

# WEDDING INFORMATION

## APR 2023 – MAR 2024

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## THE BRINK LOUNGE

(608) 661-8599

[www.thebrinklounge.com](http://www.thebrinklounge.com)

[events@thebrinklounge.com](mailto:events@thebrinklounge.com)

701 E Washington Avenue, #105 Madison, WI 53703

# VENUE RENTAL

*Up to 200 guests*

*Weekday \$2,000*

*Friday \$3,000*

*Saturday \$3,500*

*Sunday \$2,500*

*Food & Beverage Minimum \$3,500*



## **Included in Room Rentals:**

- Hours of use 10am – 12:30am
- Set-up and tear-down
- Tables & Chairs
- Table Linens & Linen Napkins
- Bartenders
- Unlimited Coke Products
- Event coordination assistance & venue coordinator on-site

## **Rehearsal Space**

### **Thursday or Friday \$350**

- 4 hours
- Practice ceremony
- Rehearsal dinner
- Set-up decorations to relieve stress the day of the wedding

### **Room Flip Additional \$500**

*Tear down & set up of room for ceremony or for dancing from dinner*



# RENTAL INFORMATION



## ***To Reserve Your Event:***

To reserve your event at The Brink Lounge, please pay the non-refundable deposit (half the room fee) and sign the contract. Payment can be made over the phone and the contract can be signed electronically.

If the full payment is not made 3 weeks before the event, the event will be cancelled.

## ***Timeframes:***

10am Earliest Start Time

8:00pm Latest Start Time

(If less than 50% of guests have arrived by 8pm, the event will be cancelled)

11:45pm Last call

12:00am Music off

12:30am Decorations down and event concluded

## ***Venue Amenities:***

- There is outside seating on the patio level for guests of the banquet hall
- The banquet hall mezzanine level can be used for a dressing room
- Photobooths are allowed

## ***Tables Available in Banquet Hall:***

(10) Rounds – 5 ft diameter

(16) 4 ft Rectangle – 4' x 2.6'

(26) 6 ft Rectangle – 6' x 2.6'

(2) Small High-top

(6) Round High-top

(6) Square High-top



# VENDORS



## ***Preferred Caterers:***

- The Brink Lounge
- Blue Plate Catering
- Upstairs/Downstairs
- Buck & Honey's
- Bunky's Cafe & Catering
- Salvatore's Tomato Pies
- Hyvee Catering



## ***Outside Caterer Info:***

- Only food made by a licensed caterer is allowed. There is a fee for using a non-preferred caterer. The only exception is baked goods such as cakes and cookies.
- Outside alcohol and non-alcohol drinks are not permitted. If outside alcohol is found, the event will be immediately terminated and a fee will be charged.
- Please note that we do not allow "Drop and Go" caterers.
- Outside caterers would need to provide us with proof of licensing. Your choice of caterer will need to be on property a minimum of one hour prior to the start of dinner and remain on property until dinner service concludes. Your choice of caterer is responsible for all plate ware, silverware, buffet chaffers, dishes, utensils, and or all necessary items to keep food at it's proper temperature according to state law.



## ***Hotel Recommendations:***

- Hotel Indigo (Distance 0.5 mi)  
Shuttle service to venue available and within walking distance
- Hampton Inn & Suites Madison / Downtown (Distance 1.5 mi)  
Shuttle service to venue available; Bassett Street Brunch Club in hotel
- Home2Suites by Hilton Madison Central Alliant Energy Center (Distance 3.4 mi)  
Large rooms that can accommodate multiple people
- Courtyard by Marriott Madison East (Distance 8.3 mi)  
Shuttle service to venue and airport available
- Fairfield Inn & Suites by Marriott Madison East (Distance 8.3 mi)  
Shuttle service to venue and airport available

# ADDITIONAL INFORMATION



## ***Decor Restrictions***

- Nothing adhered or hung from painted surfaces
- Pushpins are not allowed on the drywall
- Candles within a container are allowed, as long as the flame is below the lip of the container
- Balloons are allowed, but if they drift to the banquet hall rafters, there will be a \$250 fee charged
- Confetti, balloons filled with confetti, table confetti, glitter, fake snow, fireworks, fog machines and silly string are prohibited.



## ***Cancellation Policies***

- All cancellations need to be received by email to [events@thebrinklounge.com](mailto:events@thebrinklounge.com)
- For weddings:
  - 180 days notice required, or entire room fee and food and beverage minimum and additional \$500 fee will be charged
- Refer to the contract for more information



## ***Other Policies***

- Smoking and vaping is not allowed inside the venue.
- Pets are not allowed, only service animals.
- Outside alcohol and non-alcoholic drinks are not permitted. If outside alcohol is discovered, the event will be terminated immediately and a fine will be charged. Non-profits are exempt, and may use sealed bottles of wine as fundraising incentives, as long as the bottles are not consumed on the property.
- Tickets cannot be sold for the event, unless given written permission.

# ADDITIONAL FEES



## A/V Equipment Add-ons

Sound Equipment – \$200  
Sound system with hook up  
for a personalized playlist  
with your own music device  
Wireless mic for speeches

A/V Equipment – \$200  
Projector and screen for a  
slideshow/presentation

## Required Fees

Sales Tax – 5.5%

Service Fee – 25%  
Applied to entire bill,  
except sales tax

## Decor Add-ons

Up Lighting – \$175  
Six lights with full range of  
colors

Tablecloth – \$100 per 10  
tables  
White or Ivory (Black  
included)

Cloth Napkins – \$75 per  
100 napkins  
Range of colors with Formal  
Pyramid style fold

## Non-Compliance Fees

Cleanup – \$350  
Removal of decorations left  
behind, including balloons  
trapped in the rafters

Outside Alcohol – \$500  
If outside alcohol is  
discovered  
Additional \$100 for each  
subsequent container found

## Other Add-ons

Cake Cutting Fee – \$2.50  
per person

Plates and Silverware –  
\$4.00 per person  
For outside caterer's food

Disposable Plates and  
Silverware – \$2.00 per  
person  
For outside caterer's food

Glass Water Goblets – \$75

Non-Preferred Caterer –  
\$400

Glass Candle Holders – \$50  
With white tea lights

Chair Covers & Sashes  
Removal – \$50

## Additional Fees

Additional Hours – Hours  
can be added to an event at  
a prorated rate depending  
on the room rental fee



# PARKING INFO

## **The Brink Lounge entrance – under the awning nearest the parking lot entrance**

- Street parking is available along Blount Street and E. Main Street.
- The Parking lots across Blount Street are available after 5:00pm, during the week.
- Good Neighbor Parking Lot: Available after 5:00pm on the weekdays, and all day on Saturdays and Sundays. 300+ car capacity.
- South Livingston Street Garage:
  - 111 S. Livingston St. Madison, Wisconsin 53703, 4 minute walk
  - Hourly Rate – \$.80/Hour
  - Nights and Weekends – \$8 Max
  - Special Events – \$8 Pay on Entry

