



Holy Wisdom Monastery
2023 Special Event Handbook



Holy Wisdom Monastery
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Holy Wisdom Monastery

Introduction

Holy Wisdom Monastery is the home and workplace 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: \$527 (up to 4 hours)
 \$879 (4-8 hours)

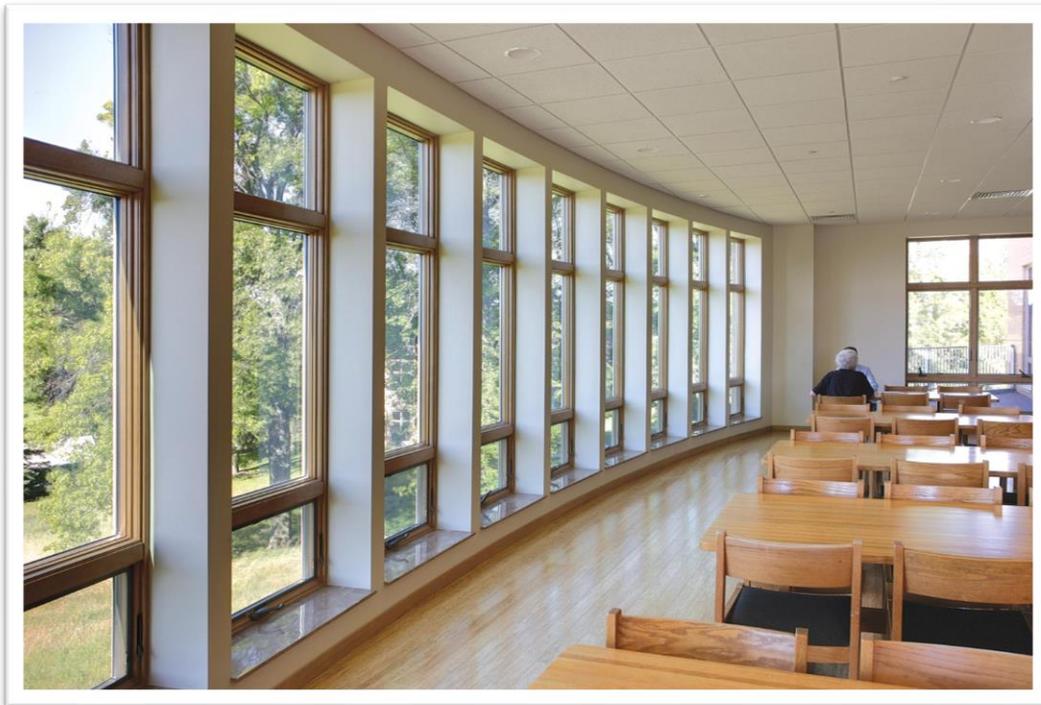
Members of the various HWM communities and bridal couples hosting both their ceremonies and receptions at the monastery receive a 10% discount on the dining room rental fee.

*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: \$310



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: \$275

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: \$430, up to 50 people
 \$530, 51 -100 people
 \$630, 101 + (maximum of 200 people)

Outside Catering
Refundable Damage Deposit: \$500

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.



Holy Wisdom Monastery

2023 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