

# Wedding GUIDE





## Welcome to the historic Ludlow Mansion

We are excited that you are considering our venue for your wedding day. Our premier facility and grounds are one of the largest of the area.

This document is intended to provide couples with clear information as we believe communication is key when planning your event with us at Ludlow Mansion. Weddings are our business and we are here every step of the way. From the start of your planning to when the last guest leaves, Ludlow Mansion Events will be at your side.



Ludlow Mansion Events is a family run business located along the rolling hills of Green County in Monroe, Wisconsin. The historic 1857 Mansion along with five acres of manicured grounds abounds with picturesque opportunities. Our spacious Venue offers over 12,000 square feet of interior space to host up to 500 guests to celebrate your day.



## WHAT'S INCLUDED

## with your rental



## What our brides are saying:

Wedding weekend at its finest! Thank you for such great service! We enjoyed every minute! I have had a bridal shower and now a wedding here and would not hesitate to give the highest of recommendations to the Fedders family! Thank you all!! Penny and Greg were AMAZING! Trying to have a wedding during COVID was not easy and they helped make our day perfect and as safe possible. The venue is so beautiful and has so much space. The package we purchased allowed us to use the venue for the entire weekend which was really nice. We had our rehearsal dinner there and our gift opening brunch on Sunday. We also had a two night stay included with our package. The room was right on the property. It was nice to be able to go there after a long day and get a good night's rest.

### Upgrade to our

#### TRIFECTA PACKAGE



- Receive additional days to decorate
- Host your rehearsal and gift opening
- Outdoor & indoor ceremony space
- Outdoor seating and bag games
- Indoor photo opportunities inside of
- the historic Mansion
  Use of general décor from our catalog
- Plus a two-night stay right at the
- mansion!

Greg and Penny were so great to work with and the venue was stunning for our wedding celebration! My husband and I live in NJ, but had our reception here since it's near my hometown. Being able to use the venue's own catalog of decorations and add-ons was so much more convenient for us than trying to buy, store, and transport it ourselves. We found the venue super affordable, and the mansion that we, and part of our wedding party stayed in over the weekend were absolutely stunning. We've received so many compliments on how beautiful everything was for our reception and we owe so much of that to Greg and Penny at Ludlow Mansion Events!

#### Carmen C.

My son had his wedding and reception two days ago. I cannot say enough wonderful things about this facility and the staff. Guests were blown away at how beautiful and clean everything is. There was not one need that wasn't met with a smile.

Michele H. Sharon W. DeAnna J.



#### What time do I have use of the Venue?

On your wedding day, you have access at 9:00AM to 12:00AM. Our Three-Day Package offers access to the property beginning at 12:00 noon on day one and ending at 10:00AM on day three.

#### How do I secure my date?

In order to secure your date we require an initial payment of \$1,000.00 along with a signed contract. We divide the remaining balance due into convenient monthly payments which may be made right on our secure website by ACH or Credit Card.

#### Do you provide linens?

Specialty linens are included in our Three-Day Package only.

## Do you offer any décor items with the Venue rental?

We offer the use of any of our general decor items when booking our Two- or Three-Day Packages.

View our Décor Catalog pdf



## Do you provide food and food service at your Venue?

We offer a preferred list of caterers who offer a variety of food choices and price ranges to choose from. Our professional caterers have been carefully selected by LME. They are familiar with our property and prepare all food in a licensed kitchen.

Visit our Preferred Caterers page

#### Do you have a kitchen on the property?

We offer a catering kitchen complete with commercial refrigeration, stainless steel tables, hold unit, ice-machine, microwave and a three hole sink. We do not offer grills or ovens to support food preparation by caterers or host of events.





#### Do I have to use your preferred vendors?

When your guest list is over 60 guests we require the use of one of our <u>Preferred Caterers</u>. ALL other vendors such as D.J, Florist, Photographer, etc. are able to be selected by the host of the event whether or not they are on our preferred list. View our Preferred Vendors

## Do you provide plates, flatware and glassware?

We offer place settings for a rental fee for events of 60 or less. We provide all barware needed for all bar service. All other service items should be contracted through your selected caterer or provided by the host of the event.

## May we bring in alcoholic and nonalcoholic beverages?

Ludlow Mansion Events holds a full liquor license with the City of Monroe. All beverages and beverage service must be provided by Ludlow Mansion Events staff. View Beverage Prices

#### What time is last call?

We offer bar services up and until 11:30pm as long as the bar has actively been selling continuously.

## Do you carry liability insurance or do I have to acquire my own?

Ludlow Mansion Events carries liability insurance and provides licensed bartenders serving your guests from a fully licensed bar.

## Does my cake have to be from a licensed baker?

No, we allow our hosts to bring in the desserts of their choosing. Please note that all plates and flatware as well as service and clearing should be contracted through your caterer or provided by you the host.

#### May I bring in food for cocktail hour?

We allow our hosts to bring in items to be served during the cocktail hour timeframe only. Please note that all plates and flatware as well as service and clearing should be contracted through your caterer or provided by you the host.

## Do the hotels offer shuttle service between your Venue and the hotel?

We work closely with several vendors who offer shuttle services. Please inquire with us directly to obtain their information.

#### Do you offer lodging on the property?

We offer five suites right inside of the Mansion. The rooms provide guests with a private bathroom, smart TV, wi-fi and refrigerator in each room. These rooms do require a two-night minimum stay. View our Room Rates pdf.





#### Do you have a cancellation policy?

We offer the option of rebooking your date when cancelling your event at least 6 months prior to your contracted date. We do not offer a refund of a contracted date.

## Is there a Manager provided on the day of my event?

Ludlow Mansion Events will provide an on-site manager on the day of your event. You will be introduced to the manager and have their contact information for your day.

#### Do you require a security deposit?

We presently do not require a security deposit when booking our property. We are a family business. Please treat our property as you would your own family home.

#### Is your property handicap accessible?

Our event venue is handicap accessible and offers handicap accessible bathroom stalls.

## What is the rain plan if I am planning an outside wedding?

Be sure to book our three day Triple Crown Package to be covered in the event of rain. Just let us know three days in advance and we will be sure to have our back-up indoor ceremony space ready when you are.

#### Do you offer any type of discounts?

We offer a military discount of 3% off of the rental fee. We offer an early bird discount of 5% when you pay all rental fees at the time of booking by check or cash. We have discounted rates for weddings taking place on Friday or Sunday. Please inquire directly with LME.





2026

#### Peak Season Weddings May 1 - October 31

Monday - Wednesday \$3,600 11am - 11pm

> Sunday **\$3,900** 11am - 11pm

#### Off Season Weddings November 1 - April 30

Monday - Wednesday \$3,200 11am - 11pm

## Peak Season Weddings May 1 - October 31

Monday - Wednesday \$3,600 11am - 11pm

> Sunday \$3,900 11am - 11pm

#### Off Season Weddings November 1 - April 30

Monday - Wednesday \$3,200 11am - 11pm





\$2,600.00

#### From Noon - 11pm Available Monday - Wednesday or Sundays Only

- Use of Carriage Hall and Saddle Room Bar
- Bridal and Groom Get Ready Spaces
- Day of Bartending Service
- Mansion Photo Access at 1:00PM
- One Planning Meeting





## Holiday Pricing

Note: Dates and prices are subject to change

### 2025

All Holiday Weddings require a Trifecta Package plus an additional fee of \$350

Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas
New Year's

April 18th - 20th May 23rd - 26th June 29th - July 4th August 30th - September 1st November 26th - 30th December 20th - 25th Closed

December 28th - January 1st



# TRIFECTA

package

FOR 2025

# SUITES included

(Two-Night Stay)

Property access starting on Friday at Noon. Checkout is on Sunday at Noon.

2025 PRICE \$8,200.00

- Three Day Exclusive Use of Venue Space, Pergola and Front Porch
- Climate Controlled Venue Space
- Wedding Day Photo Use of The Mansion
- Two Night Stay in Ludlow Suite
- All General Décor from Décor Catalog
- Specialty Linens
- Wedding & Ceremony Tables & Chairs set for up to 250
- (2) Event Planning Meetings with Event Consultant
- Six VIP Parking Spots
- Outdoor Seating and Bag Games
- Five Acres of Manicured Scenic Grounds
- 8 Cocktail Tables and Covers
- On-site Manager for three days
- Bartending Services during your stay
- Wedding Preparation Spaces (Bridal Room/Chaps Room)
- Two wireless microphones for indoor speeches



### Thursday & Friday

#### DAY 1

Check in with us at 12:00 Noon Thursday to decorate and host your rehearsal and rehearsal dinner.

#### DAY 2

Then on Friday from 8:00AM - Midnight host your special day.

Bartending services are included both days.

All personal items are to be removed from the property by Midnight.

Ludlow mansion is a beautiful facility for weddings. It has everything on-site needed for your event including a bar-room with tables, two separate halls and includes a bridal room as well as a groomsman room for getting ready. I highly recommend it if you are looking for an all-inclusive place to host your wedding.

#### Matt W.

### Saturday & Sunday

#### DAY 1

Check in with us at 9:00AM on Saturday for the Bridal Suite, 10:00AM for all other areas. Decorate, get ready and host your wedding from 9:00AM – Midnight.

#### DAY 2

Join your special guests for a gift opening and the opportunity to gather your personal décor on Sunday morning.

#### Access of the space ends at 12:00 Noon Sunday.

A one hour rehearsal time is included on an open prearranged weekday at no additional fee. Bartending services are included both days.

Take advantage of additional time for decorating, rehearsal time and dinner on the Friday prior if the venue remains available three months prior to your wedding date for an additional fee of \$650.00. This fee would provide access from 4:00PM – 10:00PM and include bartending services.

# 2-Day Packages for 2026





THE FRONT STRETCH package

\$5,400.00 2026 Peak Season Price (May 1 - October 31)

\$4,800.00 2026 Off Season Price (November 1 - April 30)



THE BACK STRETCH

package

\$5,800.00

**2026 Peak Season Price** (May 1 - October 31)

\$5,200.00

2026 Off Season Price (November 1 - April 30)





## I like what I see! What are the next steps?

Schedule a Personal Tour

Schedule a personal tour by contacting us at <a href="mailto:info@ludlowmansionevents.com">info@ludlowmansionevents.com</a> or text us at 980-328-8115.

- See More Pictures of Our Spaces

  Don't miss our social media pages and our website photo gallery.
- Check to See If Your Desired Dates are Available for Booking

Visit the <u>Availability Calendar</u> section of our website to see available dates.



www.ludlowmansionevents.com









(608) 426-6777 Text (980) 328-8115 to schedule a tour



info@ludlowmansionevents.com