

# WEDDING & SPECIAL EVENTS RATES AND POLICIES

Only Union members are eligible to reserve rooms through the Wisconsin Union. Members are not charged a room rental fee for the use of areas designated for weddings and other large-scale social events. This includes Great Hall, Tripp Commons and deck, the Main Lounge and Varsity Hall.

Wisconsin Union members may also book rooms for occasional personal or social events like birthday parties, bridal showers, family reunions, etc. Union members may not reserve a space for an outside company or organization. For example, company holiday parties and business meetings are not permissible member events.

The Wisconsin Union can hold a limited number of member receptions (weddings, showers, and other catered member parties, etc.) in its large banquet rooms during the academic year. We can only allow a total of two Wisconsin Union member events a month on a Friday or Saturday during the fall and spring academic semesters per building. Sundays are not included in this policy. There is no limit during the summer and winter vacation when the facilities are not in high demand for university functions.

## Deposit

For large rooms, a non-refundable deposit of \$1000 is due at the time of the booking and goes towards food, beverage AV and other charges. No refunds will be made for unused deposits.

For Friday, Saturday and holiday weekend events, six months prior to the member's event, a second deposit of \$3000 will be required to continue to hold the reservation. The additional \$3000 goes toward all fees and charges and is non-refundable if the reservation is cancelled within 6 months of the event. If the second deposit is not received six months in advance, the reservation will be cancelled.

Exception: If one of these spaces is not rented 14 days prior to a proposed event, it may be reserved without food and beverage minimums.

For events booked on Fridays, Saturdays and holiday weekends the minimum expenditures are as follows:

Main Lounge* min.....	\$5000
Tripp Commons min.....	\$6000
Great Hall min.....	\$7000
Varsity Hall min.....	\$9000

\*Please contact Campus Event Services about reserving the Main Lounge. Special approval and additional fees apply.

The pre-tax minimum includes cash bar, hosted bar and all other bar options. Catering, audio/visual, rental and service or setup fees all apply towards the minimum.

If the minimum is not met, members will be charged the difference.



WISCONSIN UNION  
**CAMPUS EVENT  
SERVICES**

# WEDDING & SPECIAL EVENTS RATES AND POLICIES

## Service Fee

The Wisconsin Union will charge a \$500 service fee for qualifying member events in Great Hall, Tripp Commons, Varsity Hall and Main Lounge.

## Qualifying Criteria

All member events in Great Hall, Tripp Commons Varsity Hall and the Main Lounge in both buildings.

Member events, requiring catering service taking place on a Friday, Saturday, Sunday, or Holiday and any event needing early access to the room more than two hours before the event start time for such things as set-up, decoration, cake and floral delivery, D.J./band deliveries.

## Contracts

A written contract must be signed to secure your reservation.

## Contact Campus Event Services

Memorial Union  
2nd floor

Union South  
3rd floor, admin. suite

p. 608-262-2511  
e. [events@union.wisc.edu](mailto:events@union.wisc.edu)

Mon – Fri  
8:00am – 5:00pm



WISCONSIN UNION  
**CAMPUS EVENT  
SERVICES**