



Holy Wisdom Monastery
2022 Special Event Handbook



Holy Wisdom Monastery
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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.



We invite groups to host meals and events in our peaceful, beautiful setting. Our modern facilities support and contribute to the development of our values and mission. We welcome group meals for celebratory life events such as wedding rehearsal dinners and receptions, graduations, marital and baby showers, birthdays and anniversaries. We also extend hospitality for those looking to observe religious holidays and occurrences as well as those looking to build fellowship and community through events such as reunions. Non-profit organizations and groups dedicated to prayer, justice issues, land conservation and earth-friendly practices are welcome as well.



Respectful use of the facility is required to maintain the simple, contemplative and prayerful atmosphere of the monastery. The following guidelines have been established to enhance the respectful use of the facility during events.

Fees and Payments

Guest Dining Room Rental:

The guest dining room rental fee includes use of the guest dining room for up to 200* guests, set up and cleaning by the custodial staff, and the fee for staff to be present at the event. Events are scheduled from 8 AM to 9 PM. Information about an extended weekend wedding package that permits later receptions is available upon request.

Staff is on-site to open and close the building and handle any building-related issues that might occur during the event. They will meet the vendors for deliveries and be available throughout the event to make sure everything is running smoothly.

Guest Dining Room Rental: \$517 (up to 4 hours)
 \$862 (4-8 hours)

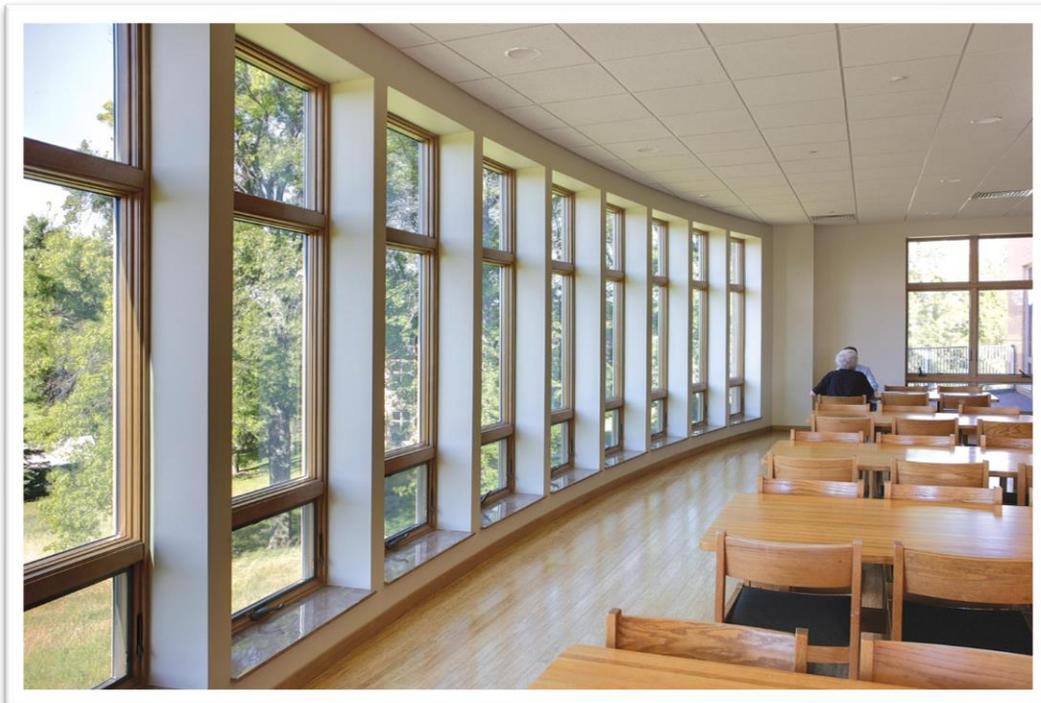
Members of the various HWM communities and bridal couples hosting both their ceremonies and receptions at the monastery receive a 10% discount on the dining room rental fee.

*An additional labor fee may apply. See page 4.

Damage Deposit:

The refundable damage deposit will be returned within 30 days after the event if there is no additional cleanup or damage to the equipment or facility caused by the guests or contracted vendors. Additional charges may be incurred if the cost to repair the damage is more than \$300. An itemized bill will be submitted to the host of the event for reimbursement. The damage deposit will be refunded if the event is cancelled.

Refundable Damage Deposit: \$300



Holy Wisdom Monastery Catering:

Holy Wisdom Monastery has a professional chef on staff that may be available to prepare food for your event. We have a vast selection of culinary options available for you to choose from and we can meet most medical dietary and food allergy requirements. All choices are price-pointed at a standard rate. Please see our menu selections for more details. If you have a special request, you may work individually with our chef to design your own meal which would start at our respective price point and may possibly increase depending on your request(s). All food is served buffet-style.

Food:

Catered by Holy Wisdom: Cost determined by culinary selections
(See suggested menus attached)

Holy Wisdom Monastery does not charge tax. Gratuity, although appreciated by our staff, is not expected.

Desserts are included with all lunch and dinner options. Guests are welcome to bring in desserts, but they must be pre-packaged or prepared professionally. Ice cream must be purchased through the monastery. Guests may not bring in home-prepared items, and Holy Wisdom does not discount lunch and dinner selections in consideration of brought-in items.

Holy Wisdom provides cutting and serving of brought-in desserts. The fee is \$1.30 per person based on the final guest count and includes all serving and eating utensils and wares. Guests may avoid this fee and plan to cut and serve desserts themselves. However, guests need to bring in their own utensils and service-ware. In this scenario, Holy Wisdom recommends the use of disposable eating utensils, plates and napkins as outside dishes and utensils may not be washed on site.

Brought-in Dessert Service: \$1.30 per person
Brought-in Dessert Self Service: \$0.00

Due to food-handling issues, all leftover food items prepared by Holy Wisdom Monastery are the property of the monastery and will remain onsite at the conclusion of events.

Beverages:

Meals provided by Holy Wisdom Monastery include regular and decaf coffee, a selection of hot tea and ice water. If you would like an additional selection of iced tea and/or lemonade, a beverage bar may be requested. The beverage bar is \$135 to set up and \$2.10 per person based on the final guest count.

Beverage Bar Set Up: \$135
Per person fee: \$2.10

Alcohol:

Holy Wisdom Monastery does not own a liquor license. However, alcohol may be served during the event as long as the event is a private event not open to the public. Alcohol consumption must be done in an appropriate and respectful way in keeping with the monastery's policies. Due to state and local laws, Holy Wisdom Monastery and its staff cannot provide, handle, serve or pour any alcoholic beverages. Absolutely no alcohol may be served to guests under the age of 21. Cash bars are not allowed.

(Continued on the next page.)

All alcohol and any glassware must be provided by the host and should be delivered to the monastery during the host's chosen time block. Outside glassware may not be washed on-site.

Since Holy Wisdom Monastery staff cannot be involved in the service of alcoholic beverages, it is requested that hosts designate individuals to dispose of beverages partially consumed and left behind by guests throughout the event.

For a fee, Holy Wisdom Monastery will provide same day refrigeration, set-up with a table and linen, cleaning, corkscrews, ice and ice bins. *Any event serving alcohol is required to pay this fee.*

Alcoholic Beverage Set Up Fee: \$265

Outside Vendor Catering:

Facility users are allowed to use Holy Wisdom Monastery catering or an outside caterer. If you opt to use an outside caterer, a kitchen/facility use fee will be charged to cover the cost for the caterer to use the facility during the event. **Please note:** no cooking should be done at HWM. Kitchen use is for staging and final preparations only. Due to safety issues, the dishwasher and refrigerators may not be used at any time. Caterers should be prepared to stay on-site for food setup, serving, take down and clean up. HWM staff is not provided to assist with these needs.

Caterers must be approved by HWM. Guests are welcome to bring in desserts, but they must be pre-packaged or prepared professionally. Guests may not bring in home-prepared items. Potlucks are not allowed.

Holy Wisdom Monastery does not provide utensils, cookware, dishware, flatware or beverage containers for outside caterers. Paper products such as disposable cups, paper plates, serving ware, plastic utensils or napkins are not available.

All food provided by outside caterers should have place cards identifying the name of the catering company at all food serving tables.

Any HWM equipment removed by the caterer must be returned within 48 hours or the host of the event will be assessed a \$1,000 fine and the caterer will not be allowed to use the HWM kitchen in the future.

HWM does not provide linens or place settings for outside vendor-catered events. Any linens, place settings, decorations or additional table rental is the responsibility of the host.

Outside Caterer Kitchen use Fee: \$415, up to 50 people
 \$620, 51 -100 people
 \$850, 101 + (maximum of 200 people)

Outside Catering
Refundable Damage Deposit: \$325

Rules and Guidelines for Events

General:

- Events with food may not be open to the general public or advertised.
- Set up and clean up time is included in your total facility use time.
- Failure to comply with guidelines and all other applicable rules and policies will result in the forfeiture of your damage deposit.

Decorating:

- **The host will provide all decorations and linens.** Floral arrangements may be placed on the tables and any additional decorations must be discussed and approved by the Guest Services Coordinator prior to the event.
- No tacks, staples, nails, wire, glue, sticky tape, screws, pins or gum may be used on the walls, ceiling, floor, chairs or any furnishings. Any damage to the equipment or facility by the guests or contracted vendors will be the responsibility of the host.
- The monastery is decorated during the season of Advent, Christmas and Easter. Once these decorations are in place, they are not to be removed until after the end of the season.
- Taper or pillar candles may not be used in the guest dining room, gathering area or guest dining room patio. Tabletop tea lights placed fully inside glass holders are acceptable for use.

Furniture:

- The host must request the number of tables needed at least two weeks before the event. If the number of tables exceeds what is available at the monastery, the host will need to provide the additional tables by renting them through a rental company.
- Particular care must be given to the floors and walls when moving the furniture. Furniture may only be moved by monastery staff. Substantial rearrangement of dining room or gathering area furniture may result in an additional fee of \$100 per labor hour.

Tobacco Usage:

- Smoking is not permitted in the buildings or outside on the grounds. Please make sure your guests are aware of the no smoking policy.

Damages:

- Reasonable care of the equipment and facility is required at all times: damage and/or breakage must be reported to the Guest Services Coordinator.
- No confetti, glitter, rice, sand or other untidy materials may be used anywhere on the premises.
- The host or responsible parties agree to pay for any property damages or expenses over and above the damage deposit if damage or expense occurs during the time they are using the facilities.

End of Event and Cleanup:

- If your event runs longer than originally scheduled, Holy Wisdom Monastery reserves the right to bill for the additional usage. All events must end by 9 PM
- In the event that an excessive amount of cleaning is required after the function, there will be a labor charge of \$125 per hour; per employee needed to complete the work.
- All personal belongings, equipment, gifts, etc. must be removed at the conclusion of the event.
- Holy Wisdom Monastery is not responsible for lost, stolen or damaged articles or equipment.

Appetizer Trays

Minimum order for 20 people

****Prices are subject to change***

Seasonal Sliced Fresh Fruit (\$4.10 pp*): Variety of seasonal melons and berries served with fruit dip. May include pineapple, citrus, grapes and/or other fruit.

Wisconsin Cheese Tray with Crackers (\$4.10 pp*): Variety of cheddar, Swiss, pepperjack, colby and provolone, served with assorted crackers. Add \$1.05 pp* to add summer sausage.

Fresh Vegetable Tray with Dip (\$4.10 pp*): Variety of carrots, celery, broccoli, cauliflower and cherry tomatoes served with a creamy herb dip.

Antipasto Tray (\$5.15 pp*): Salami, provolone cheese, black and green olives, marinated artichokes, cherry tomatoes and pepperoncini.

Mediterranean Tray (\$5.15 pp*): Roasted garlic hummus, baba ganoush, kalamata olives and feta cheese, served with pita.

Meatballs (\$5.15 pp*): choose from Swedish or BBQ, estimated 3 meatballs per person

Chips & Salsa (\$3.05 pp*): tortilla chips and homemade salsa, add homemade guacamole for an additional \$1.05 pp*

Breakfast Menus

****Prices are subject to change***

Continental Breakfast (\$6.95 pp*): Choice of two: bagels with cream cheese, sweet rolls, muffins or scones, seasonal fresh fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Deluxe Continental Breakfast (\$9.25 pp*): Choice of two: bagels with cream cheese, sweet rolls, muffins or scones, Greek yogurt with homemade granola, hard-boiled eggs, seasonal fresh fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Spanish-Style Frittata (\$10.30 pp*): Homemade frittata, roasted Yukon gold potatoes with vegetables and ham, seasonal fresh fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Breakfast Quiche Lorraine(\$11.35 pp*): Savory breakfast quiche served Lorraine (onions, spinach, Swiss cheese and bacon or sausage), roasted potatoes topped with sautéed onions and peppers, seasonal fresh fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Fiesta Breakfast (\$11.35 pp*): Fresh eggs seared in homemade red salsa, served with crispy corn or flour tortillas. Includes homemade ranch style black beans and Spanish rice with traditional garnishes of sour cream, green and red salsa, shredded Wisconsin cheese, shredded lettuce, minced onion and spicy fresh peppers. Seasonal fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Dixie Breakfast (\$13.40 pp*): Homemade biscuits with sausage gravy, roasted Yukon gold potatoes O'Brien, choose two: sausage, bacon or ham, scrambled eggs, fresh seasonal fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea.

Lumberjack Breakfast (\$13.40 pp*): Scrambled eggs, French toast or pancakes* with maple syrup, American fried potatoes, sausage, smoked bacon or ham, homemade biscuits or cornbread muffins with honey, seasonal fresh fruit or fruit tray, orange juice and/or additional fruit juice, regular/decaf coffee and variety of tea. *(Pancakes available for groups of 75 or less.)

Lunch Menu: \$14.50 per person*

All meals include regular/decaf coffee, hot tea and ice water.

An additional \$1 per person for vegan, gluten free or dairy free entrée.

Substitutions may be needed based on seasonality and availability.

**Price based on one option. Two-choice options will result in a 10% price increase.*

Served until 2 pm.

Fajita Luncheon: Marinated chicken and/or tofu gently seared with peppers and onions and served with soft flour and crispy corn tortillas. Accompanied by homemade refried beans, Spanish rice, salsa and all the trimmings. Includes a fresh fruit dessert or a homemade sweet treat.

Door County Style Fish Boil: Haddock oven-steamed with butter, baby Yukon gold potatoes, young carrots, onions and celery served with drawn butter, lemon, fresh bread and cherry cobbler.

Salad, Soup and Sandwich Luncheon: Fresh tossed salad with homemade dressings and fresh toasted croutons. Savory seasonal soup and freshly made sandwiches. Includes a fresh fruit dessert or a homemade sweet treat.

Pizza and Salad Luncheon: Fresh cut salad greens with assorted toppings, homemade dressings and crunchy croutons. Deep dish or traditional Wisconsin-style pub pizza with homemade crust and sauce, a bounty of fresh ingredients and three Wisconsin cheeses baked to perfection. Includes a fresh fruit dessert or a homemade sweet treat.

Frittata Luncheon: Spanish style roasted vegetable and potato frittata topped with Wisconsin muenster and cheddar cheese served with jasmine rice and peas, tossed salad and homemade bread. Includes a fresh fruit dessert or a homemade sweet treat.

Pasta Luncheon: Fresh tossed salad with homemade dressings & fresh toasted croutons. Homemade French bread, pasta, marinara sauce, meatballs and roasted vegetables. Includes a fresh fruit dessert or a homemade sweet treat.

Baked Ziti Luncheon: Baked ziti with fresh baked bread and tossed salad. Includes a fresh fruit dessert or a homemade sweet treat.

Chicken Curry Luncheon: Fresh tossed salad with homemade dressings and fresh toasted croutons. Sliced chicken breast and fragrant vegetables in a coconut curry sauce served over/with jasmine rice. Includes a fresh fruit dessert or a homemade sweet treat.

Barbecue Pork Luncheon: Barbecue pork on homemade rolls served with potato salad, coleslaw and homemade baked beans. Includes a fresh fruit dessert or a homemade sweet treat.

Lentil Curry Luncheon: Fresh tossed salad with homemade dressings and fresh toasted croutons. Tender lentils and fragrant vegetables in a coconut curry sauce served over/with jasmine rice. Includes a fresh fruit dessert or a homemade sweet treat.

English Hot Pot Luncheon: Fresh tossed salad with homemade dressings and fresh toasted croutons. A meaty stew of beef or pork with carrots, celery, onions and other vegetables topped with crispy thin sliced Yukon potatoes. Includes a fresh fruit dessert or a homemade sweet treat.

Chili Luncheon: (Southwest style, Kansas City Style or Vegan) Homemade chili, toppings and tossed salad with fresh rolls or cornbread. Includes a fresh fruit dessert or homemade sweet treat.

Salmon Cakes Luncheon: Salmon cakes with sauce remoulade, colcannon potatoes and sweet peas. Served with tossed salad and apple crisp.

Lasagna Luncheon : Fresh Caesar salad with homemade dressings and fresh toasted croutons. Homemade French bread. Lasagna (meat or vegetarian) with homemade marinara sauce, parmesan cheese and roasted vegetables. Includes a fresh fruit dessert or homemade sweet treat.

White Fish Luncheon: Creole style baked white fish, jasmine rice, steamed green vegetable, tossed salad and dessert

Stir Fry Luncheon: Spicy Napa slaw, sesame crusted tofu flash fried with Asian vegetables and served with brown rice and lo mein. Includes a fresh fruit dessert or homemade sweet treat.

Mediterranean Primavera Luncheon: Fresh Caesar salad with homemade dressings and fresh toasted croutons. Homemade French bread. Penne pasta tossed with roasted red peppers, artichoke hearts, eggplant, feta cheese and homemade marinara. Includes a fresh fruit dessert or homemade sweet treat.

Picnic Luncheon: Grilled hamburgers, hot dogs and Wisconsin bratwurst, fresh baked buns, relish tray (lettuce, tomatoes, onions and pickles), homemade baked beans, potato salad and/or coleslaw. Includes a fresh fruit dessert or assorted cookies/bars.

Deli Buffet Luncheon: Turkey, ham and roast beef with sliced Wisconsin cheese, assorted breads and rolls, relish tray (lettuce, tomatoes, onion and pickles), potato and/or pasta salad, assorted cookies and/or bars, fresh fruit or vegetable tray.



Dinner Menu: \$17.50 per person*

All meals include regular/decaf coffee, hot tea and ice water.

An additional \$1 per person for vegan, gluten free or dairy free entrée.

Substitutions may occur based on seasonality and availability.

**Price based on one option. Two-choice options will result in a 10% price increase.*

Pork Loin Dinner: Mustard and Rosemary Glazed Roast Pork Loin served with au jus, Potatoes Lyonnaise, green vegetable fresh compound salad and dessert.

Meatloaf Dinner: Fresh tossed salad with homemade dressings and fresh toasted croutons. Homemade meatloaf and gravy served with colcannon potatoes and sweet peas with caramelized onions and garlic. Includes a fresh fruit dessert or a homemade sweet treat.

Old Fashioned Pot Roast Dinner: Tender Beef Pot Roast served with braised vegetables and Yukon gold potatoes. Homemade French bread, tossed salad and caramel apple bread pudding.

Door County Style Fish Boil: Haddock oven steamed with butter, baby Yukon gold potatoes, young carrots, onions and celery served with drawn butter, lemon, homemade coleslaw, fresh bread and cherry cobbler

Fajita Buffet: Marinated beef, chicken and tofu seared with peppers and onions and served with soft flour and crispy corn tortillas. Accompanied by white corn soup, homemade refried beans, Spanish rice, salsa and all the trimmings. Fresh fruit dessert or homemade sweet treat.

Sesame Stir Fry Dinner: Spicy Napa slaw, sesame crusted tofu flash fried with Asian vegetables and served with brown rice and lo mein. Fresh fruit dessert or homemade sweet treat.

Mixed Grill Dinner: an assortment of grilled pork chops, steaks, chicken breast and sausage with roasted potatoes, steamed vegetables, tossed salad and dessert.

Pasta Primavera Dinner: Garden vegetables, olives and homemade marinara sauce served with penne pasta. Homemade French bread, tossed salad and caramel apple bread pudding.

Lightfair Dinner: Lemon chicken, rice pilaf, steamed vegetables, tossed salad and dessert.

Pork Chops Dinner: Marinated Grilled Pork Loin Chops served with Roasted Potatoes & Onions, green vegetable fresh compound salad and dessert.

Shepherd's Pie Dinner: Fresh tossed salad with homemade dressings and fresh toasted croutons. A meaty stew of beef or pork with carrots, celery, onions and other vegetables topped with homemade mashed Yukon gold potatoes. Includes a fresh fruit dessert or homemade sweet treat.

Eggplant Parmesan Dinner: Fresh Caesar salad with homemade dressings and fresh toasted croutons. Homemade French bread. Breaded baked eggplant topped with homemade basil marinara and mozzarella cheese served atop spaghetti. Fresh fruit dessert or homemade sweet treat.

Ginger Sesame Seitan: Seitan, red peppers, broccoli, garlic and fresh ginger, served over jasmine rice. Fresh fruit dessert or homemade sweet treat.



Holy Wisdom Monastery

2022 Reservation Form

Name of Event: _____

Date of Event: _____

Start Time: _____ End Time: _____

Host/Contact Person (must be on-site for event): _____

Address: _____

(Street)

_____ (City)

_____ (State)

_____ (Zip)

Email: _____ Phone: _____

Anticipated Number of Guests: _____

Required Deposits:

The damage deposit(s) plus a non-refundable 50% reservation deposit and signed reservation form is required to hold the date of your event. A tentative hold may be placed on a date for a maximum of 10 business days. *The reservation deposit is not refundable.*

Final Guest Count and Payments:

Final guest count is due two weeks prior to the event. Guests may be added, but not reduced, up to one week prior to the event. Final payment is due two weeks prior to the date of the event. Any additional charges incurred during the event will be billed after the event.

Event Contract:

- I have read the Holy Wisdom Monastery Events Handbook and agree to abide by all guidelines and policies as stated. If property damage occurs during the event, I agree to reimburse Holy Wisdom Monastery for such damages. The undersigned agrees to hold Holy Wisdom Monastery harmless of any claims, losses or damage that result from activities during the event by the undersigned, their guests and any other parties participating in the event. **Failure to comply with guidelines and all other applicable rules and policies will result in the forfeiture of your damage deposit.**

Signature

Date



Holy Wisdom Monastery

Event Checklist

Guest Dining Room Rental (required):

- Half Day (up to four hours) \$517
- Full Day (four to eight hours) \$862
- Damage Deposit (required): \$300

Additional Labor (applicable based on final guest count):

- 126 – 200 guests \$210

AV Needs (optional):

- 1 microphone \$28
- 2 microphones \$50
- Projector \$55
- Projector with DVD player \$75

Catering Choices

Holy Wisdom Monastery Catering:

- Lunch:
 - 1 choice: # ____ x \$14.50 = ____
 - 2 choices: # ____ x \$15.40 = ____
- Dinner:
 - 1 choice: # ____ x \$17.50 = ____
 - 2 choices: # ____ x \$18.70 = ____
- Dietary Substitutions:
guests ____ x \$1 = ____
- Brought-in Dessert Service
guests ____ x \$1.30 = ____
- Brought-in Dessert Self Service: \$0
- Beverage Bar Fee: \$135
- Beverage Fee:
guests ____ x \$2.10 = ____
- Alcoholic Beverage Set-up: \$265

Appetizers:

- Seasonal Sliced Fresh Fruit Tray
guests ____ x \$4.10 = ____
- Wisconsin Cheese w/ Crackers Only
guests ____ x \$4.10 = ____
- Wisconsin Cheese w/ Crackers & Sausage
guests ____ x \$5.15 = ____
- Fresh Vegetable Tray w/ Dip
guests ____ x \$4.10 = ____
- Antipasto Tray
guests ____ x \$5.15 = ____
- Mediterranean Tray
guests ____ x \$5.15 = ____
- Meatballs Swedish BBQ
guests ____ x \$5.15 = ____
- Chips & Salsa
guests ____ x \$3.05 = ____
- Chips, Salsa & Guacamole
guests ____ x \$4.10 = ____

Outside Vendor Catering:

- Up to 50 guests: \$415
- 51-100 guests: \$620
- 101-200 guests: \$850
- Additional Damage Deposit \$325

Please return this with your reservation form.