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General Information

These suggestions are guidelines designed to assist you in selecting a menu for your event. Our catering staff will be happy to prepare customized proposals to meet your specific needs. All prices are subject to change. Menu pricing will be confirmed by your catering manager.

Guarantee

In arranging private functions, guarantees are required for all catered food and beverage events. Final attendance must be confirmed four (4) business days in advance, or the expected number will be used. This number will be your guarantee and is not subject to reduction. We will prepare for 10% over the guarantee for groups of 1-100 guests and 5% over the guarantee for groups of 101 or more.

Due to market trends or unseasonable growing trends Radisson reserves the right to adjust menu pricing accordingly. Radisson must inform the guest at least 30 days prior to the event if an adjustment is necessary.

Decorations

Arrangements for floral centerpieces and special props may be made through the catering office. All decorations must meet with the approval of the fire department.

The hotel will not permit the affixing of anything to the walls or ceiling of rooms unless written approval is given by the catering office.

Security

The hotel may require security officers to monitor certain events. Only hotel approved security officers may be used.

Labor Charges

A \$50.00 set-up fee per bar will apply to all bars.

Audio Visual

A complete line of modern audio visual aids is available upon request. The catering manager will be glad to procure the equipment suited to your needs.

Service Charge and Sales Tax

A 19% taxable service charge and state tax will be added to all food and beverage charges.

Cancellation

All events cancelled within 4 business days of the event date will be subject to a charge of 100% of the estimated revenue. All events cancelled within 5-10 business days will be subject to a charge of 50% of the estimated revenue. All events cancelled 11+ business days will be subject to a charge of 25% of the estimated revenue. This includes all food, beverage, meeting room and audio visual. All deposits made are non-refundable upon cancellation.

Corporate Planners Package

\$32 per person

Package is based on a minimum of 35 people

Classic Continental Breakfast

Mid Morning Refresh

Freshly brewed coffee, decaf, and assorted sodas

Afternoon Break

Freshly bakes cookies, brownies and assorted sodas

Lunch

Choice of Deli Sandwich, Soup and Salad Buffet, Spicy Grilled Chicken Salad
Chicken Cordon Bleu or Beef Stroganoff

Meeting Space

General session based on standard set-up

Break Medleys

Classic Continental Breakfast \$7.95

Fresh fruit medley, assorted breakfast pastries and muffins, freshly brewed coffee, decaf, orange juice and herbal teas

Health and Fitness First Break \$8.95

Fresh fruit medley, assorted yogurts, granola, bagels with cream cheese and jams, freshly brewed coffee, decaf, orange juice, milk and herbal teas

Starbucks Coffee Break \$7.25

Dark roasted coffee and hot green teas served with flavored creamers, assorted coffee cakes

Ballpark \$6.25

Popcorn and pretzels, malted milk balls, M&M's, selection of sodas and bottled water

Sundae Bar \$4.95

Vanilla ice cream, chocolate syrup, caramel, strawberry sauce, whipped cream, cherries, nuts and sprinkles

The Energizer \$6.95

Assorted whole fruit, granola bars, assorted yogurts, Gatorade and bottled water

Chocolate Bar \$7.25

Chocolate chip cookies, brownies, chocolate dipped strawberries, milk and assorted sodas

Lite and Lively \$7.25

Vegetable relish tray with dip, assorted cheese and crackers, selection of sodas and bottled water

*All prices subject to 19% service charge and applicable sales tax.
If you have any special menu needs, please tell your sales manager, so we
may address them with a customized menu proposal.*

Break Selections

BEVERAGES

| | |
|--|------------------------------------|
| Freshly Brewed Coffee..... | \$22.00 (per gallon) |
| Starbucks Coffee..... | \$29.00 (per gallon) |
| Assorted Herbal Teas..... | \$22.00 (per gallon) |
| Juice (Orange, Apple, or Cranberry)..... | \$15.00 (per liter) |
| Assorted Individual Bottled Juices..... | \$3.00 (each based on consumption) |
| Milk..... | \$15.00 (per liter) |
| Assorted Soda..... | \$2.00 (each based on consumption) |
| Bottled Water..... | \$1.50 (each based on consumption) |
| Mineral Water..... | \$2.50 (each based on consumption) |
| Hot Chocolate..... | \$22.00 (per gallon) |
| Iced Tea..... | \$19.00 (per gallon) |
| Lemonade..... | \$19.00 (per gallon) |
| Fruit Punch..... | \$19.00 (per gallon) |

BAKERY AND BREAKFAST ITEMS

| | |
|---|---------------------|
| Biscuits with Butter and Jam..... | \$16.00 (dozen) |
| Assorted Pastries..... | \$22.00 (dozen) |
| Assorted Muffins..... | \$23.00 (dozen) |
| Croissants with Butter and Jam..... | \$22.00 (dozen) |
| Bagels with Cream Cheese and Jam..... | \$17.00 (dozen) |
| Assorted Cookies..... | \$17.00 (dozen) |
| Brownies..... | \$18.00 (dozen) |
| Assorted Dessert Bars..... | \$22.00 (dozen) |
| Assorted Donuts..... | \$18.00 (dozen) |
| Breakfast Breads..... | \$19.00 (dozen) |
| Fresh Fruit Medley..... | \$2.50 (per person) |
| Granola Bars..... | \$1.50 (each) |
| Assorted Whole Fruit..... | \$1.25 (each) |
| Assorted Yogurts..... | \$1.75 (each) |
| Assorted Cold Cereals Served with Milk..... | \$2.50 (each) |

SNACKS

| | |
|-----------------------------|---------------------|
| Fancy Mixed Nuts..... | \$18.00 (per lb.) |
| Roasted Peanuts..... | \$12.00 (per lb.) |
| Pretzels..... | \$9.00 (per lb.) |
| Corn Tortilla Chips..... | \$9.00 (per lb.) |
| Potato Chips..... | \$9.00 (per lb.) |
| Popcorn..... | \$7.00 (per lb.) |
| Party Mix..... | \$12.00 (per lb.) |
| Assorted Candy Bars..... | \$2.00 (each) |
| Ice Cream Bars..... | \$3.00 (each) |
| Sour Cream & Onion Dip..... | \$15.00 (per quart) |
| Spinach Cheese Dip..... | \$15.00 (per quart) |
| Chunky Salsa..... | \$15.00 (per quart) |

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If you have any special menu needs, please tell your sales manager, so we
may address them with a customized menu proposal.*

Breakfast Buffets

*All buffets require a minimum of 25 guests.
A \$50.00 extra charge applies if under the minimum.*

The All American Buffet \$10.95

Scrambled eggs, sausage links and bacon, breakfast potatoes, fresh fruit medley, assorted breakfast pastries, freshly brewed coffee, decaf, orange juice, milk and herbal teas

Health and Fitness First Buffet \$8.95

Fresh fruit medley, assorted yogurts, granola, bagels with cream cheese and jams, freshly brewed coffee, decaf, orange juice, milk and herbal teas

Classic Continental Breakfast Buffet \$7.95

Fresh fruit medley, assorted breakfast pastries, freshly brewed coffee, decaf, orange juice and herbal teas

Executive Breakfast Buffet \$11.95

Scrambled eggs, sausage links and bacon, fluffy pancakes and thickly sliced French toast with hot maple syrup, breakfast potatoes, fresh fruit medley, assorted breakfast pastries, freshly brewed coffee, decaf, orange juice, milk and herbal teas

Buffet/Brunch Compliments

Egg and Omelet Station \$5.25 per person

Smoked Salmon Display \$175 each

Corned Beef Hash \$2.00 per person

Cheese Blintzes with Fruit Sauce \$2.00 per person

Sliced Baked Ham \$2.00 per person

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If you have any special menu needs, please tell your sales manager, so we may address them with a customized menu proposal.*

Luncheon Entrees

*All luncheon entrees include salad, potatoes, pasta or rice, seasonal fresh vegetables,
Chef's choice dessert, rolls, butter, freshly brewed coffee, decaf, tea and milk*

Chicken Cordon Bleu \$13.95

Boneless breast topped with ham and Swiss cheese and
finished with champagne sauce

Chicken Parmesan \$13.95

Lightly breaded breast with marinara sauce
and mozzarella cheese, served over linguini

Chicken Marsala \$13.95

Boneless breast with mushrooms and onions and finished
with marsala sauce

Rosemary Chicken \$13.95

Roasted breast with fresh rosemary and seasoned salt,
finished with shallot white wine sauce

New York Strip Steak \$25.95

8 oz. grilled New York strip steak with caramelized
Shiitake-onion compote

Meatloaf \$13.95

Served with mashed potatoes and finished with beef gravy

Beef Stroganoff \$15.95

Beef tenderloin tips sautéed with onions, garlic and mushrooms, in a rich brown
sauce finished with sour cream, served over egg noodles

Top Sirloin \$18.95

6 oz. sirloin of beef, grilled and topped with garlic and
herb butter and crispy fried onions

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may address them with a customized menu proposal.*

Sliced Roast Beef \$15.95

Served with mashed potatoes and finished with mushroom sauce

Peppercorn Pork Loin \$15.95

Seasoned, baked pork loin topped with a rich peppercorn sauce

Stuffed Pork Chop \$14.95

6 oz. center cut pork chop stuffed with sage and onion dressing

Baked Salmon \$16.95

Atlantic salmon fillet baked with lemons and fresh dill,
topped with lemon caper sauce

Stuffed Orange Roughy \$16.95

Orange roughy filet with a cheddar cheese and mushroom stuffing
topped with a lemon dill sauce

Fried or Baked Cod \$12.95

Your choice of fried or baked cod with coleslaw, tartar sauce and fresh lemons

Cheese Tortellini \$11.95

Served with marinara or alfredo sauce and garlic bread

Pasta Primavera \$11.95

Penne tossed with fresh vegetables and olive oil, finished with parmesan cheese

Meat or Vegetable Lasagna \$10.95

Served with garlic bread

*All prices subject to 19% service charge and applicable sales tax.
If you have any special menu needs, please tell your sales manager, so we
may address them with a customized menu proposal.*

Light Lunches

SALADS

All salads include rolls, butter, coffee, decaf, tea and milk

Classic Caesar Salad \$8.50

Add chicken for an additional **\$3.00**

Chef Salad \$10.95

Garden salad topped with ham and turkey slices, cheddar jack cheese, boiled egg slices, tomatoes, black olives and green onions

Spicy Grilled Chicken Salad \$10.95

Grilled strips of spicy chicken breast over a bed of greens with sliced mushrooms, green onions, chopped egg, sliced cucumbers, tomatoes and cheddar cheese

Twin Salads \$10.95

Chicken salad and tuna salad served in tomato crowns with seasonal fruit and assorted breads

SANDWICHES

All sandwiches include choice of fruit cup, chips or French fries, coffee, decaf, tea and milk

Chicken Sandwich \$9.25

Grilled chicken breast served on a Kaiser roll with your choice of BBQ, honey mustard or buffalo sauce

French Dip \$9.95

Served with au jus on a hoagie roll

Club Croissant \$9.95

Smoked turkey, bacon, and swiss cheese on a freshly baked croissant with lettuce, tomato and mayonnaise

Hot Open-Faced Turkey Sandwich \$8.95

Tender sliced roast turkey, rich gravy, mashed potatoes and cranberry sauce

The Wally \$13.95

Beer battered walleye served on a toasted hoagie roll with shredded lettuce and house tartar sauce

Southern BBQ Pork \$10.95

Pulled pork in bourbon BBQ sauce served on a toasted Kaiser roll

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may address them with a customized menu proposal.*

BOX LUNCHESES

All box lunches include potato chips, pickle spear, brownie, napkins, utensils and assorted sodas

Chef's Knife and Fork \$14.95

Sliced ham, turkey and Swiss cheese on a Kaiser roll, with lettuce, tomato and onion

Turkey and Mozzarella \$13.95

With lettuce, tomato and onion on a Kaiser roll

Theme Lunch Buffets

All buffets include freshly brewed coffee, decaf, tea and milk

Deli Sandwich Buffet \$13.95

Sliced roast beef, turkey breast, ham, cheddar and Swiss cheese, selection of assorted breads, lettuce, tomato, onions, pickles, condiments, freshly baked cookies and brownies, and your choice of two of the following : garden house salad, pasta salad, redskin potato salad, cucumber dill salad or coleslaw.

Add soup du jour for an additional \$2 per person

Wisconsin Cookout \$13.95

Grilled hamburgers, beer boiled brats, baked beans, potato salad, coleslaw, lettuce, tomatoes, sliced onions, condiments and assorted pies

Pasta Buffet \$14.95

Vegetable or meat lasagna, cheese tortellini with your choice of marinara or alfredo sauce and your choice of Italian sausage or marinated chicken breast. Includes garden house salad, grated parmesan cheese, garlic bread, seasonal fresh vegetables and tiramisu for dessert

Fiesta Buffet \$16.95

Fajita seasoned ground beef and chicken with sautéed onions, refried beans and Spanish rice, Southwestern style salad, soft flour tortillas, hard shell tacos, corn tortilla chips with salsa, shredded cheddar cheese, guacamole, tomatoes, lettuce and kahlua mousse for dessert

*All prices subject to 19% service charge and applicable sales tax.
If you have any special menu needs, please tell your sales manager, so we may address them with a customized menu proposal.*

Dinner Entrees

All dinner entrees include garden fresh salad with choice of two dressings, potato, rice or pasta, seasonal fresh vegetables, chef's choice dessert, rolls, butter, freshly brewed coffee, decaf, tea, and milk

Chicken Parmesan \$19.95

Lightly breaded breast with marinara sauce and mozzarella cheese, served over linguine

Chicken Rosemary \$19.95

Roasted breast, coated with fresh rosemary and seasoned salt, finished with shallot white wine sauce

Champagne Chicken \$19.95

Chicken breast sautéed and topped with a champagne cream sauce, served on a bed of angel hair pasta

Duxelle En Croute \$21.95

Tender breast stuffed with a savory mushroom mixture and wrapped in puff pastry

Minnesota Wild Rice Chicken \$20.95

Chicken breast with wild rice sage dressing topped with wild mushroom sauce

Roast Prime Rib of Beef Au Jus

(minimum of 10 guests please)

12 oz Cut \$22.95

14 oz Cut \$25.95

Roast prime rib, horseradish cream and au jus

10 oz. New York Strip Steak \$27.95

Choice New York strip steak grilled to medium perfection

Filet Mignon \$Market Price

Grilled center cut beef tenderloin, finished with béarnaise sauce

Steak Siciliano \$21.95

Top sirloin steak breaded, pan fried and topped with sautéed peppers and onions

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Peppercorn Pork Loin \$21.95

Seasoned, baked pork loin topped with a rich peppercorn sauce

Stuffed Pork Chop \$21.95

8 oz. center cut pork chop stuffed with sage and onion dressing

Norwegian Salmon \$22.95

Boneless filet of salmon baked with lemon, white wine and fresh dill

Devils on Horseback \$22.95

Five jumbo shrimp baked in herb garlic butter and finished with lemon

Stuffed Orange Roughy \$22.95

Orange roughy filet with a cheddar cheese and mushroom stuffing topped with a lemon dill sauce

Vegetable Penne Lisce \$18.95

Penne pasta with sautéed Shiitake mushrooms, sun dried tomatoes, artichoke hearts and toasted pine nuts

Pasta Primavera \$18.95

Fettuccini with a light garlic cream sauce and fresh garden vegetables

Surf & Turf (Market Price)

10 oz. lobster tail served with drawn butter and fresh lemon accompanying 8 oz center cut beef tenderloin grilled to perfection and finished with béarnaise sauce

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If you have any special menu needs, please tell your sales manager, so we
may address them with a customized menu proposal.*

Grand Dinner Buffet

(Minimum of 25 guests please)

A \$50.00 extra charge applies if under the minimum.

*All dinner buffets include dinner rolls with butter, assorted desserts,
fresh brewed coffee, decaf, tea and milk*

Buffet #1

Choose 2 starters, 2 accompaniments and 2 entrees
\$23.95

Buffet #2

Choose 3 starters, 3 accompaniments and 2 entrees
\$25.95

Buffet #3

Choose 4 starters, 3 accompaniments and 3 entrees
\$29.95

Starters

Garden Fresh Salad with Assorted Dressings
Fresh Fruit Medley
Pasta Salad
Vegetable Tray with Dip
Greek Olive Salad
Red Skin Potato Salad
Tomato and Bermuda Onion Salad
Citrus Crunch Salad
Waldorf Salad

Accompaniments

Vegetables

Corn O'Brien
Green Beans with Slivered Almonds
California Blend Vegetables
Peas and Carrots
Sugar Snap Peas
Broccoli
Summer Squash, Zucchini and Pepper
Blend

Potatoes, Pasta or Rice

Garlic Roasted Mashed Potatoes
Au gratin Potatoes
Herbed Baby Red Potatoes
Baked Potatoes
Seasoned Potato Wedges
Wild Rice Blend
Rice Pilaf and Fresh Garlic
Penne Pasta with Marinara Sauce

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If you have any special menu needs, please tell your sales manager, so we
may address them with a customized menu proposal.*

Entrée Selections for Grand Dinner Buffet

Beef Selections

Roast Beef – Thinly Sliced and Finished with Mushroom Sauce

Sliced London Broil with Demi Mushroom Sauce

Chicken Selections

Apple Maple Chicken with Walnuts

Chicken Cordon Bleu with Mushroom Sauce

Stuffed Chicken Breast with a Poulette Sauce

Chicken Parmesan

Chicken Marsala

Seafood Selections

Baked or Broiled Cod

Baked Orange Roughy with Lemon Dill Butter

Other Selections

Meat or Vegetable Lasagna

Pork Loin with Apple Brandy Glaze

BBQ Pork Ribs

Sliced Virginia Ham

Tortellini Alfredo

Carving Stations

\$35.00 per Station additional Set Up Fee

Roast Prime Rib of Beef with Au Jus. (Add \$5.00 Per Person Additional)

Honey Glazed Ham with Pineapple Raisin Sauce (Add \$2.00 Per Person Additional)

Smoked Turkey Breast with Sage Seasonings (Add \$2.00 Per Person Additional)

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may address them with a customized menu proposal.*

Appetizers

(Listed prices are per 50 pieces)

Hot Appetizers

| | |
|--|----------|
| Chicken Wings..... | \$65.00 |
| Breaded and deep fried chicken wings and drummies | |
| Buffalo Wings..... | \$65.00 |
| Tossed in our own special buffalo sauce with celery sticks and bleu cheese dressing | |
| BBQ or Swedish Meatballs..... | \$65.00 |
| Petite meatballs served in your choice of sauces | |
| Egg Rolls..... | \$65.00 |
| Vegetarian or pork filled egg rolls served with a sweet and sour sauce | |
| Beef or Chicken Kabobs..... | \$100.00 |
| Tender pieces of meat alternating with fresh vegetables | |
| Chicken Quesadillas..... | \$95.00 |
| Flour tortillas filled with chicken, cheese, onions and peppers | |
| Bacon Wrapped Scallops..... | \$120.00 |
| Tender sea scallops wrapped in a hickory smoked bacon | |
| Petite Quiches..... | \$75.00 |
| Spinach or bacon blended with eggs and cheese in pastry crust | |
| Chicken Strips..... | \$85.00 |
| Boneless strips of chicken breast, breaded and deep fried, served with a honey mustard sauce | |
| Crab Rangoon..... | \$85.00 |
| Deep fried and served with sweet and sour sauce | |
| Bacon Wrapped Water Chestnuts..... | \$75.00 |
| Crunchy water chestnuts wrapped in hickory smoked bacon, served in teriyaki sauce | |
| Crab Stuffed Mushroom Caps..... | \$115.00 |
| Crab and cheese stuffed mushrooms | |
| Sausage Stuffed Mushroom Caps..... | \$85.00 |
| Sausage and cheese stuffed mushrooms | |
| Beef Carving Station..... | \$225.00 |
| Carved roast top round of beef served with cocktail rolls, horseradish cream, mustard and mayonnaise | |
| Turkey Carving Station..... | \$150.00 |
| Tender carved roast turkey breast served with trimmings | |

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may address them with a customized menu proposal.*

Cold Appetizers

| | |
|--|----------|
| Artichoke Dip | \$75.00 |
| A blend of cheeses and artichokes served with toasted bread rounds | |
| Cocktail Shrimp..... | \$175.00 |
| Chilled jumbo shrimp served with a tangy cocktail sauce | |
| Smoked Salmon..... | \$175.00 |
| Whole smoked salmon beautifully displayed with cream cheese, capers, chopped egg, onions and served with assorted crackers | |
| Silver Dollar Sandwiches..... | \$90.00 |
| Turkey, ham and roast beef served on mini rolls with lettuce, tomato, mustard and mayo on the side | |
| Deviled Eggs..... | \$85.00 |
| Boiled egg filled with a traditional tangy filling | |
| Stuffed Celery Sticks..... | \$95.00 |
| Crispy celery filled with herbed cream cheese | |
| Pickle Pinwheels..... | \$85.00 |
| Crunchy sliced dill pickles wrapped in cream cheese and deli ham | |
| Chocolate covered Strawberries..... | \$85.00 |
| Fresh garden strawberries dipped in milk chocolate and drizzled with white chocolate | |

Appetizer Displays

| | |
|--|-------------------|
| Cheese Display..... | \$4.95 per person |
| Sliced and cubed Wisconsin cheeses paired with sliced of fresh fruit, served with crackers | |
| Vegetables and Dill Dip..... | \$3.95 per person |
| Fresh seasonal vegetable display served with a dill dipping sauce | |
| Fruit Display..... | \$4.95 per person |
| Sliced seasonal fruit | |

Displays are replenished for a maximum of 1 ½ hours
Must purchase equal quantity as guaranteed number of guests
If interested in a smaller quantity, please ask your sales representative for pricing

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Action Stations

(Minimum of 50 guests, must purchase equal quantity as guaranteed number of guests)

Pasta Bar \$7.95 per person

Tortellini, farfalle, pesto sauce, alfredo and marinara sauces with bread sticks

Fajita Bar \$8.95 per person

Sizzling beef and chicken sautéed with onions and peppers, served with tortillas, cheese, sour cream, guacamole and salsa

Fondue Station \$8.50 per person

Chocolate fondue with fresh fruit and creamy cheese fondue with cubed breads

Thai Sautee \$8.95 per person

Beef, chicken and fresh vegetables with hot peanut sauce, sweet and sour sauce and Hoisan sauce (Add shrimp and scallops for an additional \$3.00 per person)

Potato Bar \$5.75 per person

Baked, mashed, or baby red potatoes with your choice of cheese, sour cream, bacon, chives, broccoli and butter

Prices listed above are for 1 ½ hours with chef service.

Any additional hours are charged at 50% of the listed menu price per person

Bar Service

| | |
|--|-----------------|
| Domestic Beers..... | \$3.75 |
| Imported Beers..... | \$4.00 and up |
| Domestic Half Barrel of Beer..... | \$225.00 |
| Premium or Import Half Barrel of Beer..... | \$ Market Price |
| House Wine (per glass)..... | \$4.00 |
| House Wine (per bottle)..... | \$15.00 |
| Featured Wines..... | \$5.00 and up |
| House Champagne (per bottle)..... | \$15.00 |
| Rail Drinks..... | \$4.25 and up |
| House Drinks..... | \$4.75 and up |
| Premium Drinks..... | \$5.50 and up |
| Sodas..... | \$2.00 |

The Hotel is the sole alcoholic beverage licensee on the hotel premises.
It is subject to the regulations of the State Alcoholic Beverage Control Commission
and violations of these regulations may jeopardize the hotel's license.

Our policy prohibits the service of alcoholic beverages not purchased from or regulated by the hotel.
We reserve the right to decline service of alcohol for the safety of your guests.
We urge you and your guests to drink responsibly.

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may address them with a customized menu proposal.*

CATERING POLICIES AND PROCEDURES

FOOD AND BEVERAGE

- ◆ Menu selections must be finalized two weeks prior to event date. There is a split entrée fee of \$1.00 per person for two entrée selections.
- ◆ The Radisson Hotel is not responsible for quality of food if time is delayed by booking party.
- ◆ Bar set-up fee of \$50 applies to all bars. Radisson Hotel is subject to Wisconsin State Law regarding the sale of alcoholic beverages.
- ◆ All alcoholic beverages must be dispensed only by hotel servers and bartenders. We reserve the right to decline service of alcohol for the safety of our guests. Kegs of beer and hosted bars will be removed from the room at midnight.
- ◆ All federal, state and local laws will be strictly adhered to with regard to food and beverage purchase and consumption.
- ◆ All food and beverage must be purchased from the Radisson Hotel. No food or beverage may be removed from the banquet area. The Radisson Hotel reserves the right to cease functions without refund if alcohol or food is brought into a function from guest rooms or outside.

GUARANTEE

- ◆ A guaranteed number of attending guests must be received by the catering department at least four days prior to event. Guaranteed numbers may not decrease after this time.
- ◆ If catering office does not receive a guarantee, we will assume the guarantee to be the maximum number that appears on the event order. Should your attendance be less than your guarantee, you will be charged for the guaranteed amount. Should you exceed your guarantee, you will be charged accordingly.
- ◆ Finalized details (food, beverage, AV, etc.) must be received two weeks prior to event.
- ◆ The hotel reserves the right to substitute a comparable room for the function if the room reserved herein cannot be made available to the guest or if attendance should reduce or increase. Such substitution shall be deemed by the hotel and customer as full performance under this contract.
- ◆ We will set for 10% over the guarantee for groups of 1-100 guests, 5% for 101 or more guests.

SERVICE CHARGE AND TAXES

- ◆ 19% service charge and 5.5% state tax applies to all prices.
- ◆ Tax exemption certificates must be submitted to the sales department with the signed contract.

ROOM SET-UP

- ◆ Radisson Hotel is not responsible for delays caused by changes made to the signed contract the day of the event. Any labor charges incurred due to said changes is the sole responsibility of the customer.
- ◆ All decorations must meet with the approval of the Madison Fire Department. The Radisson Hotel will not permit the affixing of anything to the walls or ceiling of rooms unless written approval is obtained from the hotel.
- ◆ Confetti, glitter and crepe paper are forbidden from use.
- ◆ Audio-visual aids are available upon request. Any additional costs for electrical, telephonic or communication needs is the customer's responsibility.
- ◆ Electrical outlets in most meeting rooms have a maximum load capacity of 110V-20 amps. A 30-day notice is required for any additional electrical or mechanical needs.

CANCELLATION

- ◆ All events cancelled within 4 business days of the event date will be subject to a charge of 100% of the estimated revenue. All events cancelled within 5-10 business days will be subject to a charge of 50% of the estimated revenue. All events cancelled 11+ business days will be subject to a charge of 25% of the estimated revenue. This includes all food, beverage, meeting room and audio visual. All deposits made are non-refundable upon cancellation
- ◆ This includes all food, beverage, meeting room and audio-visual equipment.
- ◆ All deposits are non-refundable upon cancellation of the event.

PAYMENT

- ◆ A deposit may be required at the time of signing the contract and will be applied towards the final bill.
- ◆ Payment shall be made in full three business days prior to the event unless credit has been established to the satisfaction of the hotel.
- ◆ If direct billing privileges have been granted, then payment in full is due within thirty (30) days of the event date.
- ◆ Functions will be subject to one master bill; individual payments cannot be received. Banquet checks will be presented to the person in charge of the event for signing.

SHIPPING AND RECEIVING

- ◆ No material shipments will be accepted until five business days prior to the event date. Any packages shipped to the hotel must be clearly labeled with the name and date of the event.
- ◆ All shipping must be pre-arranged with your hotel contact prior to items being shipped to the hotel.
- ◆ Guests are responsible for the shipment of items after leaving the hotel. All items left over 24 hours after the conclusion of the event will be considered abandoned. The hotel will not be responsible for these items at that point in time.

RESPONSIBILITY AND LEGAL RAMIFICATIONS

- ◆ The Radisson Hotel will not assume any responsibility for the damage or loss of any merchandising or items left in the hotel prior to or following the function.
- ◆ The Radisson Hotel reserves the right to inspect and control all private parties, meetings, etc. being held on the premises.
- ◆ The Radisson Hotel will make every reasonable attempt to guarantee prices 90 days prior to the function.
- ◆ Performance of this contract is contingent upon the ability of the hotel management to complete the same, and is subject to the following: accidents, governmental (Federal, State or Municipal) requisitions, restrictions upon travel, transportation, food, beverages or supplies, and other causes whether enumerated herein or not that are beyond the control of management which prevents or interfered with contract performance and/or compliance. In no event shall the hotel be liable for to of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise.
- ◆ The customer agrees to be responsible for any damages to hotel property and/or equipment provided by the hotel during the period of time that said property and/or equipment is under the customer's exclusive control or the control of an independent contractor hired by the customer.
- ◆ In the event that legal council is required by the Radisson Hotel to receive payment, booking party will be responsible for all attorneys' fees and other legal expenses incurred.

AUDIO VISUAL RENTAL EQUIPMENT

| | | | |
|---------------------------|----------|----------------------------|----------|
| Overhead Projector | \$40.00 | 35" Monitor/Receiver | \$275.00 |
| Hand Held Mic | \$10.00 | Power Strip | \$5.00 |
| Wired Lavalier Mic | \$15.00 | Plain Paper Fax | \$50.00 |
| Cordless Hand Held Mic | \$45.00 | Flip Chart -No Paper | \$10.00 |
| Cordless Lavalier Mic | \$55.00 | Flip Chart w/Paper | \$18.00 |
| Cordless Headset Mic | \$65.00 | HP Laser Printer | \$65.00 |
| Floor or Table Mic. Stand | \$5.00 | Tripod Easel | \$10.00 |
| 7300 Lumen Overhead | \$75.00 | 24 pin Dot Matrix | \$25.00 |
| Video Projector | \$130.00 | 3' x 4' Chalkboard/Easel | \$20.00 |
| LCD Projector | \$330.00 | 4' x 6' Chalkboard on legs | \$30.00 |
| 16mm Projector | \$30.00 | 3' x 4' Corkboard/Easel | \$10.00 |
| 35mm Slide Projector | \$40.00 | 3' x 4' Whiteboard/Easel | \$20.00 |
| Wireless Remote | Included | 4' x 6' Whiteboard | \$45.00 |
| 8" Tripod Screen | \$18.00 | 34" Cart on Wheels | \$5.00 |
| VHS Recorder | \$40.00 | 48" Cart on Wheels | \$10.00 |
| 10' x 10' Screen | \$30.00 | 54" Cart on Wheels | \$10.00 |
| 13" TV/VCR Combo | \$50.00 | Safelock Stand | \$10.00 |
| 9' x 12' Fast Fold Screen | \$85.00 | 4 Channel Audio Mixer | \$15.00 |
| 20" TV/VCR Combo | \$65.00 | 24 Channel Audio Mixer | \$60.00 |
| Dress Kit for Fast Fold | \$25.00 | Cassette Recorder | \$15.00 |
| 27" TV/VCR Combo | \$95.00 | Stereo Cassette Deck | \$25.00 |
| Pipe & Drape (8' Sect.) | \$50.00 | CD Audio Single Player | \$20.00 |
| Laser Disc Player | \$55.00 | CD Audio Multi Player | \$30.00 |
| Laser Pointer | \$10.00 | Outside Analog | |
| 20" Monitor/Receiver | \$40.00 | Phone Line | \$25.00 |
| Teleprompter/Monitor | \$125.00 | Speaker Phone | \$15.00 |
| 27" Monitor/Receiver | \$60.00 | Polycon Phone | \$65.00 |
| 25' Extension Cord | \$5.00 | AV Tech Per Hour | \$75.00 |

- Prices do not reflect 5.5% sales tax
- Additional equipment is also available
- Complimentary podiums are available upon request
- All projectors include a screen

