



DOUBLETREE

by Hilton™

MADISON DOWNTOWN

Catering Menu





BREAKFAST

Buffets

Minimum Guarantee of 20 Guests for Breakfast Buffets

Continental | \$18.95 Per Person

Assorted Freshly Baked Muffins, Local Pastries, Bagels with Cream Cheese, Assorted Greek Yogurt and Housemade Granola, Seasonal Fruit Display. An Assortment of Chilled Orange Juice, Apple Juice, and Cranberry Juice, Freshly Brewed Starbucks® Coffee and Assorted Teavana® Hot Teas.

Deluxe | \$22.95 Per Person

Scrambled Eggs with Wisconsin Cheddar Cheese and Chives, Crispy Smoked Bacon and Savory Sausage Links, French Toast with Warm Wisconsin Maple Syrup, Breakfast Potatoes, Assorted Freshly Baked Muffins, Local Pastries, Bagels with Cream Cheese, Seasonal Fruit Display. A Variety of Cold Cereal with 2% and Skim Milk, and an Assortment of Chilled Orange Juice, Apple Juice, and Cranberry Juice, Freshly Brewed Starbucks® Coffee and Assorted Teavana® Hot Teas.

À La Carte Items

Assorted Donuts | \$41.95 Per Dozen

Local Bagels | \$31.95 Per Dozen

Freshly Baked Cinnamon Rolls | \$49.95 Per Dozen

Assorted Freshly Baked Jumbo Muffins | \$39.95 Per Dozen

Steel Cut Oatmeal with Toppings | \$7.95 Per Person

Assorted Krinkles (12 Slices) | \$49.95 Each

Individually Packaged Greek Yogurt | \$4.95 Each

Whole Fruit | \$2.95 Each

Cold Cereal with Milk | \$4.95 Each

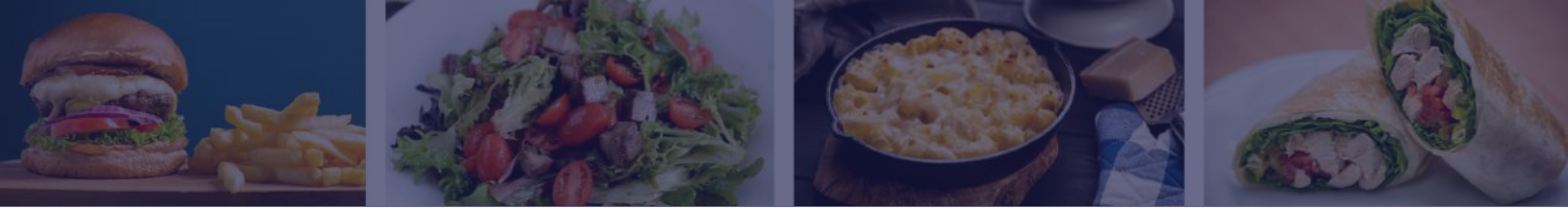
All Day Beverage Service*

Minimum Guarantee of 10 Guests

All Day Beverage Service | \$10.95 Per Person

Starbucks® Coffee, Teavana® Hot Tea, Bottled Water, and Assorted Coca-Cola® Products

**Pricing based on events scheduled (8) hours or less and is subject to increase for events lasting longer than (8) hours.*



LUNCH

Buffets

Minimum Guarantee of 20+ Individuals for Buffets

Little Italy | \$25.95 Per Person

- Caesar Salad
- Housemade Vegetarian Lasagna with Garlic Cream Sauce
- Penne Pasta
- Grilled Chicken Breast
- Grilled Italian Sausage with Peppers & Onions
- Rich Housemade Garlic Cream Sauce
- Zesty Housemade Marinara Sauce
- Warm Garlic Breadsticks
- Housemade Lemon Bars

Executive | \$25.95 Per Person

- Mixed Greens Salad with Toppings
- Sautéed Green Beans
- Roasted Baby Red Potatoes
- Lemon Grilled Chicken Breast
- Sliced Roasted Sirloin
- Housemade Turtle Brownies

Fiesta | \$24.95 Per Person

- Mixed Greens Salad with Toppings
- Hard and Soft Taco Shells
- Seasoned Ground Beef
- Grilled Chicken Breast with Sautéed Peppers and Onions
- Refried Beans
- Mexican Rice
- Traditional Toppings
- Tortilla Chips and Salsa
- Cinnamon & Sugar Chips

Artisan Deli | \$23.95 Per Person

- Broccoli Cheddar Soup
- Mixed Greens Salad with Toppings
- Artisan Sandwich Breads
- Smoked Turkey, Seasoned Roast Beef, Honey Glazed Ham
- Creamy Tuna Salad
- Cheddar, Swiss, Pepper Jack & American Cheese Slices
- Deli Accompaniments
- Dill Pickle Spears
- Potato Chips
- DoubleTree Chocolate Chip Cookies

On Wisconsin | \$24.95 Per Person

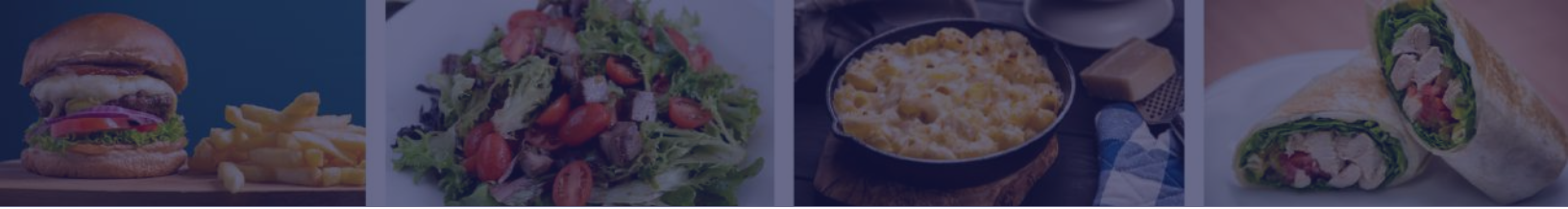
- Mixed Greens Salad with Toppings
- Creamy Macaroni Salad
- Potato Salad
- Grilled Chicken Breast
- Grilled Hamburgers
- Deli Accompaniments
- Potato Chips
- Assorted Fresh Baked Cookies

Buffet Beverages

Water Service Complimentary

Freshly Brewed Iced Tea Complimentary

Assorted Coca-Cola® Products | \$2.95 Each Charged on Consumption



LUNCH

Plated Pre-Orders

Maximum Guarantee of 20 Individuals for Plated Pre-Orders

*Your guests can choose from a variety of menu items (sampled below).
Pre-Order lunches include iced tea and Coca-Cola® products.*

Chicken Tenders

Crispy Chicken Tenders, Fries, BBQ Sauce

Bistro Burger

Half Pound Wagyu Beef Patty, Hook's 5-Year Cheddar, Caramelized Shallots, Fries

BLT Chicken Wrap

Chicken Tenders, Lettuce, Tomato, Bacon, Buttermilk Ranch, Cheddar Jack Cheese, Fries

BBQ Mac & Cheese

Cavatappi Pasta, Cheese Sauce, Shredded Pork, BBQ Sauce

Chicken Sandwich

Grilled Chicken Breast, Lettuce, Tomato, Onion, Fries

Sliders

Roasted Pork Shoulder, Horseradish Mousse, Sweet Hawaiian Buns, Fries

House Salad with Grilled Chicken

Mixed Greens, Grilled Chicken Breast, Red Onion, Tomatoes, Glacier Wildfire Blue Cheese, Croutons, Balsamic Vinaigrette

Boxed Lunches

Boxed Sandwiches | \$17.95 Per Person

Choice of Turkey & Cheddar Croissant, BLT Sandwich, Vegetable Hummus Wrap, Ham & Swiss Croissant, Roast Beef & Pepper Jack Croissant

Boxes Include Potato Chips, Whole Fruit, DoubleTree Cookies, and Bottled Water

Add-Ons | \$3.95 Each

Pasta Salad • Potato Salad • Vegetables with Ranch Dip

Assorted Coca-Cola Products® | \$2.95 Each *(Charged on Consumption)*

Coca-Cola • Diet Coke • Mello Yello • Pibb Xtra • Sprite • Sprite Zero • Barq's Root Beer



À LA CARTE ITEMS

Themed Breaks

Minimum Guarantee of 20 Guests Required for Themed Breaks

Time to Rejuvenate | \$10.95 Per Person

Crudité Vegetable Tray with Housemade Ranch Dip, Fresh Fruit Kabobs, and Individual Trail Mix. Served with Assorted Ice Cold Canned Soda.

Nacho Bar | \$12.95 Per Person

Tortilla Chips with Ground Beef, Salsa, Sour Cream, Jalapeños, Lettuce, Pico de Gallo and Nacho Cheese. Served with Assorted Ice Cold Soda.

Sweet Satisfaction | \$10.95 Per Person

Housemade Lemon Bars, DoubleTree Chocolate Chip & Walnut Cookies, Turtle Brownies and Assorted Whole Fruit. Served with Assorted Ice Cold Soda.

Beverages

Freshly Brewed Regular or Decaffeinated Starbucks® Coffee | \$42.95 Per 1.5 Gallon

Assorted Teavana® Hot Tea | \$2.95 Each

Hot Chocolate | \$2.95 Each

Bottled Juice (Orange, Apple, Cranberry) | \$4.95 Each

Bottled Water | \$2.95 Each

Assorted Soda (Coca-Cola® Products) | \$2.95 Each

All Day Beverage Service | \$10.95 Per Person *(Minimum Guarantee of 10 Guests)*

Starbucks® Coffee, Teavana® Hot Tea, Bottled Water, and Assorted Coca-Cola® Products

Snacks

Freshly Baked Signature DoubleTree Cookies | \$24.95 Per Dozen

Assorted Freshly Baked Cookies | \$22.95 Per Dozen

Housemade Shortbread Lemon Bars | \$26.95 Per Dozen

Housemade Chocolate Frosted Brownies | \$26.95 Per Dozen

Potato Chips with Housemade Ranch Dip | \$4.95 Per Person

Hot Buttered Popcorn | \$4.95 Per Guest

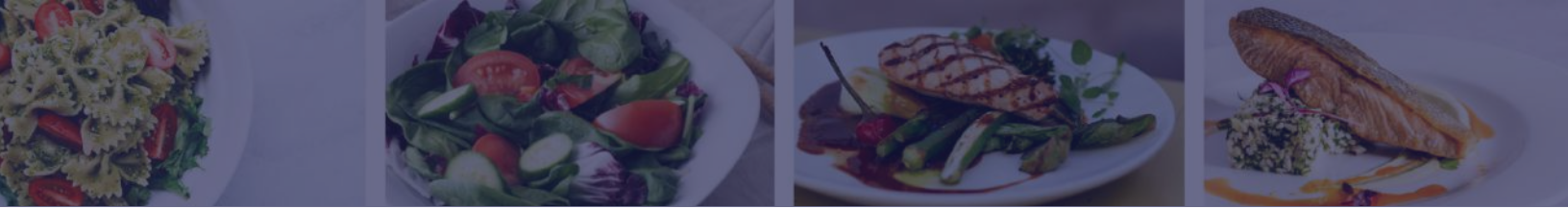
Assorted Granola Bars | \$3.95 Each *Charged on Consumption*

Individual Gardetto's® Snack Mix | \$3.95 Each *Charged on Consumption*

Individual Potato Chips | \$3.95 Each *Charged on Consumption*

Assorted Candy Bars | \$3.95 Each *Charged on Consumption*

Snickers®, Reese's Peanut Butter Cups®, M&Ms®, Skittles®



DINNER

Buffets

Minimum Guarantee of 30+ Individuals for Dinner Buffets

Capital City | \$35.95 Per Person

- Seasonal Fruit Display
- Mixed Greens Salad with Toppings
- Seasonal Vegetable Medley
- Assorted Dinner Rolls

Choice of (1) of the Following:

- Grilled Chicken Breast with Garlic Cream Sauce
- Pesto Grilled Chicken Breast

Choice of (1) of the Following:

- Roasted Pork Loin with Apple Cider Reduction and Cranberry Chutney
- Roasted Pork Loin with Apple Brandy Cream Sauce
- Housemade Vegetarian Lasagna with Garlic Cream Sauce
- Traditional Meal Lasagna with Marinara Sauce

Choice of (2) of the Following:

- Roasted Baby Red Potatoes
- Garlic Mashed Potatoes
- Grilled Asparagus
- Steamed Broccoli

Choice of (1) of the Following:

- Housemade Turtle Brownies
- Housemade Frosted Brownies
- Housemade Lemon Bars
- Cheesecake with Caramel

Taste of Italy | \$29.95 Per Person

- Caesar Salad
- Tomato & Roasted Garlic Bruschetta
- Penne Pasta
- Grilled Chicken Breast
- Grilled Italian Sausage with Peppers & Onions
- Rich Housemade Garlic Cream Sauce
- Zesty Housemade Marinara Sauce
- Warm Garlic Breadsticks

Choice of (1) of the Following:

- Housemade Vegetarian Lasagna with Garlic Cream Sauce
- Traditional Meal Lasagna with Marinara Sauce

Choice of (1) of the Following:

- Housemade Turtle Brownies
- Housemade Frosted Brownies
- Housemade Lemon Bars
- Cheesecake with Caramel

Buffet Beverages

Water Service

Complimentary

Freshly Brewed Iced Tea

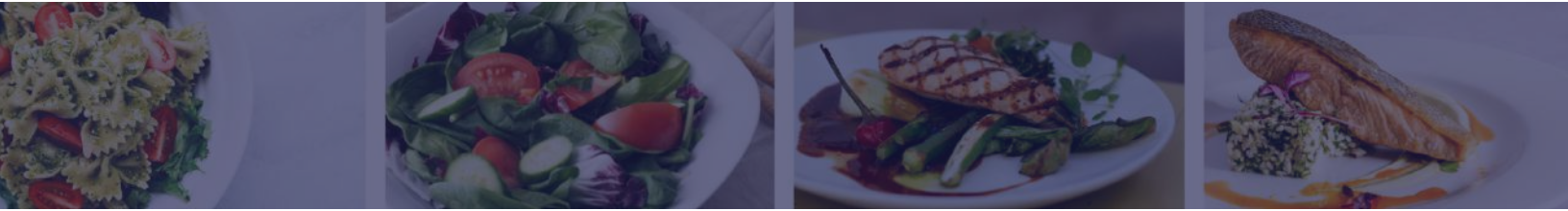
Complimentary

Freshly Brewed Starbucks® Coffee

Complimentary

Assorted Coca-Cola® Products | \$2.95 Each

Charged on Consumption



DINNER

Plated Entrées

Portabella Mushroom Ravioli | \$24.95

Ravioli Stuffed with Portabella Mushrooms and Topped with Fresh Sautéed Zucchini and Roasted Red Peppers with a Garlic Cream Sauce.

Pesto Stuffed Chicken Breast | \$26.95

Chicken Breast Stuffed with Fresh Basil Pesto, Toasted Pine Nuts, Sliced Roma Tomatoes and Mozzarella Cheese. Topped with a Garlic Cream Sauce. Served with Wisconsin Wild Rice Pilaf and Fresh Seasonal Vegetables.

Oven-Roasted Breast of Chicken | \$23.95

Oven-Roasted Breast of Chicken with a Garlic Cream Sauce. Served with Herb-Roasted Baby Red Potatoes and Fresh Seasonal Vegetables.

Filet Mignon | Market Price

8 oz. Grilled Certified Angus Beef® Tenderloin Filet. Served with Garlic Mashed Potatoes and Fresh Seasonal Vegetables.

Oven-Roasted Fillet of Salmon | \$32.95

North Atlantic Salmon Fillets Seasoned and Baked with White Wine Butter and Topped with a Raspberry Citrus Glaze. Served with Herb-Roasted Baby Red Potatoes and Fresh Seasonal Vegetables.

Grilled Pork Tenderloin | \$29.95

Marinated and Grilled Pork Tenderloin, Sliced and Served with Apple Brandy Cream Sauce. Served with Garlic Mashed Potatoes and Fresh Seasonal Vegetables.

Steak Frites | \$32.95

Grilled Flat Iron Steak, Red Wine Demi Glaze, French Fries, and Mixed Greens with Balsamic.

Beef Short Ribs | \$34.95

Braised Beef Short Ribs Served with Garlic Mashed Potatoes and Fresh Seasonal Vegetables.

Housemade Meat Lasagna | \$26.95 *Minimum Guarantee of 12 Guests*

Traditional Meat Lasagna with Marinara Sauce and Fresh Basil. Served with Breadsticks.

All plated dinners are served with a house salad, assorted dinner rolls, Starbucks® coffee, and iced tea. Assorted Coca-Cola® products may be added and charged on consumption.



HORS D'OEUVRES

Displays

Crudité Vegetable Display | \$4.95 Per Person

Assorted Seasonal Fresh Vegetables Displayed with Housemade Buttermilk Ranch Dressing.

Artisan Wisconsin Cheese And Local Sausage Display | \$4.95 Per Person

Local Assorted Wisconsin Artisan Cheese and Cold Sausage Displayed with Whole-Grain Mustard and Assorted Table Crackers.

Fresh Seasonal Fruit Display | \$5.95 Per Person

Fresh Assorted Melon, Ripe Berries and Stone Fruit Displayed with Housemade Lemon and Mixed Berry Yogurt Dipping Sauces.

Jumbo Shrimp Cocktail Display | Market Price

Iced Jumbo Shrimp Cocktail Served with a Zesty Housemade Cocktail Sauce.

Chilled Selections

Fresh Assorted Fruit Kebabs with Yogurt Dipping Sauce | \$4.95 Each

Assorted Cocktail Sandwiches | \$4.95 Each

Traditional Deviled Eggs | \$2.95 Each

Warmed Selections

Fresh Basil and Cream Cheese Stuffed Mushroom Caps | \$3.95 Each

Hibachi Beef and/or Chicken Skewers | \$4.95 Each

Housemade Meatballs in a Swedish Cream Sauce | \$3.95 Each

Housemade Meatballs in a BBQ Sauce | \$3.95 Each

Chicken Wings with Housemade BBQ, Teriyaki or Buffalo Sauce | \$3.95 Per Piece

Smoked Bacon-Wrapped Water Chestnuts | \$2.95 Each

Breaded Chicken Tenderloins with BBQ Sauce or Honey Mustard | \$3.95 Each

Pork or Vegetable Egg Rolls with Sweet Chili Ginger Dipping Sauce | \$3.95 Each

Housemade Artichoke Dip with Tortilla Chips and Fresh Vegetables | \$5.95 Per Person

Flatbread Pizza | \$18.95 Each

Choice of BBQ Chicken, Roasted Vegetable or Margherita



À LA CARTE ITEMS

Beverages

Freshly Brewed Regular or Decaffeinated Starbucks® Coffee | \$42.95 Per 1.5 Gallon

Assorted Teavana® Hot Tea | \$2.95 Each

Hot Chocolate | \$2.95 Each

Bottled Juice (Orange, Apple, Cranberry) | \$4.95 Each

Bottled Water | \$2.95 Each

Assorted Soda (Coca-Cola® Products) | \$2.95 Each

Snacks

Freshly Baked Signature DoubleTree Cookies | \$24.95 Per Dozen

Assorted Freshly Baked Cookies | \$22.95 Per Dozen

Housemade Shortbread Lemon Bars | \$26.95 Per Dozen

Housemade Chocolate Frosted Brownies | \$26.95 Per Dozen

Potato Chips with Housemade Ranch Dip | \$4.95 Per Person

Hot Buttered Popcorn | \$4.95 Per Guest

Assorted Granola Bars | \$3.95 Each *Charged on Consumption*

Individual Gardetto's® Snack Mix | \$3.95 Each *Charged on Consumption*

Individual Potato Chips | \$3.95 Each *Charged on Consumption*

Assorted Candy Bars | \$3.95 Each *Charged on Consumption*

Snickers®, Reese's Peanut Butter Cups®, M&Ms®, Skittles®

Breakfast Pastries & Additions

Assorted Donuts | \$41.95 Per Dozen

Local Bagels | \$31.95 Per Dozen

Freshly Baked Cinnamon Rolls | \$49.95 Per Dozen

Assorted Freshly Baked Jumbo Muffins | \$39.95 Per Dozen

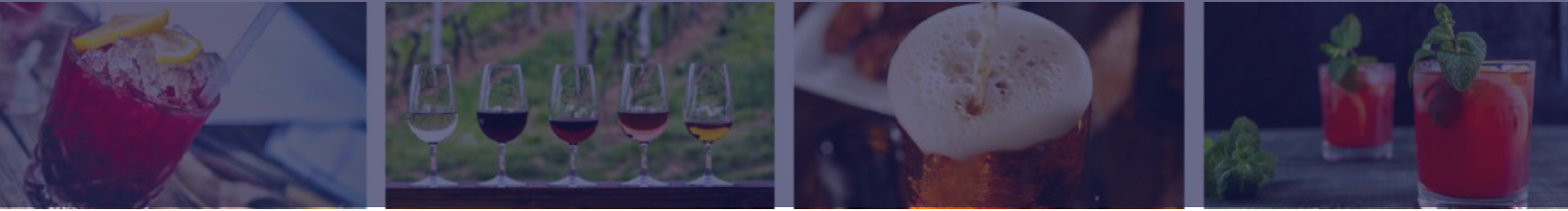
Steel Cut Oatmeal with Toppings | \$7.95 Per Person

Assorted Kringles (12 Slices) | \$49.95 Each

Individually Packaged Greek Yogurt | \$4.95 Each

Whole Fruit | \$2.95 Each

Cold Cereal with Milk | \$4.95 Each



BAR SERVICES*

Cash Bar

Guests purchase drinks at their own expense. Prices are based on House and Premium Brands.

Sponsored Bar

Drinks are purchased by the host of the event. Prices are subject to a service charge.

House Brands

Cocktails Starting at \$8.00

Premium Brands

Cocktails Starting at \$10.00

Domestic Beer by the Bottle \$7.00

House Wine by the Glass \$9.00

Soda (Coca-Cola® Products) \$3.00

Additional Items

Barrel Beer

Domestic Half Barrel Market Price

Imported or Craft Half Barrel Market Price

Wine Selection

House Wine \$28.00 Per Bottle | \$9.00 Per Glass

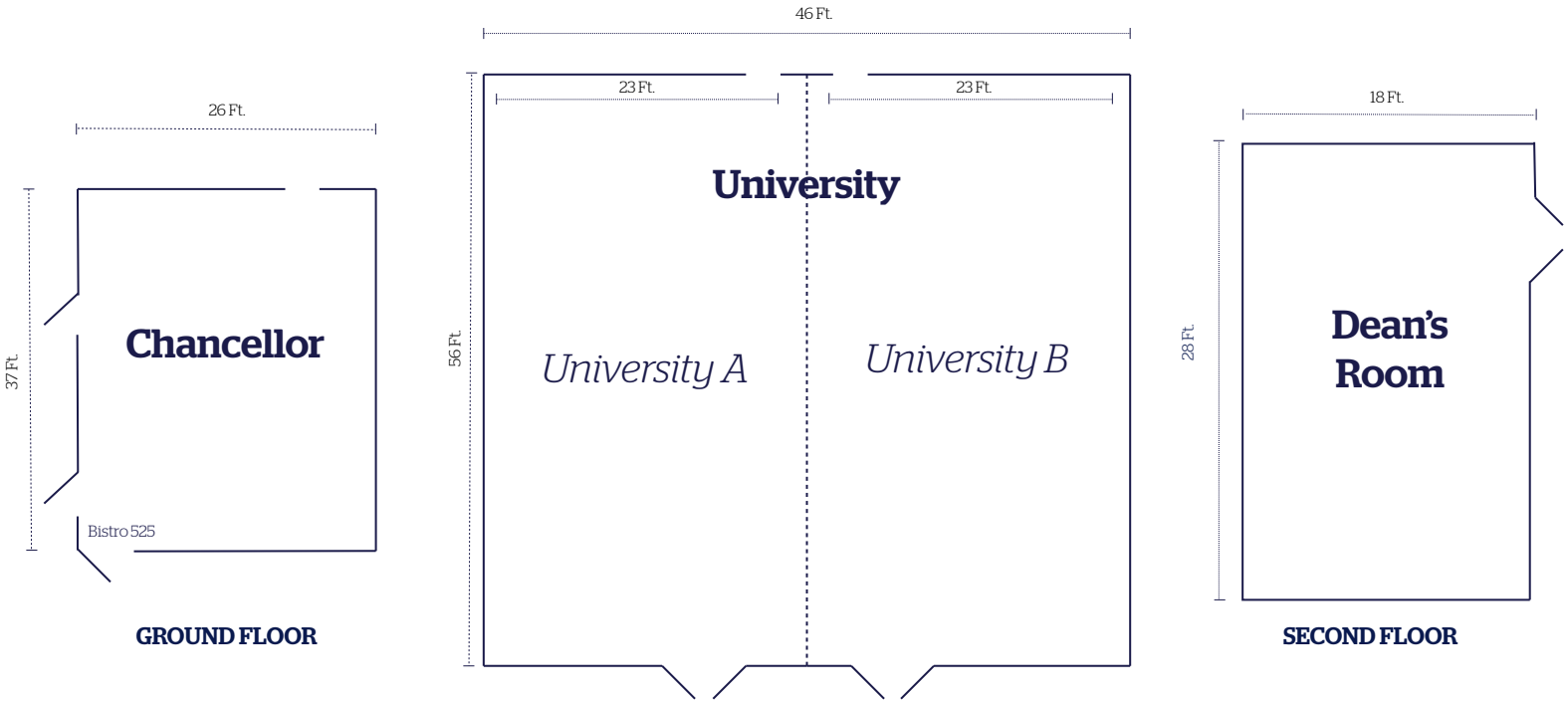
House Champagne \$22.00 Per Bottle

The Wisconsin State Liquor Commission regulates the sales and service of alcoholic beverages. As a licensee, the DoubleTree by Hilton Madison Downtown does not permit liquor to be brought into the hotel from outside sources.

**Each banquet bar must generate a minimum of \$300 in sales or the difference will be added to the banquet total. Barrel beer and table wine service is not included in the \$300 minimum.*



EVENT SPACE



Maximum Number of People Per Seating Style

Room Name	Square Footage	Room Size	Classroom	Theater	Banquet	Reception	Conference	U-Shape
University	2,744	49' x 56'	100	175	150	150	50	50
University A	1,372	24.5' x 56'	40	70	50	50	20	20
University B	1,372	24.5' x 56'	50	70	80	80	45	45
Chancellor	962	37' x 26'	50	80	60	60	20	20
Dean's	500	18' x 28'	12	25	20	20	12	12

AV CHARGES

Equipment	Daily Charge
Flip Chart and Stand with Post-It Note Paper	\$50.00 Each
Mounted LCD Projector	\$100.00 Per Day
AV Cart with Extension Cord and Power Strip	\$25.00 Per Day
55" Flat Screen TV with VCR and DVD Player	\$100.00 Per Day
Lavaliere Microphone (Lapel Style)	\$75.00 Each
Wireless Handheld Microphone	\$75.00 Each
Polycom Speakerphone	\$100.00 Per Day
Sound Converter DI Box	\$30.00 Per Day
Standing Podium	<i>Complimentary</i>
Wood Easel	<i>Complimentary</i>
Floor Microphone Stands	<i>Complimentary</i>
Table Microphone Stands	<i>Complimentary</i>
Wireless Internet	<i>Complimentary</i>
White Board with Dry Erase Markers	<i>Complimentary</i>
Screen (One Included in Each Meeting Room)	<i>Complimentary</i>
Table Top Podium	<i>Complimentary</i>
<i>*Prices listed do not include tax.</i>	

POLICIES

Final Guarantee

A guarantee of attendance is required three business days prior to the function. If no guarantee is submitted, the preliminary number indicated on the contract will be considered the final guarantee. All charges will be based on the final guarantee or the actual number served if greater than guarantee.

Food Service

No food or beverage of any kind is allowed inside the banquet or meeting rooms unless provided by the hotel. A \$300 penalty will be assessed. According to the Wisconsin Health Code, no food or beverage items remaining uneaten after the event may be removed by the customer or guests. The serving of a meal function will be honored up to 30 minutes after the contracted meal time. The hotel cannot be held responsible for the quality of food on a delayed function.

Liquor Consumption

The Wisconsin State Liquor Commission regulates alcohol beverage sales and service. The hotel, as a licensee, is responsible for administration of these regulations. It is our policy that no alcoholic beverages be brought into a hotel banquet/function room. A \$300 penalty will be assessed. We reserve the right to shut down any function that brings unauthorized alcohol into the event. All function bars will end by 12:00 midnight.

Menu Selection

Menu selections are due to the hotel two weeks prior to the date of the function. If multiple entrées are selected, there will be a \$100 labor fee for two entrées and \$150 fee for three entrées. The entrée of higher price will be charged for all selections. Groups with multiple entrées must provide a color-coded card designating which entrée they have selected.

Prices, Service Charges, and Taxes

Prices are guaranteed for 90 days. All food and beverage items are subject to a 21% service charge and 5.5% sales tax. Groups requesting a sales tax exemption must submit a copy of their Tax Exempt Certificate at the signing of the contract. Sales tax and service charges are subject to change.

Room Assignment and Setups

The hotel reserves the right to reassign meeting rooms and charge a rental fee accordingly, especially in the case of fluctuating attendance figures. The hotel also reserves the right to charge a service fee for setting rooms with extraordinary requirements or for changing setups within 72 hours prior to the function.

Parking

Parking is based on availability and is not guaranteed for meeting room guests. Hotel will do our best to accommodate parking for all meeting guests.

Audio Visual Equipment

A variety of audio visual equipment and services are available on a rental basis through the Sales Office.

Deposits and Payments

Weddings, Social Functions and Large Parties: \$1,000 non-refundable deposit is required at the time of the booking. Payment in full is due 72 hours prior to the function. Any additional charges on the day of the event will be paid in full on that day.

Cancellations

A guarantee of attendance is required three business days prior to the function. If no guarantee is submitted, the preliminary number indicated on the contract will be considered the final guarantee. All charges will be based on the final guarantee or the actual number served if greater than guarantee.

Conference Materials and Security

Deliveries cannot be accepted more than seven days in advance of the function date. Return shipping for all items will be your responsibility. The hotel cannot be responsible for the safe keeping of equipment, supplies, written material, or other valuable items left in the function rooms prior to, during or following the function. Accordingly, your group will be responsible for providing security for any such aforementioned items and hereby assumes the responsibility for loss thereof.

Damages

Patrons agree to be responsible for any damage to the premises or equipment by members, guests, invitees or outside groups contracted by the patron during the period of time functions are held at the hotel. We reserve the right to inspect and control all private parties, meetings and receptions. We also reserve the right to shut down any event that damages property or becomes unruly without warning.

Decorations

Decorations or displays brought into the hotel must be approved prior to arrival. Banners or display items may not be affixed to the walls, floor or ceiling with nails, staples, tape or any other substance. Open flame candles, fog and bubble machines, glitter and confetti are not allowed.

Entertainment

Functions that have live music, DJs, etc. must have entertainment end by 12:00 midnight. Entertainment groups must provide their own equipment. No glitter, confetti, fog machines and/or bubble machines are allowed.

Catering Policies

Our catering policies are also stated on the Catering Contract. Please review them before signing.