



# *Holy Wisdom Monastery*

## 2023 Retreat & Meeting Handbook



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# Holy Wisdom Monastery

## Introduction

Holy Wisdom Monastery is the home and work place of Benedictine Women of Madison, an ecumenical monastic community. The sisters welcome guests and encourage everyone to share in their life of prayer, hospitality, justice and care for the earth. At Holy Wisdom Monastery, activities are inclusive, ecumenical, respectful of creation and considerate of others' needs for contemplation and prayer. At the monastery, everything and everyone are considered sacred.

All guests are welcome to join the sisters in daily prayer. Respectful use of the facility is required to maintain the simple, contemplative and prayerful atmosphere of the monastery. Guests at the monastery are to be mindful of the sacred nature of the monastery.

## Meeting Room Descriptions, Fees and Supplies



**Room 222**, also called the Sun Room & Annex, is located on the second floor of the Retreat and Guest House. This two room area is carpeted, air conditioned and furnished with upholstered armchairs. An elevator is nearby for accessibility. It also features an exterior balcony and a splendid view of Lost Lake and the prairie. This is the smallest group room available and provides an intimate atmosphere for discussion. Room capacity: 15 without tables/10 with tables.

**RGH 113**, also called the Garden Room, is our largest capacity room in the Retreat and Guest House. It is on the main floor with a separate entrance through a garden courtyard. Restrooms and a guest kitchen are conveniently located nearby. The room is carpeted, air conditioned and equipped with an AV screen. The room is furnished with upholstered chairs and tables in a classroom-style arrangement but can be re-arranged to meet your needs. Room capacity: 90 without tables/60 with tables.





**Room 110**, also called the Lake View Room, is on the main floor in the Retreat and Guest House. It has a lovely view of Lost Lake. Restrooms and a guest kitchen are conveniently located down the hall. The room is carpeted, air conditioned, equipped with an AV screen and is furnished with upholstered chairs that allows flexibility in meeting your group's needs. Tables can be added or the space can be left wide open for activity such as meditation, yoga, etc. Room capacity: 40 without tables/25 with tables.

**Room 10**, also called the St. Benedict Room is located on the lower level of the Retreat and Guest House. It is carpeted, air conditioned, has conference tables set to seat 12 on one side of the room and a circle of upholstered armchairs with seating for 16 on the other side of the room. Room 10 has a separate outside building entrance. There is also a kitchen connected to the meeting space and conveniently located restrooms and elevator. This room is perfect for groups wanting face-to-face contact and writing/creating table space as well. Room capacity: 16.



**Monastery Guest Dining Room** is located on the main floor of the monastery building. The adjacent patio with fire pit is available for outdoor dining or leisure. The dining room has 23 tables with 6 chairs at each table. The room has bamboo floors, air conditioning and is equipped with a built-in sound system and AV screen. A bank of large picture windows extends across one side of the room and offers stunning views of the grounds surrounding the monastery. The Guest Dining Room is adjacent to the Gathering Area, a large open reception area for meeting and mingling. Room capacity: 150.

**Monastery Assembly Room** is located on the main floor of the monastery building. The Assembly Room is a large space designed for multiple purposes and uses. These include, but are not limited to, worship, presentation/lecture and concerts. Windows highlight the surrounding natural beauty. The room also offers an organ and piano, excellent acoustics and a state-of-the-art sound system making every seat in the room a great seat! Assembly Room chair moving and reset (two section max) \$285.00. Room capacity: 300.



**Monastery Hospitality Room** is located on the main floor of the monastery building. It is carpeted, air conditioned, equipped with a built in sound system and has a conference table set to seat 6. Additional chairs can be added to accommodate a larger group. This room has a single, handicap accessible bathroom attached. Room capacity: 14

## ***Meeting Room Fees:***

### **Services and Facilities Included in the Room Rental Fee:**

- Use of the meeting room and other designated areas for the day.
- Custodial services provided for set up and clean up.
- Access to monastery grounds, walking trails, library and other common areas.
- All are welcome to participate in daily prayers.

<b><i>Room</i></b>	<b><i>Full Day Rate*</i></b>	<b><i>Half Day Rate*</i></b>	<b><i>Capacity</i></b>
St. Benedict Room/RGH 10	\$305	\$183	16 max
Conference Room/RGH 111	\$126	\$76	8 max
Lake View Room/RGH 110	\$305	\$183	40 max
Garden Room/RGH 113	\$505	\$303	90 max
Break Out Rooms/RGH 101, 103	\$38	\$23	4 max
Sun Room/RGH 222 & Annex	\$208	\$125	15 max
Monastery Lower Level Conference Room	\$126	\$76	6 max
Monastery Hospitality Room	\$101	\$61	12 max
Monastery Guest Dining Room	\$879	\$527	150 max
Monastery Assembly Room	\$997	\$598	300 max

*\*half day rate is 4 hours or less*

*Note:* If you book a retreat or meeting for the following year, before the end of your current retreat, you can receive a 5% discount on your meeting room/s rental for the new booking.

## ***Meeting Supplies:***

<b><i>AV Equipment, Meeting Supplies and Other Fees</i></b>	<b><i>Cost</i></b>
LCD Computer Projector and/or Laptop	\$55.00
One Wireless Handheld or Lavalier/Lapel microphone	\$28.00
One Additional Microphone	\$22.00
Flipchart and Markers	\$25.00
Stage	\$165.00
Assembly Room Chair Moving and Reset (2 section maximum)	\$285.00
Easel	No charge
Whiteboard	No charge
Bulletin Boards	No charge
Podium	No charge
Screen	No charge



## Meal and Beverage Service at the Monastery

Groups are invited to join the sisters for lunch and dinner. We offer healthy meals made fresh by our executive chef. Some of the food is grown in the monastery's large vegetable garden. Meals reserved at the monastery are served every day of the week on the first floor of the main monastery building. Lunch is served at noon. Dinner is served at 5:15 pm. Outside catering is not allowed.

A light, self-serve continental breakfast is provided with an overnight reservation. Overnight guests are able to make their own breakfast using food stocked in the refrigerator, freezer and cupboard in the guest kitchen on the main floor in room 108. Any cups, plates or utensils used should be returned, washed and placed back in the cupboard. Non-overnight guests are welcome to enjoy the RGH continental breakfast for a minimal charge.

<b>Service</b>	<b>Cost</b>
Lunch*	\$15.50 per person
Boxed Meal*	Pricing subject to requests
Dinner*	\$18.50 per person
RGH Continental Breakfast for Overnight Guests	Included in room charge
RGH Continental Breakfast for Non-Overnight Guests	\$6.25 per person
Hot Beverage Bar (coffee, tea & hot chocolate) and water <sup>^</sup>	\$2.00 per person
Hot Beverage Bar Plus Additional Beverages (iced-tea and lemonade)	\$2.75 per person
Beverage Bar Set-up <sup>^^</sup>	\$135.00

*\* All rates are subject to change. Specific food requests may incur a surcharge to cover increased food costs.*

*<sup>^</sup>The "hot beverage bar" fee is the standard fee for using the beverage service in the RGH Kitchen and/or the Monastery Guest Dining Room.*

*<sup>^^</sup>A beverage bar set-up fee is charged for all "additional beverage" requests as well as for having service altered or provided elsewhere than in the RGH Kitchen and Monastery Guest Dining Room.*

Due to food-handling safety issues, all leftover food items are to remain onsite at the conclusion of events.

## Snack and Appetizer Service at the Monastery

Holy Wisdom Monastery offers an extensive assortment of snacks and appetizers for when the mid-gathering "munchies" hit your group! Please ask for a menu.

A group may alternatively choose to bring a snack and/or other beverages while they meet. We request that groups clean up any brought-in food and beverage before leaving.

## Personal Overnight Accommodations

### Retreat and Guest House:

Single or double guest rooms with private bathrooms in our Retreat and Guest House (RGH) are available for overnight guests. A light continental breakfast is provided in the Retreat and Guest House kitchen with all overnight room reservations. The RGH has 19 bedrooms. Five of the rooms have two beds, so in general a total of 24 overnight guests can be accommodated nightly.

Some rooms with only one bed feature queen and double beds making it possible for couples to reserve these rooms and to increase the number of people spending the night. In a few select rooms, it is possible to have up to four guests.

Standard check-in time is 2 pm and standard checkout time is 12 noon. For more details, please contact the guest services coordinator.

<i>Room Type</i>	<i>One Twin Bed</i>	<i>One Double Bed</i>	<i>One Queen Bed</i>	<i>Two Twin Beds</i>	<i>One Queen Bed &amp; One Twin Bed</i>	<i>Two Queen Beds</i>
RGH	10	2	2	3	1	1

<i>Retreat and Guest House Overnight Retreats</i>	<i>Weekday Rate</i>	<i>Weekend Rate*</i>
One Twin Bed	\$63	\$82
One Double Bed	\$63	\$82
One Queen Bed	\$73	\$99
Two Twin Beds	\$73	\$99
One Queen Bed & One Twin Bed	\$73	\$99
Two Queens Beds(Lower Level of RGH)	\$63	\$82

\* *Weekend rates include Friday, Saturday and Sunday nights.*

### Hermitages:

The monastery also has two hermitages located in a peaceful wooded area. Each hermitage includes a living room, kitchen, bedroom with one queen bed, bath, deck, air conditioning and parking. Shared laundry facilities are available for hermitage guests as well. The Mary Hermitage also features a high-quality, rollaway cot.

**Hermitages require a minimum of a two night stay** with standard check-in at 3 pm and checkout by 11 am.

<i>Hermitage Overnight Retreats</i>	<i>Weekday Rate<sup>^</sup></i>	<i>Weekend Rate*<sup>^</sup></i>
	\$97 per night	\$114 per night

\* *Weekend rates include Friday, Saturday and Sunday nights.*

<sup>^</sup>*A 10% discount is available after six nights.*

## Group Payment Schedule

### *Payments:*

- **25% Deposit:**

A non-refundable reservation deposit of 25% of the estimated cost is due on the date stated on the event agreement. This amount will be applied toward the final balance due. The receipt of your 25% deposit and signed contract guarantees your reservation at Holy Wisdom Monastery. If a reservation is made within six months of the retreat/meeting, a 50% deposit is required. Holy Wisdom Monastery reserves the right to cancel this contract in the event the deposit has not been received by the date indicated. The deposit amount is non-refundable and non-transferrable in the event of cancellation.

- **25% Partial Payment:**

A partial payment of 25% of the estimated cost is due two months prior to your retreat/meeting. If a reservation is made within six months of the retreat/meeting and the 50% deposit was required, there will not be a partial payment. This amount is non-refundable and non-transferrable. If partial payment is not received by the due date, there will be a 5% late fee added to the invoice, calculated from the total cost of the retreat.

- **Final Payment:**

The staff at Holy Wisdom Monastery will calculate the final bill and email it to the facilitator or leader. The final payment is expected in full on the day of the retreat/meeting in the form of credit/debit card, cash or one check made out to *Benedictine Women of Madison*.

## Hospitality for Welcoming Guests

Hospitality to groups is a significant outreach of Holy Wisdom Monastery. Rather than simply renting or using space at the monastery, we invite guests to experience a place of high standards reflecting the sisters' mission, vision and values. Therefore, we request some of your group's time so we can provide a brief welcome and orientation.

- If your group is new to the monastery, we require 5-minutes at or near the beginning of your meeting to welcome your group and a member of our staff will introduce you to Holy Wisdom Monastery.
- For a fuller explanation of Holy Wisdom Monastery and our ecumenical Benedictine community, you might wish to schedule a 15 to 20 minute welcome/orientation to Benedictine spirituality. We call this "Meet the Sisters." The sisters are available to meet with your group on Tuesdays-Fridays, 9:00 am-5:00 pm and at 5:00 pm on Saturdays, except during prayer and meal times. They are generally not available in the evenings or on Sundays or Mondays.

## Daily Prayer

Benedictine Women of Madison, the community of sisters at Holy Wisdom Monastery, gathers several times each day to pray The Liturgy of the Hours. Your group is welcome to join the sisters and others in the monastery oratory on the lower level for this daily prayer. The prayer schedule is:

- Sunday-Saturday 8:00 am
- Monday-Friday 11:45 am
- Sunday-Saturday 4:30 p.m.

**Centering Prayer (silent prayer)**

- Monday-Saturday 7:35 am
- Monday-Friday 4:55 pm.

## Guidelines for Using the Monastery Facilities

### ***Doors:***

The front entry doors of the Monastery Building and Retreat and Guest House are open during office hours (8:00 am-4:30 pm Monday-Friday). These doors are locked at all other times and on holidays, but can be opened with door codes after hours. Each building has its own individual code. A staff member will provide you with these codes before you arrive. You may choose to share them with your participants before your program or event so they may come and go as needed.

### ***Meeting Room Set Up:***

You may request a special set up of your meeting room. Contact the monastery staff at least two weeks ahead of time for assistance and/or instruction if you anticipate the need to rearrange your room.

### ***Tobacco Use:***

We support a policy of clean air. Smoking is prohibited in all the buildings.

### ***WiFi and Guest Computer:***

A computer labeled “guest computer” is available for limited use on the lower level of the Retreat and Guest House. If you have a laptop with wireless capabilities, a wireless code is available to access the internet in the Retreat and Guest House and Monastery Building.

### ***Contemplative Atmosphere and Cell Phone Use:***

In order to maintain a contemplative atmosphere and to respect the privacy of each guest, the use of radios, televisions and other disruptive devices are not permitted on the second floor of the Retreat and Guest House, including overnight and day retreat rooms. Please place cell phones on vibrate and do video conferencing on the first or lower level floors. If you need a quiet place for a video conference, please ask one of our staff.

### ***Library:***

The library is located on the lower level of the monastery building. You are welcome to check out books for use during your visit. Because this is not a lending library, we ask that you return all materials to the library before your departure.

### ***Handicap Accessibility:***

The Retreat and Guest House and Monastery Building are wheelchair accessible with designated parking and ramped walkways available. Both buildings have elevators. A wheelchair is available for guest use. It is located on the main level near the restrooms of the monastery building.