



Sheraton®

MADISON HOTEL



LEGACY CATERING & EVENTS

Bringing together decades of exceptional catering, the Sheraton Madison culinary team is committed to providing a unique experience with an emphasis on hospitality and cuisine. From the simplest of comfort food to the most elegantly presented dishes, you can customize the specific menu for your special occasion that fits your taste, vision, and style.

Offered for your consideration are four distinct styles of service – butler passed hors d’oeuvres, buffet presentations, seated multi-course dinners and themed and chef attended stations.

Our chef driven menu design and execution will amaze you and your guests. Our culinary team focuses on the highest quality ingredients, while maintaining a classic style – making each dish an experience.



Vice President, Food & Beverage Christopher “Chris” Blobaum

Chef Blobaum is the crucial ingredient to the culinary team at Legacy Ventures, Restaurants. Chef Blobaum hails most recently from The Liberty House Restaurant Corporation where he served as corporate chef to Bones, Blue Ridge Grill and OK Café.

Chef Blobaum, along with his executive chefs and culinary team are delighted to customize your menu to suit you and your guests



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EXCLUSIVE AMENITIES

Exclusive Amenities from Sheraton Madison

The Sheraton Madison will help you create and define an unforgettable, signature event for up to 350 guests (banquet style seating) through exclusive features which include:

- 8,250 sq. ft. of indoor wedding and entertaining space
- 1,368 sq. ft. of mezzanine space in front of the Destination Ballroom
- Exclusive ceremony, reception and dining areas with bar, soft seating and mezzanine seating area
- Complimentary entrée tasting for up to four people (*minimum of \$4,000 F&B spend at event*)
- Complimentary white linen and napkins
- Complimentary parquet wood dance floor
- Complimentary riser for your head table or band
- Complimentary self-parking for guests
- Complimentary Bridal Suite (*based on availability and minimum guestroom spend*)
- Complimentary rehearsal space and bridal party ready room
- Discounted room rates for out of town guests (*based on availability*)
- Customized website for guestroom reservations
- Additional discounts for engagement parties, rehearsal dinners or farewell wedding brunch
- A dedicated catering manager to assist with your venue planning needs
- A flexible culinary team willing to make changes to the menu to best suit you and your guests
- A banquet manager will be onsite during your special day to act as the liaison between the Sheraton Madison staff and your day of coordinator

- Located near:
 - State Capitol 2.3 miles
 - University of Wisconsin 2.6 miles
 - Alliant Energy Center 0.5 miles
 - UW Arboretum 2.0 miles
 - Henry Vilas Zoo 2.6 miles



INFORMATION TO HELP YOU GET STARTED

Food & Beverage Minimums -

The minimums for the Sheraton Madison are based on the day of the week. **Your final CONTRACTED F&B minimum is set based on your anticipated number of guests multiplied by the average cost of the style of menu selected.** Speak with your Catering Sales Manager directly to discuss menu pricing for your specific event and agreed minimum for your contract.

All food and beverage items hold a 22% service charge and 5.5% sales tax (++).

Destination Ballroom** -

Saturday evening - \$8,000++	Saturday afternoon - consult with CSM
Friday evening - \$6,500++	Friday afternoon - consult with CSM
Sunday evening - \$5,500++	Sunday afternoon - consult with CSM
Monday - Thursday evening * - \$3,000++	

Inspiration Ballroom** -

Saturday evening - \$4,000++	Saturday afternoon - consult with CSM
Friday evening - \$3,000++	Friday afternoon - consult with CSM
Sunday evening - \$3,000++	Sunday afternoon - consult with CSM
Monday - Thursday evening * - \$2,500++	

***May increase due to citywide conventions, holidays or other in events*

Ballroom Accommodations -

Plated Meal:	Destination Ballroom - 350	Inspiration Ballroom - 150
Cocktail Reception Style:	Destination Ballroom - 550	Inspiration Ballroom - 225
Buffet:	Destination Ballroom - 290	Inspiration Ballroom - 120

**Group sizes may vary based on requested event set up needs (band, dance floor, bars, etc.)*

Facility Set Up Fees -

In addition to your food and beverage minimum, there is an event facility fee associated with the day of the week you are looking to host your event. The facility fee includes use of all items on our inventory list (see page 7). Your event facility fee is subject to an 22% administration fee as well.

Saturday evening - \$750++	Saturday afternoon - consult with CSM
Friday & Sunday evening - \$500++	Friday and Sunday afternoon - consult with CSM
Monday - Thursday evening * - \$350++	

The Sheraton Madison strongly encourages a wedding planner to assist with all logistics on your special day.



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WEDDING PACKAGES

ELEVATE YOUR EVENT WITH ONE OF OUR WEDDING PACKAGES:

ROMANCE

- Champagne toast for all guests
 - Unlimited soft drinks available at the bar
 - Seasonal Fruit Display or Fresh Vegetable Crudit  for your cocktail hour
 - Five hours of hosted domestic draft beer
(up to one half barrel per 50 adult guests)
 - Table runners to match your wedding color palette
- \$15++/ guest

ENCHANTED

Upgrade your Romance package with:

- Selection of three butler passed hors d'oeuvres for your cocktail hour
 - One hour of Familiar Brands bar service (see bar package for details)
 - One selection from the casual late night bites
 - Specialty linens for head table and cake table (classic collection)
 - Overnight stay on your one year wedding anniversary
 - Wine service with dinner (choice of one red and one white house wine)
- \$30++/ guest

OPULENCE

Upgrade your Enchanted package with:

- Four hours of Familiar Brands bar service (5 hours total bar service)
 - Enhanced butler passed hors d'oeuvres for your cocktail hour
 - Two selections from the late night bites
 - Gourmet coffee station for two hours of service
 - Specialty napkin color
 - Projected Monogram
- \$60++/ guest

ENHANCEMENTS (INQUIRE FOR PRICING):

- Napkins of other colors, overlays and specialty linens
- Chair covers with your choice of sash color
- Colored lighting or custom monogram
- Coat check attendant
- Shuttle service, upon availability
- Gift delivery to your guests' hotel rooms
- Breakfast on the go bags



SHERATON MADISON HOTEL INFORMATION

Over Night Accommodation Options

SHERATON OFFERS TWO OPTIONS FOR GUESTROOM BLOCKS:

The first option is called a Courtesy Room Block. With this option, you can put a maximum of 10 rooms in the block per night. There are no commitments on your part, nor is there a commitment on the Hotel's part. The Hotel will hold these rooms in a general "Wedding Room" block. If business levels change prior to the arrival of your wedding, the Sheraton Madison reserves the right to review the courtesy block. The wedding party will be given the option to reduce the courtesy block or financially guarantee the rooms at that time. Once the blocked rooms are consumed, it is the Hotel's option if additional rooms are added to the block and at what rate.

The second option is a Contracted Group Block. With this option, you can contract as many rooms in the block as you expect to need up to 10 rooms the evening before the wedding and 25 rooms on the wedding night. After your contracted rooms are reserved the hotel cannot guarantee rates or availability of additional rooms, however, requests will be reviewed individually once all rooms in the block have been booked by your guests.

For the Contracted Group Block, the following is required:

- A credit card is needed to establish this block
- It is the responsibility of the client requesting the rooms to utilize 50% of the rooms requested
- Each time you reach 25 consumed room nights, you will earn 3000 Starpoints™

**Before securing your event date, please make sure rooms are available for your guests.*



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WHAT COMES WITH THE EVENT SET UP FEE?

Sheraton Madison Inventory

60" Rounds*	Seats 8 to 10	8
72" Rounds	Seats 10 to 12	38
Ballroom chairs	Grey aluminum, Padded (18" wide)	750
30" x 60" tables		50
18" x 60" tables		170
Highboy cocktail tables		2
Cocktail tables		7
Standing Podium		4
Tabletop Podium		1
Coat Racks		4
12" Risers (4' x 8')		12
Riser Steps		3
Wood Serpentine Tables		6
Silver Top Serpentine Tables		2
Silver Top 30" x 60" Table		3
Dance Floor Pieces (3' x 3')		49
Easels		7
White Skirting		16
Royal Blue Skirting		10
Brown Skirting		17
Black Skirting		4
Black Spandex (30" x 60")		78

*Polycotton linens provided in white, grey, blue/grey or ivory for noted tables.
A variety of polycotton colors are available for an upcharge of \$4+ per guest
Specialty linens are also available – consult your CSM*

All Sheraton Madison Beverage Services Include:

Use of house glassware (wine, water, rocks, stem-less martini and champagne glasses)

All Sheraton Madison Catered Events Include:

All china, flatware, buffet, stations set ups, service utensils
and items required for service of the chosen menu.

Service Elevator Dimensions:

Door: 48" wide 81" high

Inside: 60" long 60 wide 90" high



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GENERAL INFORMATION AND POLICIES

Deposits

A non-refundable deposit, credit card, and signed contract are required to confirm your function on a definite basis. Final payment of the total estimated bill will be due ten (10) business days prior to the function date by cash, cashier's check or credit card. A credit card must be on file to cover any balance at the conclusion of the function; any overpayment will be refunded within twenty-one (21) days.

Guarantees

A guaranteed number of attendees is required ten (10) business days prior to all food functions, and is not subject to reduction. In the event that we do not receive your final count, the minimum guarantee listed on the contract will be used.

Food & Beverage

It is the policy of the Sheraton Madison Hotel that all food and beverage must be purchased through our facility in compliance with the State of Wisconsin liquor laws and health requirements. We are unable to allow groups or individuals to bring in food and beverage into any public space (with the exception of the wedding cake, which must be made by a licensed baker). Additionally, we are unable to allow any non-consumed food and/or beverage item(s) to be taken from the facility. The Sheraton Madison menu prices are subject to a 22% taxable service charge and 5.5% sales tax. Due to the seasonality of several items on our Banquet Menus, the hotel reserves the right to substitute items or increase menu prices as needed to cover our costs. Please consult your Catering Sales Manager to confirm your menu pricing 30 days in advance of the event. Multiple Entrée Selections & Substitutions: The event host may select two plated entrées to be served to their guests. If a third entrée selection is ordered, an additional charge will be assessed. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge, However, these must be communicated at the time of guarantee, if not the Hotel cannot promise that these needs can be met at time of event.

Banquet Rooms

Function rooms are assigned according to the anticipated guarantee number of guests at the time the event is contracted. Banquet rooms will be set according to banquet event order specifications. Significant changes in room setup within 24 hours of the event will result in an additional \$250 labor charge. The Hotel reserves the right to charge a service fee for extraordinary room setup requirements or clean up. Rental time is from 6am to 12am. The Hotel adheres to strict Fire Code guidelines. Exits may not be blocked; room diagrams must be approved.



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GENERAL INFORMATION AND POLICIES

Banquet Bars

The Hotel requires proper identification of all guests and will refuse alcohol service if the person is under age or unable to present proper identification. The Hotel reserves the right to refuse service to any person who in the Bartender or Managers' judgment, appears to be intoxicated. A bartender fee will be charged for all bars.

Entrée Tasting

The Hotel currently holds an open house menu tasting twice per year. This is complimentary for up to four (4) guests. If you are unable to attend this event, the Hotel is happy to conduct a private tasting appointment for up to four (4) guests for a \$250 fee.

Decorations

All decorations and signage must have prior approval of your Catering Sales Manager. The Hotel does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or other substance without written approval. The host assumes responsibility and will be billed for any and all damages to or loss of property from the function room or other areas of the Hotel caused by the guests, invitees, independent contractors or any others, affiliated with the sponsored function. No fireworks, open flame candles, fog machines, fire hazards, glitter, rice, birdseed, or confetti are allowed on the Hotel premises at any time.

Audio Visual

The Sheraton Madison offers Presentation Services Audio Visual Company (PSAV) as our full-service, in-house, audio-visual company. PSAV contracts separate from the hotel; however all charges will be on one invoice after your event.

Parking

The Sheraton Madison Hotel offers complimentary onsite self-sparking to you and your guests.

Personal Property

The Hotel does not guarantee availability to store personal property, equipment or supplies belonging to or rented by the event host before or after scheduled event. As such, items must be removed from the Hotel immediately following the function unless other arrangements have been made with the staff. Regardless of said arrangements, the Sheraton will not assume or accept responsibility



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SCHEDULE A SITE TODAY!!!!

SHERATON MADISON

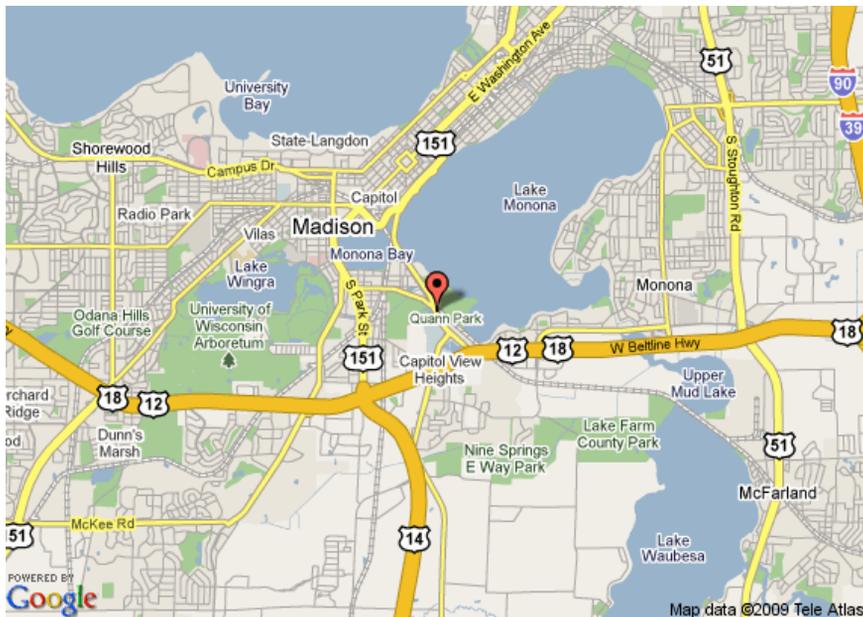
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