

Madison Masonic Center
301 Wisconsin Ave. Madison, WI 53703
608-256-5734 eventmanager.mmcf@gmail.com

Wedding Rental Rates

Included with Ceremony Rental: Microphone, A/V for music, arch, onsite personnel to operate sound, stage/floor setup, floor chairs, two changing areas up to 5 hours, 1-hour rehearsal the day before, and time before the ceremony to decorate.

Cocktail Hour: Cocktail hour may be hosted in either the Catlin Lounge (up to 200 guests) or the Ballroom (up to 450 guests).

Included with Reception Rental (Ballroom & Small Dining Room up to 8 hours): The setup and usage of all tables, chairs, glassware, silverware, and palates. This also includes the placement of table runners and pre-made center pieces (not floral arrangements by a florist). White table linens, white or colored napkins, and white table skirting. Black and ivory table linens available at an additional \$1.50/linen. Security is required to be onsite when alcohol is being served and is included with the rental price. Free parking for Patron and their guests behind our building.

Decorations & Cleanup: Decorating time as early as 8:00 am the day of the wedding, any earlier is dependent on availability. Decorations NOT allowed are flame candles, loose beads/confetti/glitter, taping to the floors/walls, and floor smoke machines. Patron is responsible for the setup and cleanup of chair covers/sashes. Clean up time options are 1) immediately after the reception, must be done by or before 2 hours after event is over 2) the next day (based on availability) 2-hour time frame at a cost of \$250.

Catering: Kavanaugh's Catering is the current caterer of the Madison Masonic Center. All food and beverage must go through the caterer except for dessert and late-night pizza. A cake cutting fee will be applied to the final bill if providing cake/pie to your guests. This cutting fee includes the cutting, plating, and serving of the cake/pie. Dessert must come from a licensed kitchen/bakery (nothing homemade). If Patron is not having cake/pie served by the caterer, Patron is responsible for supplying plates/serving utensils. Late night pizza is ordered by the Patron and Patron/pizza company are required to provide plates. Final headcounts are due to the MMC and Kavanaugh's Catering no later than 10 days prior to the event date. If having a plated meal, name cards are required. A \$3,000-\$4,000 catering minimum is required based off the number of guests and time requested. A \$150 bar setup fee will be applied to any additional or portable bar setup for beverage service (outside of the main bar in the Ballroom).

Deposits and payment methods: A deposit of \$750 is required to reserve the Madison Masonic Center for your event. A \$2,000-3,000 catering deposit is due to the MMC on or before 60 days prior to the event date. Final rental and catering payments are due to the MMC on or before 3 days prior to the event. The MMC and Kavanaugh's Catering accept cash and check only as form of payment.

Refund Policy: A full deposit refund will be issued if event cancellation is within 12 months or more prior to the event. Half the rental deposit is refundable within less than 12 months of the event date.

Wedding Package Options and the Rooms they include

The following packages include additional amenities listed on the page above.

The Marble Package

\$5,000

This package includes the usage of the Auditorium for ceremony, the Catlin Lounge for Cocktail hour and the Ballroom for reception. It also includes 2 changing areas, designated decoration time and cleanup time. Up to 3 hours for cocktail hour and 8 hours for reception.

Cocktail Lounge and Reception Only

\$4,000

This package includes the usage of the Catlin Lounge for cocktail hour and the Ballroom for reception. It also includes designated decoration time and cleanup time. Up to 3 hours for cocktail hour and 8 hours for reception.

Small Dining Room & Small Ceremony Space (Max Capacity 75 in Small Dining Room)

\$2,000

This package includes the usage of the Catlin Lounge/Lodge Room for ceremony and the Small Dining Room up to 8 hours for cocktail hour and reception. The classroom can be made available for a bar area depending on the size of final headcount. It also includes 2 changing areas, designated decoration time and cleanup time.

Small Dining Room Reception only (Max Capacity 75)

\$1,500

This package includes the usage of the Small Dining Room up to 8 hours for cocktail hour and reception. The classroom can be made available for a bar area depending on the size of final headcount.

Ceremony Only

\$750 - \$1,000

This package includes the usage of the Auditorium or Lodge Room for ceremony, 2 changing areas, 1-hour rehearsal, and designated decoration time and cleanup time.

Wedding groups of 300 or more will be billed an additional \$500 to cover additional security, setup needs and potential additional staffing needs.

In accordance with Wisconsin State Law patrons must be 21 to be served alcoholic beverages. It is understood that anything, but normal cleanup will be the responsibility of the Patron and that any extraordinary clean up that must be done, when the Masonic Center deems necessary, will be done by an outside cleaning company and the fee(s) will be forwarded to the Patron.