



# *Holy Wisdom Monastery*

## 2024 Special Event Handbook



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# Holy Wisdom Monastery

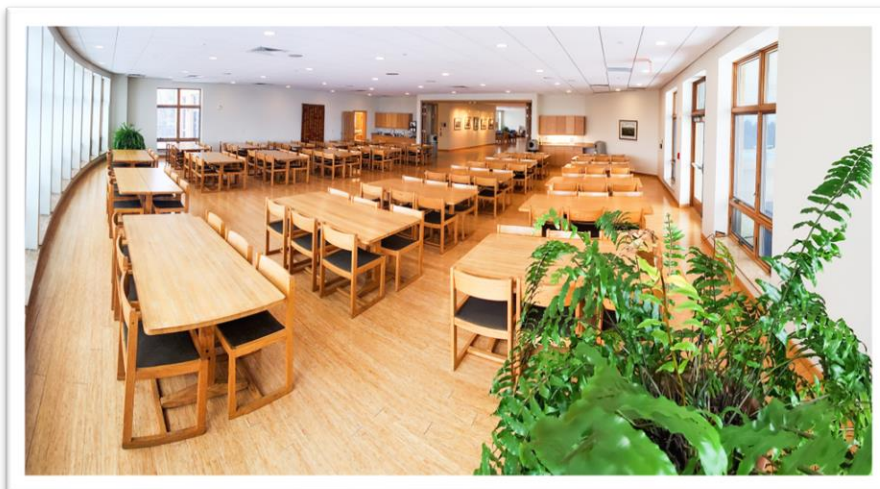
## Introduction

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.



*Capture the Moment by Kristel Stephany*

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:                   \$539 (up to 4 hours)  
  \$899 (4-8 hours)

\*An additional labor fee may apply.

### **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:               \$320





**Additional Labor Fee:**

For banquet events with 126-200 guests, an additional fee is required to cover labor for kitchen work, setup and cleaning.

Guest count of 126 – 200 guests:                      \$221

**Audio/Visual Items:**

Holy Wisdom Monastery is equipped with a sound system that can play recorded music in the gathering space and/or the guest dining room for no additional fee. The guest dining room has a retractable projection screen that guests may use to run a DVD, show videos or a PowerPoint presentation. The guest dining room may also be set up for a total of two wireless microphones. Computers and speakers are not supplied.

One wireless microphone (hand held or lavalier):                      \$28

    One additional microphone:    \$22

Projector:    \$55

### **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 menu on page 7)

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. Ice cream must be purchased through the monastery. 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 \$1.35 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:           \$1.46 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 \$2.75 per person based on the final guest count.

Beverage Bar Set Up:                 \$135  
Per person fee:                         \$2.94

### **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: \$495

### **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:	\$442, up to 50 people
	\$542, 51 -100 people
	\$642, 101 + (maximum of 200 people)

Outside Catering Refundable Damage Deposit:	\$500
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## Special Event Menu:

### **Appetizers - \$6.95 per person (pick 2)**

*Each additional appetizer +\$3 per person*

**Seasonal Sliced Fresh Fruit** - *Variety of seasonal melons and berries. May include pineapple, citrus, grapes and/or other fruit.*

**Wisconsin Cheese Tray with Crackers** - *Variety of cheddar, Swiss, pepperjack, Colby and provolone, served with assorted crackers. + \$1 per person to add summer sausage.*

**Fresh Vegetable Tray with Dip** - *Variety of carrots, celery, broccoli, cauliflower and cherry tomatoes served with a creamy herb dip*

**Antipasto Tray** - *Salami, provolone cheese, black and green olives, marinated artichokes, cherry tomatoes and pepperoncini*

**Mediterranean Tray** - *Roasted garlic hummus, baba ghanoush, kalamata olives and feta cheese, served with pita*

**Meatballs (+\$1 per person)** - *choose from Swedish or BBQ*

**Chicken Sate (+\$1 per person)** - *marinated chicken on skewers, served with peanut sauce*

### **Entrées - \$23.50 per person**

Choice of two entrées, two sides (one starch and one vegetable), tossed salad with dressing, homemade rolls, biscuits, or French bread with butter, choice of dessert, water, and coffee. Additional sides +\$1 per person, per side.

**Breakfast menu available upon request.**

#### **Beef**

##### **Old Fashioned Beef Pot Roast**

*Beef roast seared and braised slowly in wine and pan gravy*

##### **Meat Loaf**

*Homemade beef meatloaf with your choice of savory red glaze or rich beef gravy*

##### **Burgundy Beef Tips**

*Fresh-cut sirloin tips seared with garlic and herbs, braised in burgundy wine, caramelized onions, and rich beef stock*

##### **Grilled Sirloin Steak (+\$2 per person)**

*Fresh-cut choice sirloin steak grilled medium rare, served with a mushroom and beef demi glaze*

#### **Chicken**

##### **Roasted Chicken with gravy**

*Marinated bone-in chicken seasoned and roasted, served with a pan sauce*

##### **Braised Chicken Hunter**

*Bone-in chicken braised in a mushroom, pepper, and red wine sauce*

##### **Lemon Chicken**

*Grilled chicken breast with a lemon marinade*

**Roast stuffed breast of chicken (+\$2 per person)**

*Tender chicken breast stuffed with sliced mushrooms and Swiss cheese, wrapped in bacon*

**Homemade Chicken Parmesan**

*Tender chicken breast breaded and baked, topped with homemade basil marinara and mozzarella cheese*

**Pork**

**Roast Pork Loin**

*Pork loin marinated in mustard and rosemary, slow roasted, sliced thin, served with a pan sauce*

**Center Cut Pork Chop**

*Marinated, grilled pork chops served with country gravy*

**Stuffed Pork Chops (+\$2 per person)**

*Boneless, center-cut pork cutlet butterflied and stuffed with bread and sage dressing, served with pork gravy*

**Sliced Ham**

*Whole ham braised in red wine, brown sugar, orange, and cranberry, sliced thin*

**Fish and seafood**

**Door County Style Butter Braised White Fish**

*Choice white haddock braised in Wisconsin butter, served with lemon and tartar sauce*

**Baked Salmon Fillets (+\$2 per person)**

*Fresh salmon seasoned and roasted, served with lemon and rémoulade sauce*

**Oven Fried Fish with Tartar Sauce**

*Hand breaded and oven fried haddock, served with lemon and tartar sauce*

**Meatless Options**

**Stuffed Peppers (Vegan)**

*Barley and lentil stuffed roasted peppers with a fragrant, slow-cooked tomato sauce made with peppers, oregano, and garlic*

**Eggplant Parmesan (Vegetarian)**

*Breaded, baked eggplant topped with homemade basil marinara and mozzarella cheese*

**Vegetarian Lasagna**

*Spinach and cheese lasagna made with homemade marinara sauce and parmesan cheese*

**Starch Choices**

Seasoned Baked Potatoes

Roasted Baby Yukon Gold Potatoes

Mashed Potatoes

Rice Pilaf

Steamed Jasmine or Brown Rice

Pasta with Marinara

Macaroni and Cheese

**Vegetable Choices**

Steamed Mixed Seasonal Vegetables

Whole Green Beans

Peas and Carrots



Corn Pudding  
Corn O'Brien  
Roasted Winter Squash

### **Dessert Choices**

Lemon Bars  
Brownies  
Brookie Bars  
7 Layer Bars  
Chocolate Chip Cookies  
Peanut Butter Cookies  
Oatmeal Cookies  
Seasonal Fruit Crisp (GF)

**\*All prices listed subject to change.**

## **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 \$146 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 \$146 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

### 2024 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