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wedding guide

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photo by Carly McCray

## 2018 WEDDING GUIDE

Valid from January 1, 2018 through December 31, 2018. Please see 2018 Private Events Menu & Policies for room capacities, set up and bartender fees, food and beverage minimums, and policies for all private events, including weddings, at Fresco and/or the Madison Museum of Contemporary Art. This guide provides additional information specifically for ceremony and/or wedding reception clients who have rented spaces at Fresco and/or the Madison Museum of Contemporary Art

## WEDDING CEREMONIES

Fresco is the Madison Museum of Contemporary Art's rooftop restaurant and exclusive on-site catering company, and is responsible for the set up of rented furniture and equipment for wedding ceremonies. If you have any questions about how your wedding can work in our spaces, please contact us. We are happy to walk you through the options.

Ceremony set-up will be completed one hour prior to ceremony start time. Depending on your guest count you can choose to have your guests face State Street or the Capitol Building.

### Ceremony Rentals and Set Up

\$4/person fee, payable to Fresco, includes rental of white padded folding wedding chairs and a water station for your guests. The \$4/person fee is still owed to Fresco if your ceremony is rain called and moved to the museum lecture hall. If you choose to rent different chairs from an outside rental company for your ceremony, you will still be charged \$4/chair for set up and break down. You will be asked to confirm final chair count one week prior to your ceremony.

Please let us know if you would like to use any of our outdoor tables for programs, unity candles, or any of your ceremony needs. Cocktail tables are available for use by your wedding officiant for a podium, for your musicians, or any other ceremony needs. These tables are included in your museum rental fees. If you would like white linens for these tables, they are charged at an additional rate, see rental costs below.

### For Ceremony-only Clients

(Clients not hosting a reception at Fresco or the Madison Museum of Contemporary Art)

Optional Ceremony Coordinator: A \$200 staffing fee will be added to your Fresco rental bill for a Fresco Event Coordinator. This coordinator will be available during your rehearsal and ceremony to give guidance as needed and will be present before and after your event to assist vendors upon arrival (florist, musician), oversee chair and equipment set-up, and answer any questions that arise. If you do not want a Fresco Event Coordinator, Fresco will set up the chairs, but no representative will be present during the ceremony or the ceremony rehearsal.

## Ceremony Rehearsals

The Director of Public Operations of MMoCA will contact you in late March to schedule your ceremony rehearsal. In most cases, the rehearsal will be scheduled the day preceding the wedding during the afternoon. Because MMoCA often books evening events, the Sculpture Garden is not available for ceremony rehearsals after 4:00 pm. If there is an evening event booked the day before your wedding, MMoCA reserves the right to schedule the rehearsal earlier in the afternoon that day, or two days before your wedding. During your rehearsal, the Rooftop Sculpture Garden will not be closed to the public.

**Ceremony facing State Street (up to 120 guests)**

**Ceremony facing Capitol building (up to 230 guests)**



## FURNITURE, EQUIPMENT, AND RENTALS

### Tables and Chairs Included in Space Rental

The following tables and chairs are included with each space:

Fresco restaurant:

All restaurant tables and chairs (must stay in the restaurant space)

5 High Top Cocktail tables (30" diameter, standing height tables, no chairs)

Rooftop Sculpture Garden:

8 Square Brushed Metal tables\* (31.5" square, seats up to 4 guests) with metal chairs

2 Round Brushed Metal Tables (30" diameter, seats 3-4 guests) with metal chairs

5 High Top Cocktail tables\* (30" diameter, standing height tables, no chairs)

2 Outdoor Sectional Couches (U-Shaped, black all-weather wicker with slate colored cushions)

Museum Lobby:

Outdoor tables and cocktail tables marked with an asterisk\* may be used in the lobby if the event is rain-called or for lobby-only events. When used indoors, we recommend using linen table cloths to cover the tables. Linens are \$10/linen. White padded chairs are available for \$4/each.

Please note: Outdoor tables on the State Street side of the Fresco dining room are considered part of the restaurant's normal service area. These tables will be seated for regular restaurant use and may not be used for private events unless additional fees are paid to Fresco.

## Rental Fees and 3rd Party Rentals

\$4/white padded folding chair

\$10/linen for tables (black or white)

\$100/additional bar (one bar is included in all lobby and Sculpture Garden events)

\$150 speaker and wired microphone

\$250 sound system (mixer, two speakers, wired microphone (all capable of rca/xlr))

\$100 10'x10' pop up tent for musicians or DJ

If you have additional rental needs, a 3rd party rental company may be used. Our preferred vendor is Event Essentials. We are happy to assist you with a rental order, or you can rent additional chairs, tables, linens and other equipment and decor with Event Essentials or the company of your choice. If you are handling your own rental order, please verify the order with us prior to placing it so we can confirm delivery times, equipment set up, and make sure your rentals work in our spaces. If harvest tables or large, cumbersome furniture pieces are rented from an outside company and Fresco staff must set it up and break it down, additional set up charges will be assessed.

## Event Decor & Decor Set Up

MMAoCA and Fresco staff can place pre-assembled, ready-to-go items that are not time-consuming.

For example, Fresco staff can put centerpieces and place-cards on tables and reserved signage on chairs during the ceremony. You will need to assign someone from your party or hire a day-of wedding coordinator to perform more detailed, time-consuming tasks (such as tying ribbons on chairs, assembling archways, or stringing lights in the garden). If harvest tables or large, cumbersome furniture pieces are rented from an outside company and Fresco staff must set it up and break it down, additional setup charges will be assessed.

Candles are allowed in the Rooftop Sculpture Garden and the restaurant, as long as the glass vessel is higher than the tip of the flame. Candles are not allowed in the museum lobby. String lights or paper lanterns are allowed in the Rooftop Sculpture Garden, but they must be taken down immediately following your event by someone in your party. You may not use nails, tacks, screws, or tape on the walls, floors, or ceiling of MMAoCA or Fresco without approval of the staff. No heaters, balloons, confetti, birdseed, rice, glitter, or flower petals (real or synthetic) are allowed.

## Wedding Vendors/Deliveries

The Director of Public Operations at MMAoCA or the Fresco Event Coordinator will contact your vendors to schedule and coordinate delivery times. With approval, your coordinator may drop off items the day before the event to be stored overnight (programs, guestbook, centerpiece decorations, etc). Any items requiring refrigeration prior to the event (cakes, flowers, etc) must be approved by the Fresco Event Coordinator as cooler space is limited. At the conclusion of the event, all items must be removed.

## Musicians and DJs

If your event will take place in the Rooftop Sculpture Garden, please notify your musicians/DJ that the event will be outdoors, weather permitting. Fresco has a pop up tent that may be rented for \$100 if your musicians request shade.

## **Inclement Weather/Rain Call**

Inclement weather ("Plan B") setup will be determined approximately one month before the event date and finalized the day prior to the event, as weather dictates.

MMoCA recommends moving the event indoors if there is more than a 30% chance of precipitation. The Fresco Event Coordinator will call you (or your representative) approximately four hours before the event start time to make the final rain call. Once the decision is made, it is final and we are unable to move the event indoors or outdoors if the weather changes.

## **Other Important Information**

Fresco does not assume responsibility for the loss of, or damage to, articles left at the venue prior to, during, or after any event. All flowers, favors, guest book, cake, and gifts must be removed at the conclusion of the event.

## **Contact**

Please email Alison Moerke at [amoerke@foodfightinc.com](mailto:amoerke@foodfightinc.com) for Fresco restaurant rates and availability and offsite catering inquiries.

If you are interested in renting the Rooftop Sculpture Garden or the MMoCA lobby, please email Bob Sylvester at [bob@mmoca.org](mailto:bob@mmoca.org)