.

Wedding Function: Event Space Pricing Schedule

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| Florida Southern Ballroom Salon A only | \$500 full day rate – Fri. Sat. Sun. | \$300 full day rate – Sun. – Thur. |
| Florida Southern Ballroom Salon B only | \$500 full day rate – Fri. Sat. Sun. | \$300 full day rate – Sun. – Thur. |
| Florida Southern Ballroom Salon C only | \$500 full day rate – Fri. Sat. Sun. | \$300 full day rate – Sun. – Thur. |
| Florida Southern Ballroom combined salons | \$1,500 full day rate – Fri. Sat. Sun. | \$900 full day rate – Sun. – Thur. |

Wedding Function: Event Space Discount Schedule

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|---|---------------------------------|-------------------------------|
| With \$1,000 - \$2,000 in food & beverage sales | 6.25% discount (Fri. Sat. Sun.) | 12.5% discount (Sun. – Thur.) |
| With \$2,000 - \$3,000 in food & beverage sales | 12.5% discount (Fri. Sat. Sun.) | 25% discount (Sun. – Thur.) |
| With \$3,000 - \$4,000 in food & beverage sales | 25% discount (Fri. Sat. Sun.) | 50% discount (Sun. – Thur.) |
| With \$5,000 or more in food & beverage sales | 37.5% discount (Fri. Sat. Sun.) | 75% discount (Sun. – Thur.) |

Wedding Event Deposit Schedule

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| 25% of anticipated charges or \$1,000 (whichever is greater) | Due within 30 days of contract signing |
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Catering Food & Beverage (F&B) Minimums

The following is an example of Food & Beverage minimum calculations – actual cost will vary based upon menu selections:

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| Minimum allowed dinner banquet cost per person (per hotel policy): | \$25.00 |
| Multiplied by total number of estimated persons: | i.e. 100 |
| Equals total estimated F&B cost (minimum): | \$2,500 |

The hotel's sales & events department believes in a transparent pricing structure for all events. Once a food & beverage minimum is established, your function space rental discount shall be calculated. If you go over your food & beverage minimum, your final discount total shall be adjusted to reflect the actual amount of food & beverage cost that is billed to you.

Wisconsin State Sales Tax (5.5%) shall be applied to the total gross amount of your final bill.

A 24% service charge shall be applied to the final bill for all catering services. 18% of this shall be distributed to banquet staff as gratuity, and 6% shall be retained by the hotel as an administrative fee. Additional tipping to banquet staff by event attendees is encouraged but not required.