

Wedding Guidelines

WELCOME TO THE FLUNO CENTER. We look forward to serving you and your guests. Our staff will assist you in every way possible to prepare for your very special occasion. The following will help us together to ensure success.

Final Attendance Guarantees

Confirmation for the number of guests to be served must be received no later than 5 business days prior to the scheduled function, otherwise the Fluno Center will consider your originally expected number of people to be the guarantee for all charges. All charges will be based upon the guaranteed number or the actual number served, whichever is greater. The guarantee number can be increased up to 72 hours prior to the event; however the number cannot decrease.

Service Fees & Taxes

All food and beverage prices are subject to a university service fee and applicable sales tax. The Fluno Center reserves the right to inspect and control all parties, meetings, receptions, etc. being held on the premises. All Federal, State, and Local Laws with regards to food and beverage purchases and consumption are strictly followed. All food and beverage must be purchased through the Fluno Center unless otherwise instructed. Food and beverage items cannot be taken off the property, nor will any leftover food be packed up to go.



FLUNO | CENTER

EVERY EXPERIENCE, EVERY DETAIL, EVERY DAY

601 University Avenue, Madison, Wisconsin 53715
T (608) 441-7117 or 1-877-773-5866 • F (608) 441-7124 • fluno.com



Service & Product

If the room reserved cannot be made available to you, the Fluno Center reserves the right to substitute a similar or comparable room for the function. Such substitution shall be deemed by the guest as full performance. The Fluno Center is not responsible for any loss of material, equipment or personal belongings left in unattended and/or unsecured rooms or areas. All prices are subject to change pending circumstances with notice.

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved. A wide selection of audio visual equipment and services are available through our on-site vendor on a rental basis. Orders may be placed through the Planning Department.

Damage

The Fluno Center will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substance. Please consult with our Catering Department for assistance in displaying of all materials.

Advance Shipping Guide

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Fluno Center. The Fluno Center is not responsible for damage or loss of any items left in the Fluno Center prior to or following any function. The Fluno Center accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed. The Fluno Center will accept packages two working days prior to the function. Parcels will not be accepted on pallets or skids and the shipper will be responsible for loading and unloading of packages into the Hotel.

Tastings

A complimentary tasting can be arranged with your wedding planner before your event. Tastings will be limited to 4 guests. Number of entrée choices will be limited to four.

Set up

The Fluno Center offers table number stands when requested. Guest must provide all place cards, menu cards, table decorations, and gift card boxes.

If you will be having multiple meal options, please provide place cards that indicate the entrée choice for each guest. (Limit 3 entrées)

Guests are welcome to bring in candles and lamps. Candles are allowed if the flame is enclosed in a nonflammable container. The flame must be below the top of the container (glass votive holders or hurricanes). Per Madison Fire Department regulations.

Any set up and cleanup of floral decorations is your responsibility. Please coordinate your bakery delivery and floral delivery for cake decoration accordingly.

All guest tables will be clothed with white linen tablecloths and napkins will be provided.

The registration table, DJ/band tables, bar tables, and hors d'oeuvres tables, and will be clothed with black linen.

Any decorations, floral arrangements, rental items including chairs, chair covers/cushions, outside vendor equipment must be removed at the end of the evening.

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Bar Information

We can provide a full bar (liquor, beer, wine, and non-alcoholic beverages) with a minimum of \$400 which needs to be met every 2 hours the bar is open, or we can provide beer, wine, non-alcoholic beverage bar (no liquor) with a minimum of \$300 which needs to be met every 2 hours the bar is open.

Whichever bar details you select can be hosted by your group or can be card (where your guests pay for their own drinks).

If you're hosting a cocktail hour or reception in Smitty's Study Pub, we will need someone to sign the tab at the end of the event. The drinks don't need to be paid at that time, but we do need someone to acknowledge the total, and sign the ticket. Please note that all guests in the Pub must be 21 years of age older, even guest's not consuming alcohol.

There is also an option to host a wine pour with dinner. Our staff would serve our house red and white wine to your guests at their dinner tables. You will be charged \$30 for every opened bottle.

Champagne toast available at \$30 per bottle (house champagne).

Last call for the bar will be at 11:00pm.

Cake Information

The Fluno Center Catering is able to provide sheet cakes. Custom wedding cakes must come from licensed bakers. A verification of business and health license are required as well as a full list of ingredients.

Your baker should have the cake delivered and setup for display at the reception site.

The Fluno Center staff will cut and serve the cake after the meal is served for a nominal fee of \$3 per guest. Exact time of the cake cutting will be determined as part of the wedding event schedule.

We will provide a knife and server for your use. However, many people choose to bring in their own special utensils.

Inform the catering event manager if you want the top layer of your cake saved. Please have your baker supply the appropriate sized box.

Bands or DJs

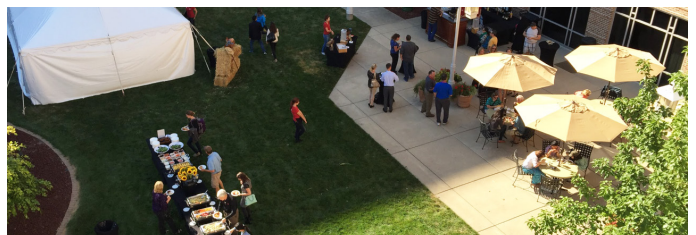
The band or DJ should have all equipment set up at least two hours before the event starts. They may load equipment in through the loading dock.

All bands or DJs must provide their own sound equipment and extension cords. There are outlets in all banquet rooms. Additional equipment can be ordered for a fee.

The music must end at 11:30pm

Parking

Parking by the Fluno Center is conveniently available in University Lot 83, University Lot 46 and City of Madison State Street Campus Lot. Parking is not complimentary as it is controlled by UW Transportation Services. Please contact your event planner for contact information.



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