



## OVERVIEW

Below you will find an overview of what you can expect from your experience at The Madison. This is for informational purposes only. All binding policies and procedures are notated in the signed rental agreement.

### Rental Fee Includes:

- 30 – 60” round tables for banquet style seating
- 10 – 22” round cocktail tables for standing guests
- Up to 200 white padded chairs (additional chairs rented for \$3.50 per chair + \$99 delivery)
- Client is responsible for all linens
- Use of hi-def projector for photo slide show or video display (client responsible for computer or other electronic device)
- Use of PA speaker system with wired microphone and lectern (wireless microphone can be rented)
- Access to venue for entire day of event starting at 8:00 a.m. (early access may be available if Madison schedule allows)
- Access to courtyard & bridal suite
- Client responsible for setting up tables, chairs, décor, etc.
- Cleanup fee is included

### Beverage Package:

- Number of guests used to calculate beverage package is derived from catering invoice
- Minimum \$1,500 beverage package required
- Initial beverage package purchased is for a 4 hour duration (additional hours may be purchased)
- Courteous bar staff outfitted in matching Madison uniforms
- Gratuity for bar staff included
- Champagne for toasting is included
- Up to 20 matching champagne flutes are available for use
- Hybrid packages available allowing for a cash bar option
- Beverages are served in clear plastic cups (glassware can be rented)

### Catering:

- Turn-key in-house catering can be provided
- Outside catering may be permitted (subject to The Madison’s discretion and policies)
- All catering deposits and invoices shall be paid directly through The Madison
- 15% kitchen fee applied to food costs regardless of in-house or outside catering (minimum \$250)

### Security:

- If alcohol is provided, 1 security officer required up to 250 guests, a second officer is required between 250-400 guests and a third is required over 400 guests.