



Let us make your special day even more memorable.

WHY MAPLE BLUFF COUNTRY CLUB?



- Elegant country club atmosphere, without the country club price
- Indoor and outdoor weddings, receptions, rehearsal dinners, brunches, gift openings and much more!
- Complimentary parking, located in northeast Madison. Close proximity to downtown Madison and local hotels
- No hidden costs or extra fees



- Delicious menu options for breakfast, lunch, dinner and hors d'oeuvre receptions. Can tailor a special menu for any occasion
- Excellent dining experience from our skilled and professional culinary team



- Accommodate parties of 5 to 300
- Elegant, historic, private country club setting
- Beautiful clubhouse and stunning views
- Complimentary tables, chairs, centerpiece mirrors, candles, and hurricane globes
- Peace of mind
- Available to non-club members and non-residents of Maple Bluff

FREQUENTLY ASKED *Questions*

1. WHAT DO I NEED TO DO TO HOLD THE SPACE?

We can put a “tentative” hold on banquet space for one week or longer if we do not have additional requests for the space at the time. To make the booking “definite”, a \$1,000 non-refundable deposit is required (for weddings or events greater than 100 people).

2. WHAT IS INCLUDED WITH THE ROOM RENTAL?

Only non-members are required to pay room rental for banquet space. The room rental fee includes room set up, tables (rounds and 8' tables, high and low cocktail tables), chairs, skirted tables (for registration, DJ, gifts, audio visual, etc.) Maple Bluff does not charge set up, clean up, decoration or cake cutting fees.

3. HOW MANY HOURS DOES THE RECEPTION ROOM RENTAL COVER?

Your room rental covers your event time until 12:00am the evening of the event (for evening events), unless otherwise approved by club management.

4. WHAT FORMS OF PAYMENT ARE ACCEPTABLE?

We accept cash, check, cashier's check and debit or credit card payment. A credit card form is included in this packet. There is a 20% service charge on all food and beverage, and a 5.5% sales tax charge on all charges, including room rental and audio visual charges. A 3% convenience fee will be added to the total amount paid by credit card.

5. WHEN IS MY FINAL GUARANTEE COUNT DUE?

A final attendance count/guarantee must be submitted seven (7) working days prior to your event. The amount you guarantee on your actual attendance, which ever is greater, is the amount for which you will be billed.

6. CAN I BRING IN ANY OF MY OWN FOOD OR BEVERAGE?

Any food or beverage consumed on Maple Bluff's property must be purchased, prepared and served by Maple Bluff staff. All food and beverage, with the exception of a “specialty cake” must be purchased through Maple Bluff Country Club. Any “specialty cakes” (i.e. wedding or groomsman cakes) must be prepared by a professionally licensed establishment.

7. ARE ANY DECORATIONS PROHIBITED?

You are welcome to bring decorations, however confetti, glitter and birdseed are NOT allowed. We also do not allow the use of a fog machine. All decorations, and removal of same, are your responsibility. Nothing may be affixed to windows, walls, doors ceilings, or any other structure on Maple Bluff's premises, without prior approval. The use of nails, screws, staples, tape, glue, or any other substance is prohibited.

8. CAN WE TAKE PHOTOGRAPHS OUTSIDE OR ON THE GOLF COURSE?

With prior approval from club management, photos may be taken outside. We have some lovely areas outside of the clubhouse and on certain tee boxes for photos.

9. CAN WE HOLD OUR CEREMONY OUTSIDE?

Maple Bluff offers outside and inside on-site ceremonies for your convenience. There is a \$750 charge for all special ceremonies on site. We will reserve indoor space for the ceremony in the case of inclement weather. If chair rental is required, the client pays rental fees; however MBCC will set up and tear down the chairs at no additional charge.

10. IS THERE A PRIVATE ROOM FOR THE BRIDAL PARTY TO GET READY?

We have our ladies' locker room available for the ladies to dress and prepare.

11. CAN WE HAVE A MENU TASTING TO HELP US DECIDE ON OUR MENU?

We would be happy to arrange a menu tasting for you with our Executive Chef. All salad and entrée items can be selected for the tasting. Hors d'oeuvres cannot be selected for the tasting. All items will be billed at listed pricing.



ROOM AND SERVICE *Rentals*

There are no room rental charges for members of Maple Bluff Country Club.

ROOM RENTALS

President's Room
\$100

DIRECTOR'S ROOM

\$100

CAPITOL ROOM

\$200

SKY TERRACE

\$400

BALLROOM

\$200

ALL ROOMS INCLUDING BALLROOM

\$750

CEREMONY INSIDE OR OUTSIDE

\$750

EQUIPMENT AVAILABLE FOR NO CHARGE

Standing Podium Microphone
Piano
Flip Chart with Markers
Projection Screen
LCD Projector
Wireless Polycomm Conference Phone System
DVD and TV Set-up

COAT CHECK PER HOUR

\$20



Food & Beverage

A final attendance count/guarantee must be submitted seven (7) working days prior to your event. The amount you guarantee or your actual attendance, whichever is greater, is the amount for which you will be billed.

If two or more entrées are selected, a \$1 per person surcharge will be applied to the bill.

Deposits, Payments & Cancellations

There are two (2) financial deposits required prior to your event:

1. \$1,000.00 non-refundable deposit, a signed agreement and credit card information is required to hold your date. This amount will be credited towards the final balance due.
2. 100% of the projected billing is due seven (7) days prior to your event.
3. MBCC accepts check and credit card payments. A 3% convenience fee will be added to the total amount paid by credit card. Accepted forms of credit cards are Visa, Mastercard, Discover and American Express. A credit card form is available in this guide.
4. If an event is postponed, all deposits will be forwarded to the new event date.
5. Any event or group of 15 or more people canceling with less than 72 hours notice, (excluding unforeseen circumstances,) will forfeit any deposit paid or 50% of projected revenue will be charged if no deposit was required. In the event of a cancellation, any deposit money will be under the discretion of the clubhouse manager.

Pricing, Service Charges & Taxes

All food and beverage pricing listed is subject to change, based on market prices. There will be a 20% service charge added to all food and beverage items. Additionally, a 5.5% Wisconsin sales tax will be added to the total bill. There are no service charges for non-food and beverage items, such as equipment rentals; however, sales tax will apply.

Food and Beverage Restrictions

- Any food and beverages consumed on Maple Bluff's property must be purchased, prepared and served by Maple Bluff staff. Food and beverages of any kind is not permitted to be brought in to MBCC. The exception to this rule would be a "specialty cake" such as wedding cake. All specialty cakes must be prepared by a professionally licensed establishment.
- For a myriad of reasons including Wisconsin's State Health Code and your guests health and safety, the only food permitted to leave the club will be any leftover "specialty cake".
- Alcohol service will end at midnight the night of your event. For the safety of all, we reserve the right to make decisions regarding refusal of alcohol service to anyone. Additionally, we reserve the right to require your guests to present proper identification of proof of age for alcohol service. Bringing in alcohol of any type, including wine, is prohibited and in violation of Maple Bluff Country Club's liquor license.
- Certain neat spirits and shots are prohibited to be served at all events.





Decorations

All decorations are your responsibility to set up and tear down. Confetti, glitter and birdseed are not allowed. Nothing may be affixed to windows, walls, doors, ceilings or any other structure on Maple Bluff's premises without prior approval. The use of nails, screws, staples, tape, glue, or any other substance is prohibited. Decorating will be allowed prior to your function, based on room availability. Check with the banquet director prior to your function for early access time. Standard clean up is included with the costs; however, failure to adhere to the above policies or excessive uncleanliness will result in additional charges.

Damages

The host assumes the responsibility for any damage to the premises or equipment by members, guests or any outside participants contracted by the host during the function.

Disclaimers

- MBCC is not responsible for security of gifts or personal belongings. Please monitor both during your function and remove all gifts and personal effects immediately following your event.
- The patron agrees to hold harmless Maple Bluff Country Club, it's partners, employees, agents, officers, directors, affiliates, and independent contractors from any and all claims, actions, suits or allegations for damages to person or property which relates, emanates or in any way pertains to the event. Further, patron agrees to indemnify the club for any and all costs or losses.

Parking

Maple Bluff Country Club offers free on-site parking to you and your guests for your event.

Miscellaneous

- Evening receptions and events may continue until 12:00 A.M. the night of the event, unless otherwise contracted with MBCC management.
- Maple Bluff offers outside and inside on-site ceremonies for your convenience. There is a \$750 charge for all special ceremonies on site.
- Maple Bluff Country Club is a smoke-free establishment. Smoking of any substance of any kind is restricted in any enclosed environment. Smoking is only allowed in designated outside areas.
- Incoming cell phone calls are prohibited on club property. Outgoing calls may be made in the parking lot or private dining rooms.
- Based on Wisconsin Concealed and Carry Law, firearms and weapons are prohibited in Maple Bluff Country Club.
- Steaks and hamburgers that are served rare or medium may be undercooked and will only be served upon the consumers request. Whether dining out or preparing food at home, consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

MAPLE BLUFF COUNTRY CLUB

Banquet Agreement

When you've read and understand the above banquet policies of Maple Bluff Country Club and decide to reserve a date, please sign below. With this signed contract and your deposit, we'll hold your special day. Thank you very much.

Date of Function: _____

Type of Function: _____
(Reception, Meeting, ect.)

Room(s) Requested: _____
(Ballroom, Capitol Room, Sky Terrace, Director's Room, President's Room, Hearth Room)

Start Time: _____

Initial Expectation of Attendance: _____

Deposit Sent to Hold Date: \$ _____

We require a credit card number on file for all non-members. We accept Mastercard, Visa, Discover, and American Express. Your credit card will only be used for any outstanding balance 30 days after event.

Name on Card: _____ Type of Card: _____

Card # _____ Expiration: _____ 3 Digit Code: _____

CLIENT

Name: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Member Sponsor, if Applicable: _____

Signature*: _____

Date: _____

*Signature of this contract signifies your agreement to MBCC Banquet Policies and understanding of information stated in this packet.

MAPLE BLUFF CLUBHOUSE MANAGER OR DIRECTOR OF SALES & MARKETING

Printed Name: _____

Signature: _____

Date: _____