

# ***Congratulations On Your Engagement!!***

*We are delighted that you are considering  
The Quality Inn & Suites Hotel for your Wedding.*

*A wedding is such a special event,  
one that should reflect the personal desires of the bride and groom, and create memories that will last a lifetime.  
We would like to meet with you personally to discuss everything you have ever dreamed of for your special day.*

*Following is a complete list of our catering menus for you to select from, however we are more than  
happy to create a menu that fits your needs.*

*Special room rates are available for you and your out of town guests, as  
well as offering you a complimentary suite for your wedding night.*

*We are also available to assist you with plans for a rehearsal dinner at our  
signature restaurant the Tuscany Mediterranean Grill*

*The Quality Inn & Suites Hotel*

*Opened in 2000 and our new addition was completed in May of 2003. The new addition includes the main ballroom, and  
our signature restaurant the Tuscany Mediterranean Grill.*

*All your guests can enjoy our indoor pool, whirlpool, workout room and game room.*

*We offer a complimentary hot breakfast buffet for your overnight guests*

*Please feel free to call us at 608-274-7200 to schedule an appointment to tour  
the hotel and discuss what will make  
your special day perfect.*

*The staff at Quality Inn & Suites  
will do everything possible to assist you during the exciting planning stages of your wedding.*

### **Guest Room Information**

*Each of our sleeping rooms have high speed internet access, hair dryers, iron, ironing board, cable TV with HBO and on Demand movies. We also have two room suites available that feature a microwave, refrigerator and whirlpools.*

*The Quality Inn & Suites, Madison will allow a maximum of 20 guest rooms per night to be blocked for your wedding. These rooms will be held at no charge and without penalty for rooms not picked up. The hotel will establish a cut-off date (30 days prior to function date) by which time all reservations in your group block must be made. Any unreserved rooms remaining in your room block at the cut-off date will be released back to the hotel for use.*

*The hotel does not guarantee the availability of guest rooms after the cut-off date or for a number of rooms which exceeds the contracted room block. The hotel will accept additional reservations after the cut-off date at prevailing hotel rates based on availability at the time of reservation.*

*All reservations must be guaranteed by credit card or an advanced deposit equal to the first nights room and tax charges. Individual cancellation of reservations by guests must be made 24 Hours in Advance of arrival date.*

*Should individual reservation cancellations not be made within the 24 hour cancellation time, a cancellation fee equal to the first nights room and tax will be charged. Additionally, any reserved rooms not cancelled and not occupied will be charged a no-show fee equal to the first nights room and tax.*

*The hotel will offer a complimentary suite to the bride and groom the evening of their wedding.*

*Check in for the hotel is 3:00pm and Check out for the hotel is 11:00am.*

### **Catering Guarantee**

*An approximate count of the number of guests attending the event must be given when reserving the banquet space. Should the anticipated count increase or decrease from the original count provided; the hotel must be notified immediately to be sure appropriate space is available for the event.*

*We require a confirmed menu 14 days prior to the event to ensure all products are ordered fresh for your event. Any menu not confirmed 14 days prior to the event cannot be guaranteed.*

*A final guarantee number of guests must be provided to the hotel by 12:00pm Noon, three days prior to the event. Should a final guarantee not be provided by this time, the hotel will use the anticipated count as the final guarantee.*

*At this time we will provide an estimated bill in which payment will be made (3 days prior to event). The final catering bill will be for the guarantee amount or actual number of meals served, whichever is greater.*

*The hotel does not guarantee last minute availability of the selected meal for the number of guests exceeding the final guarantee. However, the hotel will make every effort to duplicate your meal selection for additional guests.*

*Guests will provide the hotel with a serving time in which dinner will be served, if hotel must wait on guests to serve dinner, the hotel cannot guarantee the quality of food being served.*

### **Catering Prices**

*All prices and policies are subject to change without notice. Food and beverage prices will only be guaranteed (3) three months prior to the function date. An 19% service charge and 5.5% state/county tax are added to all food and beverage purchases.*

*If you would like a carving station, butler pass services and cocktail servers they are available at \$100.00 each.*

### **Security**

*The hotel may require security officers for certain events. Only hotel approved security officers may be used. Guest will be responsible for additional security officers.*

### **Deposits**

*A non-refundable deposit equal to the room rental is required for all functions. The deposit will be applied to the balance due for the room rental and set up fee for the ballroom. A deposit is required to hold the space on a definite basis.*

*Wedding Receptions are booked maximum of (24) months prior to the function date.*

*A minimum of \$4,000 in food and beverage revenue is required for functions booked in the ballroom for Saturday night events. A minimum of \$3,000 in food and beverage revenue is required for functions booked in the ballroom for Friday or Sunday night events. No minimum is required for functions booked Monday through Thursday. Should your function not generate the minimum amount of revenue required by the hotel, the hotel will charge an additional catering fee to reach the minimum required.*

### **Cancellation**

*Initial room rental deposit is non-refundable.*

*A cancellation fee will be charged upon the cancellation of this agreement. A written notice of cancellation is required and the cancellation fee will be determined using the date the hotel receives this written notice. As actual loss of revenue for cancellation of group functions is difficult to determine, the following scale will be used to determine the cancellation fee.*

#### **FOOD AND BEVERAGE CANCELLATION FEE SLIDING SCALE**

*More than 180 days.....No Fee*

*179 to 90 Days.....20% of Anticipated Revenue*

*89 to 30 Days.....50% of Anticipated Revenue*

*0 to 29 Days.....75% of Anticipated Revenue*

*Anticipated Revenue is determined by either the food selection made or if the food selection has not been made it is as follows:*

*Breakfast Functions.....\$6.99 Per Person*

*Lunch Functions.....\$10.99 Per Person*

*Dinner Functions.....\$19.99 Per Person*

### **Ballroom Rental**

*A ballroom rental fee and set up is charged for all functions. Ballroom rental fees include set up such as: Head table, risers, swags, dj table, white or ivory linens and napkins, skirting, buffet tables, service items, glassware, china, silverware, centerpieces white lights for head table, gift table, and cake table, and a limited number of artificial ficus trees with white lights. Elaborate set ups will be charged an additional set up fee depending upon requirements. Set-up time is guaranteed at 12:00pm Noon day of event. If additional set-up time is required a set up fee of \$250.00 will be applied.*

*A complimentary gift opening room will be provided the morning following your event. This room must be reserved at the time of booking in order to guarantee availability of the gift opening room.*

### **Beverages**

All alcoholic beverages are to be served on the hotel's premises. All beverages for the function must be purchased through the hotel and dispensed only by the hotel servers and bartenders.

The Quality Inn & Suites reserves the right to request proper identification (photo ID) of any person to verify their age and to refuse alcoholic beverage service if the person is underage or for whom proper identification cannot be produced. Alcoholic beverage service may be refused to any person who, in the hotel's sole judgment, appears intoxicated. The legal drinking age in Wisconsin is 21 years of age.

It is illegal in Wisconsin for any person under 21 years of age to: a) Possess or consume alcoholic beverages, except in presence of parent or guardian, b) buy or attempt to buy any alcoholic beverages, c) Falsely represent age to receive alcoholic beverages, d) enter a licensed premises. The Quality Inn & Suites, Madison will not serve any person under the age of 21 even if accompanied by a legal guardian.

The undersigned hereby agrees to indemnify and save harmless Quality Inn & Suites, Madison its agents and employees in regards to any violations of these laws.

### **Cake & Cutting Fee**

The caterer provides a cake cutting and service at an additional charge of \$100.00.

Additionally, the hotel and cater assume no liability for wedding cake parts or pieces being lost, stolen, or broken. It is the responsibility of the wedding party to make sure these pieces are taken the evening of the event.

If any parts are broken or missing, it is the responsibility of the guest to work with their baker on financial arrangements. Bakers are individual contractors and are not associated with the hotel.

### **Electrical Requirements**

Additional fee may apply for elaborate electrical requirements or for events that utilize large amounts of electricity.

### **Decorations**

The hotel is not responsible for the placing or providing of any other than those described in the "room rental" section. No decorations may be hung or attached to the ceiling, light fixtures, or walls without prior approval.

No rice, smoke machines, aerosol foam strings, confetti, crepe paper, glitter, or other small products are allowed. The hotel must approve use of candles, balloons, or any other decorations. Function space is not guaranteed to be available for decorating until 4 hours before the start of the function. The hotel will hold any remaining decorations left from event until the Monday after. After this date items left at the hotel will be discarded.

### **Insurance & Indemnification**

Guests shall indemnify and hold harmless the Quality Inn & Suites & Tuscan Mediterranean Grill, Madison its agents, affiliates, and employees from any and all claims, suits, losses, damages and expenses due to injury of any party in connection with the function, or resulting from damage to or destruction of any hotel property by guests and/or any attendee of the function of the hotel's premises.

The hotel cannot assume responsibility for lost, stolen or damaged personal property and equipment brought onto the premises or for vehicles and their contents in the hotel's parking area.

### **Damages & Liability**

*The hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The booking client is responsible for all people in attendance and for all damages done to the premises by the guests including person contracted out by the booking client to provide entertainment or other services for the function.*

### **Payment**

*A non-refundable advance deposit is required as described above to reserve function space on a definite basis. An additional non-refundable deposit equal to one half of the anticipated food and beverage charges is due within (14) days prior to your function date. The balance of all anticipated food and beverage charges is due (3) business days prior to function date. Any remaining actual balance is due prior to departure on the date of the event.*

### **Deliveries & Storage**

*The hotel will not accept deliveries of items or materials for functions without advance knowledge and approval of their arrival. Additionally, the hotel will not store items or materials after a function without approving storage in advance. Additional fees may apply for receiving and storing items or materials.*

### **Music and Sound**

*The hotel must be informed of the type of music or entertainment that will be provided at your event. Music may play until 12:00am (Midnight) and the room must be cleared by 12:30am. All music must be played at 92 or lower decibels. No Live Bands are Permitted unless Previously approved by General Manager.*

### **Travel Directions**

#### ***From the North via Interstate 90/94***

*(Minneapolis, LaCrosse, Wausau, Stevens Point, Portage): Take I-90/94 to highway 12/18 (Beltline) West. Take the Fish Hatchery Exit, at the stop light go south (turning left). Follow that for about two miles and the hotel is on the west side (right side) on the corner of Fish Hatchery and Cahill Main.*

#### ***From the Northeast via Highway 151***

*(Green Bay, Fox River Valley): Follow highway 151 towards Madison. Take I-90/94 east to highway 12/18 (Beltline) West. Take the Fish Hatchery Exit, at the stop light go south (turning left). Follow that for about two miles and the hotel is on the west side (right side) on the corner of Fish Hatchery and Cahill Main.*

#### ***From the East via Interstate 94***

*(Milwaukee): Follow I-94 West to I-90/94 east going towards Janesville. Take highway 12/18 (Beltline) west to Fish Hatchery Exit. At stop light go south (turning left). Follow that for about two miles and the hotel is on the west side (right side) on the corner of Fish Hatchery and Cahill Main.*

#### ***From the Southeast via Interstate 90***

*(Chicago, Beloit, Janesville): Take the Hwy 12/18 (Beltline) west to the Fish Hatchery Exit. At stop light go south (turning left). Follow that for about two miles and the hotel is on the west side (right side) on the corner of Fish Hatchery and Cahill Main.*

#### ***From the Southwest via Highways 18 & 151***

*(Dubuque, Platteville, Dodgeville): Follow 18/151 east and it will combine with highway 12/14 (Beltline) East. Take the Fish Hatchery exit. At stop light go south (turning right). Follow that for about two miles and the hotel is on the west side (right side) on the corner of Fish Hatchery and Cahill Main.*