



DOUBLETREE
by Hilton™

MADISON EAST

Wedding Planner Guide

4402 East Washington Avenue. Madison WI

(608) 244-4703

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Welcome

Congratulations on your engagement!



All of the following amenities are included at no additional cost when hosting your reception at the DoubleTree by Hilton Madison East Include:

Wedding Suite for the bride and groom the night of the reception

Bottle of Champagne in your wedding suite

Complimentary breakfast for the bride and groom the following morning

Special group rates for your out of town guests

Cake cutting service

Bar set up and Bartender(s)

Mirrors and votive candles for all round tables

Raised Head table

Head table underlighting with white lights

Dancefloor with DJ table

Cake table, gift table, guest book table

Locked gift room

Bridal menu tasting

Onsite catering professional

Decorating assistance

Gift opening room

20% of rehearsal dinner



Wedding Packages



Package #1

Cocktail Hour:

- Cash Bar
- Complimentary Sodas
- Champagne Toast with Dinner

Hors D'Oeuvres:

- Cheese and Fruit Display
- Crudite Display

Dinner Entrees:

Choose two plated options for your guests. Meals to accommodate dietary restrictions are chef's choice and prepared at no additional cost. Dinner includes choice of house salad or Caesar salad, vegetable and starch, rolls, butter, coffee and tea

- Lemon Basil Chicken
- Chicken Piccata
- Rosemary Chicken
- Parmesan Crusted Tilapia
- Salmon with Lemon Dill Cream Sauce
- Roast Pork Loin with Apple Brandy Glaze
- Roast Beef with Mushroom Demi

\$36 per person*



Packages may be customized to meet your specific requests

** A 22% service charge and applicable state sales tax will be added to all food and beverage arrangements.*

Wedding Packages

Package #2



Cocktail Hour:

- Hosted bar for 2 hours Includes 1 ½ barrel of your choice (Miller Lite, Budweiser or Spotted Cow)
- House Level Cocktails
- House Wine
- Complimentary Sodas
- Champagne Toast With Dinner

Hors D'Oeuvres:

- Choice of 2: Chicken wings, traditional bruschetta, cheese and sausage display, bacon wrapped water chestnuts, fresh fruit skewers, stuffed mushrooms or Swedish meatballs

Dinner Entrees:

Choose two options for your guests. Meals to accommodate dietary restrictions are chef's choice and prepared at no additional cost. Dinner includes choice of house salad or Caesar salad, vegetable and starch, rolls, butter, coffee and tea



- Lemon Basil Chicken
- Chicken Piccata
- Artichoke & Sun Dried Tomato Stuffed Chicken
- Rosemary Chicken
- Parmesan Crusted Tilapia
- Grilled Halibut with a Lemon Caper Sauce
- Salmon with Lemon Dill Cream Sauce
- Roast Pork Loin with Apple Brandy Glaze
- Roast Beef with Mushroom Demi
- Prime Rib with au jus

\$55 per person*

Packages may be customized to meet your specific requests

*A 22% service charge and applicable state sales tax will be added to all food and beverage arrangements.



Wedding Packages

Package #3



Cocktail Hour:

- Hosted bar for 4 hours Includes 2 ½ barrels of your choice (Miller Lite, Budweiser or Spotted Cow)
- House Level Cocktails
- House Wine
- Complimentary Sodas
- Champagne Toast With Dinner

Hors D'Oeuvres:

- Choice of 2: Chicken wings, traditional bruschetta, cheese and sausage display, bacon wrapped water chestnuts, fresh fruit skewers, stuffed mushrooms or Swedish meatballs

Dinner Entrees:

Choose two options for your guests. Meals to accommodate dietary restrictions are chef's choice and prepared at no additional cost. Dinner includes choice of house salad or Caesar salad, vegetable and starch, rolls, butter, coffee and tea

- Lemon Basil Chicken
- Chicken Piccata
- Artichoke & Sun Dried Tomato Stuffed Chicken
- Rosemary Chicken
- Parmesan Crusted Tilapia
- Grilled Halibut with a Lemon Caper Sauce
- Salmon with Lemon Dill Cream Sauce
- Roast Pork Loin with Apple Brandy Glaze
- Roast Beef with Mushroom Demi
- Prime Rib with au jus



\$65 per person*



Packages may be customized to meet your specific requests

**A 22% service charge and applicable state sales tax will be added to all food and beverage arrangements.*

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Wedding Packages



Package #4

Cocktail Hour:

- Hosted bar for 4 hours: Includes up to 2 ½ barrels of your choice (Miller Lite, Budweiser or Spotted Cow)
- House Level Cocktails
- House Wine
- Complimentary Sodas
- Champagne Toast with Dinner

Hors D'Oeuvres:

- Choice of 3: Chicken wings, traditional bruschetta, cheese and sausage display, bacon wrapped water chestnuts, fresh fruit skewers, stuffed mushrooms, Swedish meatballs, mini crab cakes, bacon and blue BLT crostini or antipasto display

Dinner Entrees:

Choose two options for your guests. Meals to accommodate dietary restrictions are chef's choice and prepared at no additional cost. Dinner includes choice of house salad or Caesar salad, vegetable and starch, rolls, butter, coffee and tea

- Chicken Piccata
- Artichoke & Sun Dried Tomato Stuffed Chicken
- Rosemary Chicken
- Parmesan Crusted Tilapia
- Crab Stuffed Sole
- Grilled Halibut with a Lemon Caper Sauce
- Salmon with Lemon Dill Cream Sauce
- Roast Pork Loin with Apple Brandy Glaze
- Brandy Beef Medallions
- Roast Beef with Mushroom Demi
- Prime Rib with au jus

Late Night Snacks:

Choice of Nacho Bar, French Fry Bar, Chicken Wings, Cocktail Sandwiches or Pizzas (includes 10)

\$72 per person*



Packages may be customized to meet your specific requests

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Dinner Buffet



Build Your Own Buffet:

Includes your choice of salad, 3 sides, rolls, butter, coffee and tea

Two Entrée: \$32 per person

Three Entrée: \$35 per person

Salad Choices:

House, Caesar Salad or Spinach Salad



Side Choices:

- Garlic Mashed Potatoes
- Parsley Buttered Baby Red Potatoes
- Wild Rice Pilaf
- Roasted Fingerling Potatoes
- Twice Baked Potato
- Potatoes Anna
- Green Beans with Slivered Almonds
- California Blend
- Sugar Snap Peas
- Squash, Zucchini, Mushroom, Pepper Blend
- Roasted Brussel Sprouts

Entrée Choices:

- Chicken Piccata
- Rosemary Chicken
- Lemon Garlic Chicken
- Parmesan Crusted Tilapia
- Salmon with Lemon Dill Cream Sauce
- Roast Pork Loin with Apple Brandy Glaze
- Roast Beef with Mushroom Demi
- Chef Carved Prime Rib (add \$4 per person)
- Pasta Primavera
- Cheese Tortellini with Alfredo Sauce



Bar Services



Cash Bar

Drinks are purchased by your guests, inclusive of sales tax

Sponsored Bar

Drinks are purchased by the host and are subject to service charge and sales tax

Cockails

House : \$5 and up

Premium: \$6 and up

Domestic Beer: \$5 per bottle

Import and Craft Beer: \$6 per bottle

Soda: \$3 each

Juice: \$4 each

Bottled Water: \$2 each



Barrel Beer

Subject to service charge and sales tax, additional brands are available, please ask your catering manager for availability and pricing

Domestic: Miller Lite, Budweiser, Budlite, Coors: \$275 per ½ barrel

Craft: Spotted Cow, Capital, Leinenkugels: \$350 per ½ barrel

House Wine

Chardonnay

Pinot Grigio

Cabernet

Merlot

White Zinfandel

\$27 per bottle



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Children's Meals

Choose one option for the children at your event. All meals include a fresh fruit cup and milk as requested



- Chicken tenders served with French fries
- Hamburger served with French fries
- Fettuccini alfredo
- Grilled cheese served with French fries
- Macaroni and Cheese

\$18 per person*

Ala Carte Add Ons



- Chair Covers with colored sash \$7 each
- Colored Napkins \$1 each and up
- Colored tablecloths or overlays \$18 each and up
- AV Package: Includes use of LCD projector/Screen combination and Wireless handheld mic \$200
- Chocolate Dipped Strawberries \$32 per dozen
- DoubleTree Cookies \$30 per dozen
- Nacho Bar \$7 per person
- Shrimp Cocktail (per 50) \$200
- Punch or Lemonade \$20 per gallon
- Late Night Coffee \$25 per gallon
- Cheese and Sausage Display (serves 30ppl) \$200
- Fresh Fruit Display (serves 30ppl) \$150
- Vegetable Display (serves 30ppl) \$125
- Buffalo Wings (per 50) \$150

Policies and Procedures



Food Service and Menus:

The menus and packages presented are only a small sample of what we can provide. Customized menus and packages are available. Please discuss with your catering manager. No food or beverage except a wedding cake may be brought in from outside the hotel. No leftovers or uneaten meals may be removed from the hotel by the customer or attendees. Menu prices may need to be adjusted due to unforeseen circumstances. Any adjustments would be discussed at time of menu selection (one month prior to wedding)

Service Charges and Taxes:

A 22% service charge and a 5.5% tax will be added to all food, beverage and AV charges

Alcohol Regulation:

The hotel is the sole alcoholic beverage licensee on the premises. It is subject to the regulations of State Alcoholic Beverage Control Commission & violations of these regulations may jeopardize the hotel's license. Our policy prohibits the service of alcohol beverages not purchased from or regulated by the hotel. No outside alcoholic beverages may be consumed in the banquet room or public areas & the hotel reserves the right to confiscate any outside alcoholic beverages brought into these areas. We reserve the right to decline service of alcohol for the safety of our guests.

Final Guarantee:

The final guarantee (number of guests) and all quantities must be submitted to the hotel by noon on the Monday prior to the wedding reception. No reductions will be allowed after this date.

Closing Policy:

Last call will be given at the bar at 11:45. All bar service and entertainment must conclude promptly at 12am, no exceptions.

Storage and Tear Down:

All belongings, displays, signs, decorations must be removed from the hotel following the event. In most instances, this may be done the morning after the reception. Please verify with your catering manager. Any items left behind after this date will be disposed by the hotel.

Decorations:

The hotel does not allow anything to be attached or affixed to the walls, floors or ceilings with staples, tape, glue or nails. No glitter, confetti or open flames are permitted

