



PROPERTY PROFILE

Address

666 Wisconsin Avenue, P.O. Box 8
Madison, Wisconsin 53701

E-mail: catering@theedgewater.com

E-mail: reservations@theedgewater.com

Web site: www.theedgewater.com

Phone

608-256-9071

Toll-Free 800-922-5512

Facsimile Services

608-256-0910

Travel Agents

Sabre LE 10565

Apollo/Galileo LE - 16342

Worldspan LE 10565

Amadeus LE MSN65A

HTI Code: LHC

Location

Downtown - On Lake Mendota, in the historic Mansion Hill district
Short walking distance to the State Capitol, UW-Madison Campus, State Street shopping, museums,
and the Overture Art Center

Distance from Airport

15 minutes (3.5 miles)

Transportation from Airport

No charge for transport in Edgewater's limousine. Gratuities appreciated.

Service available 7:00 a.m. Sunday through 4:00 p.m. Friday. No service on Saturday.

Credit Cards

American Express, MasterCard, VISA,
Diners Club, and Carte Blanche

Guest Rooms

Total number: 107

Suites: 31

Lakefront Rooms: 56

Meeting Rooms

Total Number: 9

Exhibit Space

5,760 square feet

Most equipped with
high-speed DSL and
electronic screens.

Capacity of Largest:

300 Classroom

600 Theatre

450 Banquet

Provided by Hotel at No Charge

Lecterns with lights, table-top podiums, risers, screens, easels, AV carts, pads, and pens.

*All other AV equipment available for rental with prior notice. Ask for current prices upon reservation.

Recreational

Complimentary health club passes. Lakefront location with Madison's best sunsets. Swimming, fishing,
boating on Lake Mendota.

Amenities

- Fax and copy service
- Weekday same-day valet service
- Complimentary underground parking
- Health club passes
- Pier and boardwalk open in season
- Irons and boards
- Voicemail phones
- In-room coffee
- Delivery of weather forecast
- Business service area with desk, printer, and DSL
- Weekday complimentary *USA Today* newspaper
- Nightly turn-down service with bottled spring water
- Shoe shine service
- Complimentary service of ice
- Hair dryers
- Coffee and decaf station in lobby
- Dataport phones and/or high-speed DSL
- Nightly towel refresh

SIGHTS AND ACTIVITIES

Less than 15 minutes away...

Capital Brewery and Beer Gardens
Children's Museum
Chazen Museum of Art
Governor's Mansion
Henry Vilas Zoo
James Madison Park and Beach
Monona Terrace Convention Center
Madison Art Center
Olbrich Park and Botanical Gardens
Overture Center
State Historical Museum

Less than 30 minutes away...

Botham Winery
Cave of the Mounds
Little Norway/Blue Mounds
Wollersheim Winery

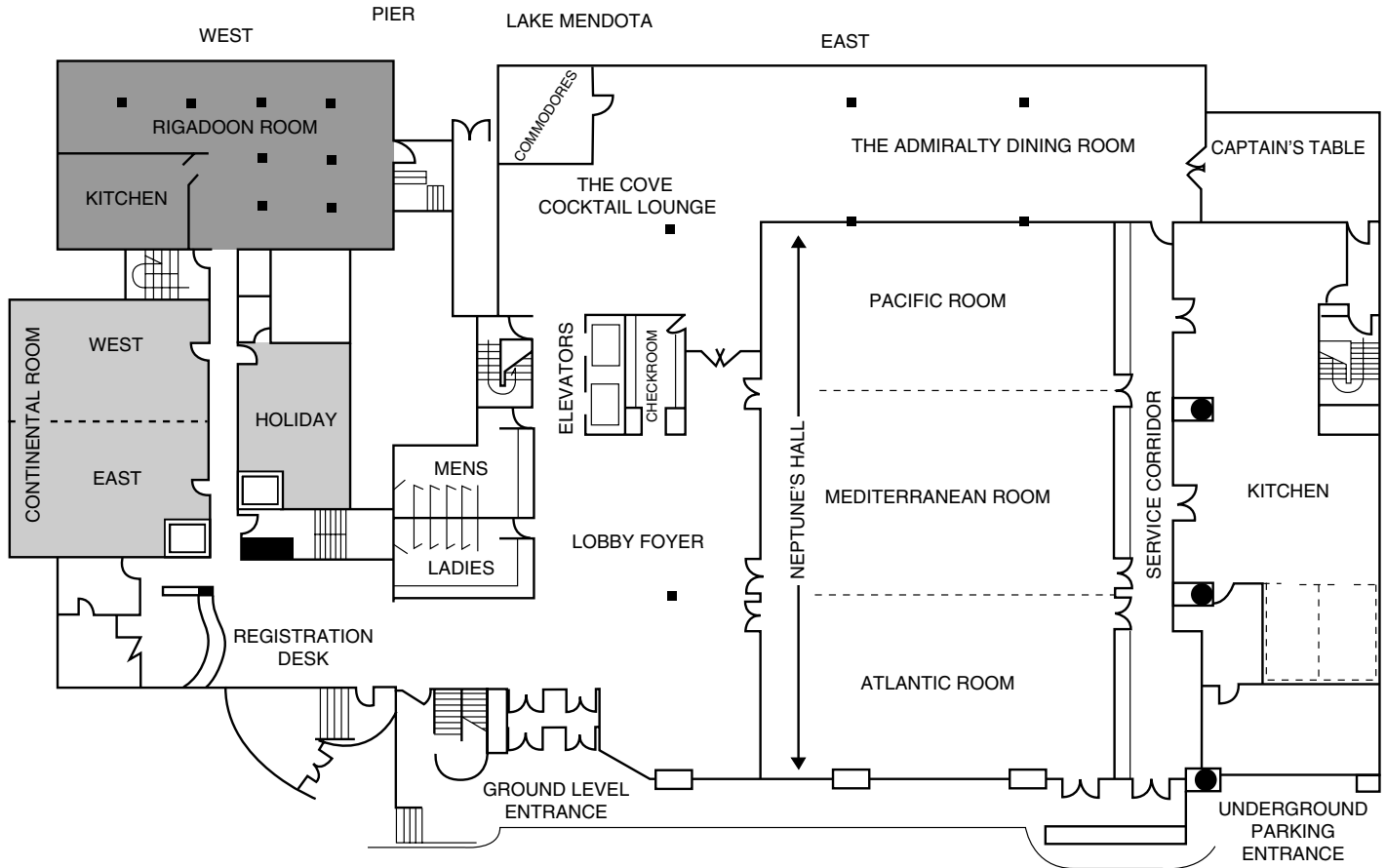
Less than 45 minutes away...

Circus World Museum
Taliesin/Spring Green
The House on the Rock

Less than 60 minutes away...

Milwaukee
Wisconsin Dells

Edgewater Floor Plans



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Style of Setup	TH	CL	CO	BQ	Size	Sq. ft.
LOBBY LEVEL						
Neptune's Hall	600	300	60	450	60' x 96'	5,760
Atlantic Room	200	100	40	150	32' x 60'	1,920
Mediterranean	200	100	40	150	32' x 60'	1,920
Pacific Room	200	100	40	150	32' x 60'	1,920
Captain's Table	30	20	25	40	19' x 29'	551
Commodores	N/A	N/A	12	16	16' x 16'	256
LOWER LEVEL 1						
Continental Room	100	60	40	80	33' x 46'	1,518
East	50	30	20	40	23' x 33'	759
West	50	30	20	40	23' x 33'	759
Holiday Board	30	20	16	32	19' x 29'	551
LEVEL 7						
Rigadoon Room	30	N/A	20	60	20' x 54'	1,080

GENERAL INFORMATION

1. MENU SELECTION:

Menu selections for meal functions must be submitted to the Catering Office two weeks prior to the date of the function. A single entrée selection is strongly recommended for all functions. Should an additional choice be necessary, no more than three entrees can be provided, at a charge of \$1.00 per person, additional. The group reserving the party must meet the following conditions:

- A. The exact number of each entrée must be reported to the Hotel by 12:00 noon at least two working days prior to the function.
- B. Identification, in the form of color-coded place cards or some other method, must be provided by the host/hostess so that the wait staff can serve properly without delay.
- C. When choices are offered, the exact number of each must be prepared in advance; therefore, the host/hostess will be charged for that count plus any last minute changes. We are happy to prepare vegetarian and restricted diet meals with proper advance notice.

2. GUARANTEE:

A guaranteed number of guests in attendance is required by 12:00 noon **three business days** prior to the function. **THIS NUMBER CANNOT BE REDUCED ONCE MADE.** If attendance is greater than the guarantee, charges will be made for the number served. If attendance is lower than the guarantee, you will be charged for the number guaranteed. If no guarantee is received two working days prior to the function, the hotel will assume the guarantee is the estimated number on the original reservation and charges will be made in the same manner as above. The Hotel will only be prepared to serve 5% over the guaranteed number. The hotel cannot guarantee provision of identical meals for overages, although substitutions will be allowable.

3. DEPOSIT/PAYMENT/CREDIT TERMS:

A \$1,000.00 deposit is required for all non-corporate-sponsored events at the time of booking in order to hold the reservation definite. This amount will be credited to the total function charges. **No refund of deposit will be made in the event of a cancellation.** A charge of 25% of the function agreement will be assessed if cancellation occurs within seven days of the event. A charge of 50% of the function agreement will be assessed if cancellation occurs within two days of the event. Payment is due and payable at the conclusion of the function. For your convenience, we will be happy to accept your Personal Check, Diners Club, Carte Blanche, Visa, MasterCard or American Express Card. If credit has been established, this balance is due upon receipt of the bill. Finance charges will be assessed at the rate of 1.5% per month on unpaid balances. The Hotel reserves the right to limit the amount of credit issued to the applicant. The Hotel also reserves the right to suspend/revoke privileges for noncompliance of Hotel Rules or Credit Terms. See also Wedding Specific Policies in Catering Menu and Conference Services Booklet. **If the event is cancelled less than six months prior to the date of the event, a 100% estimated charges penalty will be assessed. If the event is rebooked within the same calendar year, deposit will transfer and no penalties will be assessed.**

4. PRICES/SERVICE CHARGE/TAX:

Prices are guaranteed 60 days prior to the function. Said prices are subject to a standard 18% service charge and state sales tax on the total food and service charge. Beverage prices are subject to an 18% service charge. All prices are subject to change without notice due to market price fluctuations. Groups requesting Tax Exemptions must submit a copy of their Tax Exemption Certificate prior to the function.

5. RESPONSIBILITY:

The Hotel does not permit the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, transparent or carpet tape or any other substance, unless written approval has been established prior to the function. Patrons will accept responsibility for and agree to pay appropriate charges for damages to the property, equipment on the property, and stolen property. The Edgewater Hotel will not tolerate inappropriate or disruptive behavior at the expense of other guests in the hotel. If in the sole judgment of the hotel, security is required in order to maintain order due to the size and nature of your function, the Hotel may require you to provide, at your expense, uniformed security personnel. Any and all provisions for security personnel must be arranged through the Hotel's Sales and Catering Office. The person hosting any function is ultimately responsible for any under-age drinking, and resulting damages. Any article left behind after the completion of a function will be assumed to be unwanted and will be disposed of as the clean up staff decides is appropriate. Objects of obvious value will be taken to lost and found, which is a division of the house-keeping department. The Edgewater Hotel is not responsible for articles left behind, lost, stolen, or misplaced.

6. LIABILITY:

The Hotel reserves the right to inspect and control all private functions. The Hotel reserves the right to change scheduled room location wherever necessary. By signing future agreements, The Edgewater, its owner and operators, shall not be held liable for failure to carry out such agreements as mentioned which is caused by fire, strikes, acts of God, terrorists, acts of terrorism or other conditions beyond reasonable control of the Hotel, its owners or operators.

7. PROHIBITED ITEMS:

The Law Prohibits patrons from bringing their own alcoholic beverages or food onto a licensed property. Appropriate Corkage Fees/Set-up Service Charges will be determined by the Hotel and added to the charges if any items are brought in without expressed consent of The Edgewater Hotel. Appropriate action will be taken if these fees are not paid. WISCONSIN LAW PROHIBITS SALE AND/SERVICE OF ALCOHOLIC BEVERAGES TO ANYONE UNDER THE AGE OF 21 YEARS! All patrons must possess a legitimate proof of I.D. Drinks and illegal I.D. will be confiscated by a Hotel representative and the guest asked to leave if they are found to be under age. Those not complying will be turned over to the authorities.

8. MUSIC:

All Music, Bands, or D.J.s, must stop precisely at or before 12:00 midnight. The Edgewater Hotel reserves the right to control or define the tolerance of the music level. Those who choose to ignore policy or warnings will be without electrical power after the second warning.

9. EQUIPMENT:

The following equipment is available from the Hotel, limited, at no charge:

Lecterns with lamps	Table-Top Podiums	Easels
Message Boards	Screens	Risers/Staging
Pads, Pens, and Water	Registration Tables	Microphone and Stand (excludes Lavalier)

With prior notice, the hotel can provide the following at a rental fee plus 25% handling charges:

Projectors (overhead, film, slide)		
TV Monitors	Tape Recorders	Remote Extensions
Spot Lights	Electric Pointers	Office Equipment
Pipe and Drape	Audio Visual Carts	Power Point Projector
Lavalier Microphones	Flip Charts w/markers	VCR Player/Recorders

10. SHIPPING AND RECEIVING:

If it is necessary for you to ship materials to the hotel, it is imperative that you observe the following instructions to ensure proper handling of your meeting materials. We request materials be shipped no earlier than 72 hours prior to your event. However, if this is necessary a storage charge of \$10.00 per item will be assessed. Each item should be clearly marked with the following:

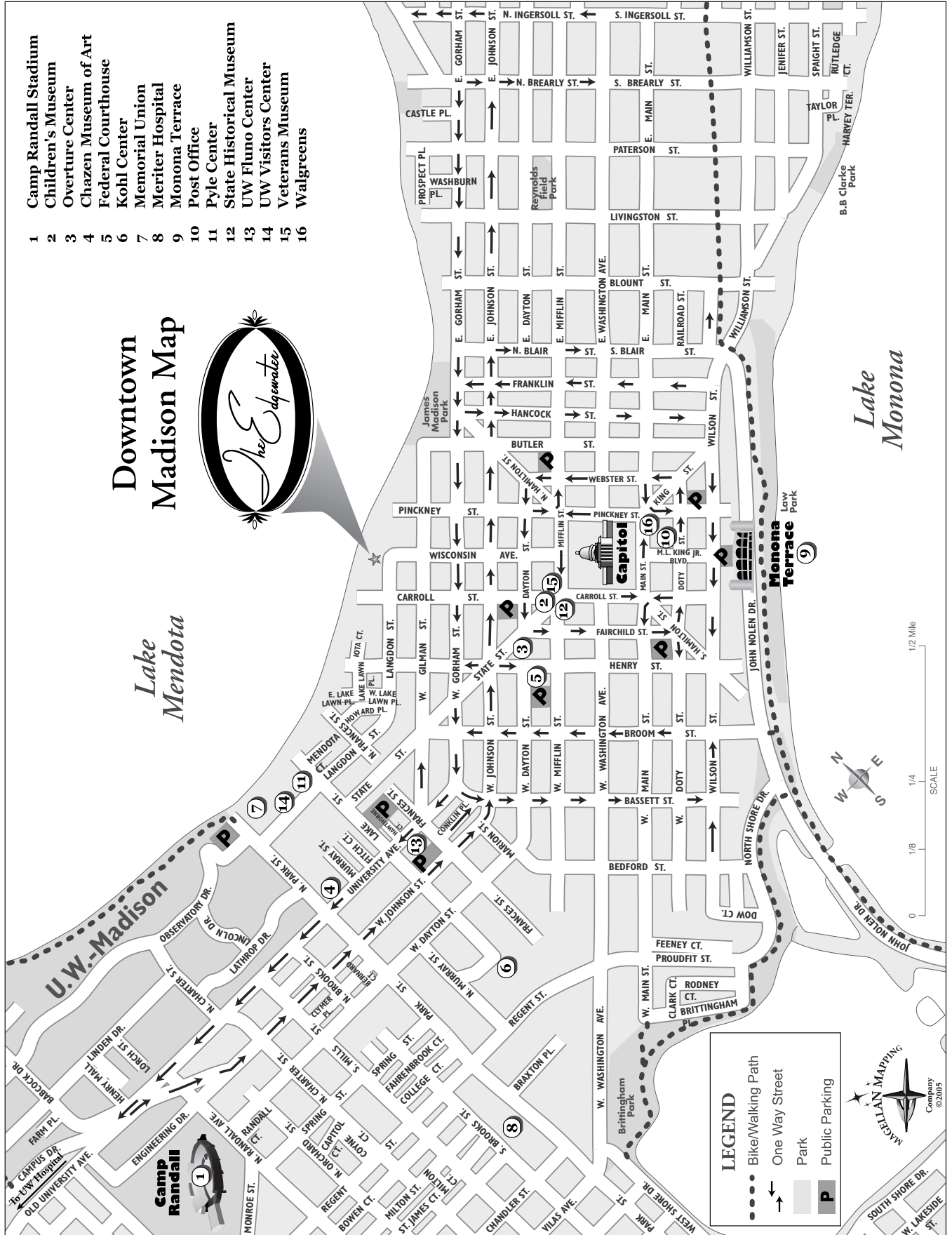
1. Organization Name and Name of the Meeting Planner
2. Date of the Function
3. Name of your hotel Sales Contact

11. WEDDING POLICY INFORMATION:

Wedding events are booked at a maximum of twelve (12) months prior to the date of the function. (Possible exceptions on specific dates.) A \$1,000.00 deposit is required to guarantee reception space. **This deposit is non-refundable upon cancellation.** This amount may be negotiated for smaller groups. Payment in full is due **three business days** prior to your function. Your total bill is estimated using your dinner guarantee. The remaining charges will be due and payable at conclusion of your function. The set-up/room rental charge is \$500.00. Banquet set-up includes a head table, cake table, place card table, gift table, cake-cutting fee, decoration assistance and post function cleaning. Included with your reception is a complimentary suite for the wedding couple, provided there is availability at the time of booking. A maximum block of 25 sleeping rooms may be set aside (depending on availability) under the wedding party names. The unreserved rooms will be released 30 days prior to the function. Parking is free for overnight guests. Other guests may use our underground parking ramp if space is available. This is on a first-come, first served basis. Should the need arise, additional public parking facilities are available and located within three blocks of the hotel.

- 1 Camp Randall Stadium
- 2 Children's Museum
- 3 Overture Center
- 4 Chazen Museum of Art
- 5 Federal Courthouse
- 6 Kohl Center
- 7 Memorial Union
- 8 Meriter Hospital
- 9 Monona Terrace
- 10 Post Office
- 11 Pyle Center
- 12 State Historical Museum
- 13 UW Fluno Center
- 14 UW Visitors Center
- 15 Veterans Museum
- 16 Walgreens

Downtown Madison Map



LEGEND

- Bike/Walking Path
- One Way Street
- Park
- Public Parking



1/2 Mile
1/8 SCALE



APPLICATION FOR CORPORATE CHARGE PRIVILEGES



Name of Organization _____

Address _____

Telephone Number _____

Bank _____

Corporate Checking Account No. _____

Business References: _____

Name of individual who will be solely responsible for this account _____

Title _____ Home Address _____

Credit Terms

- (1) The total amount owing at the close of any billing period must be paid in full upon receipt of the monthly billing statement.
- (2) Finance charges will be assessed at the rate of 1.5% per month on unpaid balances.
- (3) The Management reserves the right to limit the amount of credit issued to applicant.
- (4) The management reserves the right to suspend or revoke privileges for noncompliance with House Rules or Credit Terms.
- (5) It is the applicant's responsibility to retain a copy of all charge tickets for his/her records.

Names and signatures of person authorized to use this account

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

The following information must be completed and signed:

I agree that should our account with the Edgewater become 45 days past due, the entire balance, at the sole discretion of the Edgewater Management, may be charge to any one of the credit card accounts listed below:

American Express No. _____

Expiration Date _____

Visa No. _____

Expiration Date _____

MasterCard No. _____

Expiration Date _____

Signature of individual responsible for this account _____

Date _____