



Create a truly special event in the 100-year-old landmark Garver Feed Mill and work with our professional staff to fill the historic mill with your own memorable experience. The iconic turn-of-the-century building provides a beautiful backdrop and unmatched character for weddings, corporate events, and intimate gatherings while Garver Events provides customizable menus, creative use of the large space, and exceptional service to create an undeniably unique event.

### HOURS OF USE

All Friday/Saturday/Sunday events must end by 11:30pm with all guests and vendors off-site by midnight. Events Monday through Thursday must end by 10:30pm with guests and vendors off-site by 11pm.

### INCLUDED WITH ALL RENTALS:

- A team of event professionals with decades of experience to help customize your event
- In-house catering and full service bar
- Small private outdoor space
- Fully ADA accessible facility
- Fully heated and air conditioned space regulated for you
- Adjustable lighting, small PA, and microphone
- Mismatched silverware, dishes, and bar glassware
- Cocktail tables, soft seating, and access to in-house decor
- Dinner tables and chairs for up to 220 guests (set-up fees may apply)
- General cleaning included (additional cleaning fees may apply)
- Projector, projector screen, & 65" television available for displays (set-up fees apply)
- Free WIFI access

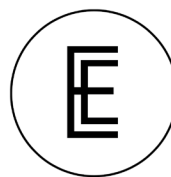
# GARVER | EVENTS

*Madison, Wisconsin*

## 2024-2025 INFORMATION GUIDE

### EVENT RENTAL PARTNER

*Event Essentials*  
[eventessentials.com](https://eventessentials.com)



**ASK US FOR MORE INFO  
ON OUR PREFERRED  
VENDORS!**

*A signed contract and deposit is required to secure date.*

*Certain dates (such as holiday weekends) may incur additional fees.*





# atrium

Host your large gathering alongside Garver's grand, original historic windows in the breathtaking atrium. The large, open space allows for customizable configurations to create a unique experience for your guests. All atrium rentals include use of the private lounge and weddings also include a private hospitality suite with private bathroom. Limited availability for adding on outdoor spaces to your atrium event. Rentals include 12 hours with additional hospitality suite hours at \$100/hour.

*Non-profits receive a 25% discount on all rentals EXCEPT Saturdays April–December.*

*Inquire for off-season pricing.*

## SIZE

4800 sq ft

## CAPACITY

400 reception

350 lecture

300 person seated dinner

## PRICING

Friday / \$6000

Saturday / \$7500

Sunday / \$4500

Monday–Wednesday / \$2500

Thursday / \$3500

*\*Saturday wedding rentals include use of the hospitality suite, private lounge, and public lounge (for cocktail hour) at no additional cost during 12 hour rental period.*

*\*\*Public lounge layout remains as is. Additional hours or setup fees may apply for changes.*



# canvas



Garver Canvas is an intimate, flexible space featuring visual art, unique architectural elements, and a hospitality suite with private restroom. Ideal for small-to-mid-size events and celebrations. The gallery is available as a stand-alone rental or can be added on to any other space rental at Garver.

*Non-profits receive a 25% discount on all rentals  
EXCEPT Saturdays April–December.*

*Inquire for off-season pricing.*

## SIZE

3750 sq ft

## CAPACITY

125 person cocktail reception  
100 person lecture  
75 person seated dinner

## PRICING

Saturday\* / \$3000

*\*Limited availability April–October*

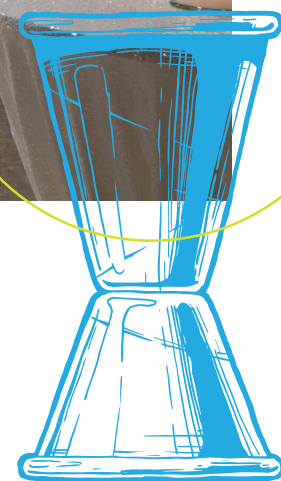
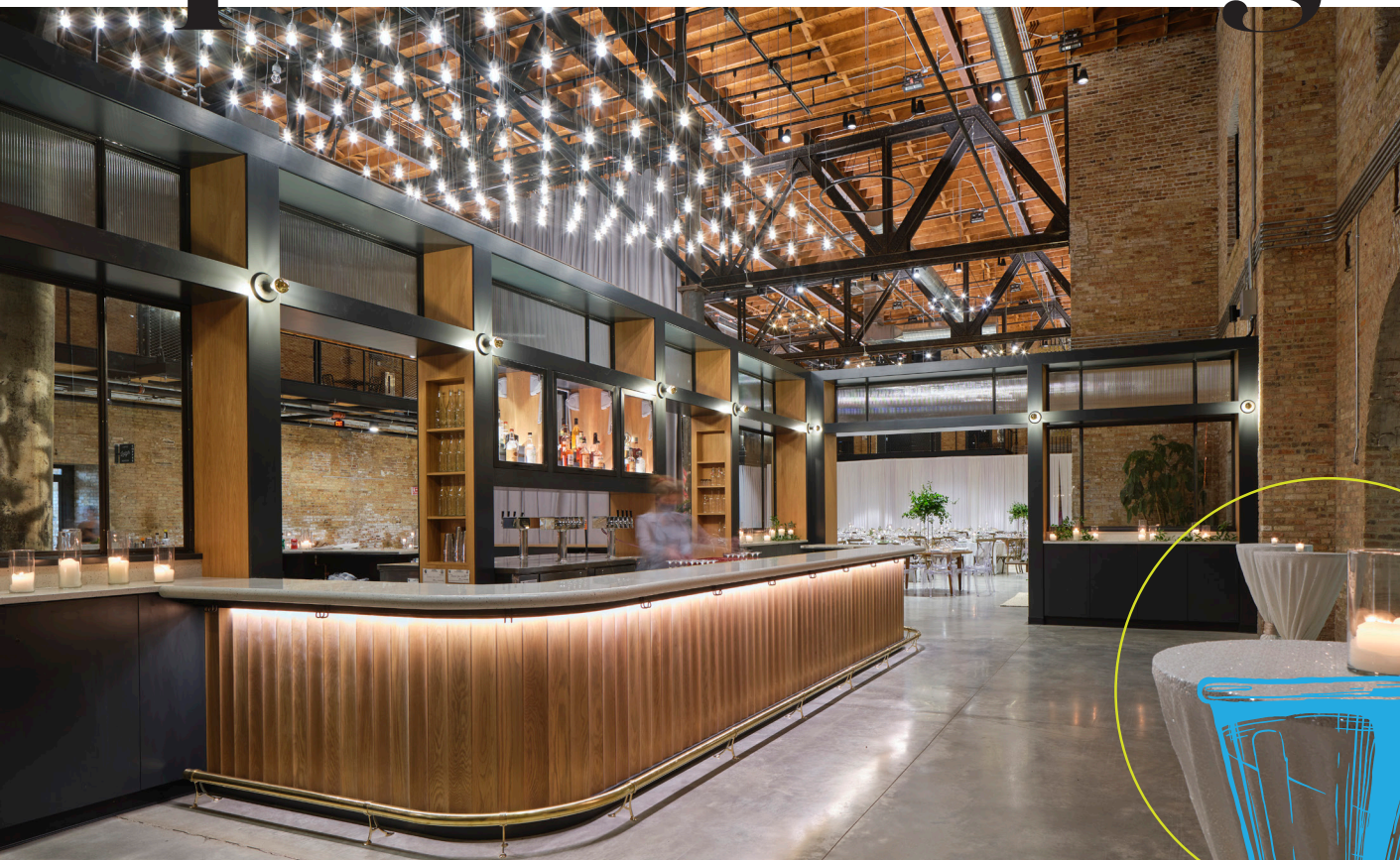
Friday & Sunday / \$2000

Monday–Wednesday / \$1000

Thursday / \$1500

# private lounge

LIBATIONS / FARE



Sip craft cocktails and sample local brews in the large, modern private lounge. The flexibly furnished space allows a group of 50 to mingle by the lavish bar for a cocktail reception or a group of 25 to enjoy an intimate dinner together. Included with atrium rentals, the private lounge has limited availability making it ideal for weekday events.

*Non-profits receive a 25% discount on all rentals  
EXCEPT Saturdays April–December.*

## SIZE

1000 sq ft

## CAPACITY

25 person

seated reception

50 person cocktail reception

## PRICING

Saturday\* / \$1250

*\*Limited availability April–October*

Thursday & Friday / \$1000

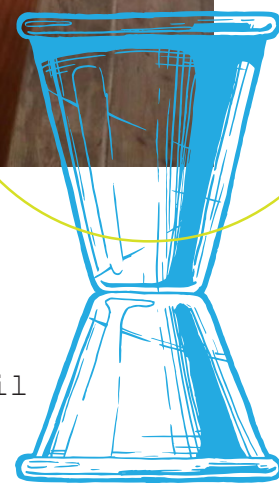
Sunday–Wednesday / \$500



# public lounge



LIBATIONS / FARE



This space is typically open to the public Wednesday through Sunday serving beer, wine, craft cocktails and locally sourced fare. The public lounge is available for private rentals.

*Non-profits receive a 25% discount on all rentals  
EXCEPT Saturdays April–December.*

## CAPACITY

50 person  
seated reception  
100 person cocktail  
reception

## PRICING

Saturday\* / \$3000

**\*Limited availability April–October**

Wednesday–Friday / \$2000

Sunday / \$1000

Tuesday / \$500

*\*Included with wedding atrium rental for cocktail hour. Fees for additional hours or setup may apply.*

# catering

we create custom menus with fresh, local, and seasonal ingredients.

## APPETIZERS

### Seasonal Vegetable Platter

25-30 servings \$100 | 50-65 servings \$200

Marinated roasted & raw vegetables served with herb yogurt sauce for dipping (veg, gf)

### Market Vegetable Antipasti Platter

25-30 servings \$200 | 50-65 servings \$400

Market vegetables with seasonal salads, spreads & terrines served with crackers, pickles, marinated olives, and crostini (veg, gf without crostini)

### WI Meat & Cheese Platter

25-30 servings \$200 | 50-65 servings \$400

Summer sausage, pork rillette, assorted cheeses, mustards, pickles, and sourdough toast (gf without toast)

### Cheese Platter

25-30 servings \$200 | 50-65 servings \$400

Selection of Wisconsin cheeses with olives, jam, pickles, sourdough toast and crackers (veg, gf without toast & crackers)

### Charcuterie & Cheese Platter

25-30 servings \$250 | 50-65 servings \$500

Assorted salami and cured meats, artisan cheese, mustards, olives, pickles, seasonal jam and sourdough toast (gf without toast)

### Canapes (served stationary or passed)

Custom small bites from \$2-\$6/piece

### Custom Hors D'oeuvre Buffet

A variety of platters, canapes, and desserts

Starting at \$25/person

## SERVICE STYLE OPTIONS

### Family Style

Includes bread option, salad, sides and entree

Starting at \$34/person

### Buffet or Stations

Includes bread option, salad, side and entree

Starting at \$36/person

### Individually Plated Dinner

Includes amuse bouche, bread option, salad, sides and entree

Starting at \$60/person

### Casual Picnic or BBQ fare

Inquire for pricing and more information.

### Luncheon or Brunch

Custom menus and service styles available to fit any need.

Inquire for pricing and more information.

*\*Events booked less than 2 weeks ahead of time are subject to a chef's choice menu.*

*\*\*Pricing subject to change for 2025 events*





# catering

## DINNER EXAMPLES

Menu options are not limited to these offerings.

### FAMILY STYLE DINNER

#### \$35/person (fall season)

- » Sliced baguette with butter and sea salt
- » Shaved kale salad with apples, fresh cheese, pickled red onion, pepita seeds, and champagne vinaigrette (salad)
- » Herb crusted sliced pork roast with caramelized onions, sea salt roasted fingerling potatoes, and demi-glace (entree + side)
- » Creamy polenta with autumn vegetable ratatouille (side / vegetarian entree)

### BUFFET STYLE DINNER

#### \$36/person (winter season)

- » Parker house rolls with whipped butter
- » Arugula salad with roasted beets and carrots with ginger and citrus vinaigrette (salad)
- » Puttanesca braised chicken with caramelized onions (entree)
- » Fennel and shiitake mushroom risotto (side / vegetarian entree)
- » Roasted heirloom squash with braised onions, toasted pecans and maple vinaigrette (side)

### PLATED DINNER

#### \$60/person (spring season)

- » Focaccia bread with herbed oil
- » Smoked trout with scallion aioli on crispy potato chip (amuse bouche)
- » Market greens salad with radish and pea shoots with honey lemon vinaigrette (salad)
- » Sliced chicken galantine on wilted watercress with creamy ramp dressing (small entree)
- » Sliced flank steak on mashed heirloom white beans with herb pistou (entree + side)
- » Roasted shiitake and oyster mushrooms with braised onions and puffed rice (side)

### STATION DINNER

#### \$45/person (summer season)

##### Station #1 Southeast Asian Inspired Station

- » Shrimp spring rolls with crispy lettuce, radish, carrot, bean sprouts, herbs, and chili ginger plum sauce
- » Dan dan style noodles with ground pork, Sichuan peppercorn, blistered scallions, and chili oil vinaigrette
- » Sautéed bok choy with toasted sesame seeds, garlic, and fresh sliced chilis

##### Station #2 Mexican Inspired Street Tacos

- » Choice of tortilla
- » Braised and shredded tinga style chicken
- » Coriander and cumin spiced smashed black beans
- » Assorted salsas and toppings such as pico de gallo and smoked tomatillo

##### Station #3 Wisconsin Station

- » Mini all-beef sausages and all-beef hot dogs with sauerkraut, mustard, onions, ketchup, and pickle relish
- » Market greens salad with radishes, cucumbers, green onions, sunflower seeds, and creamy herb dressing
- » Potato salad with stone ground mustard aioli, black pepper, and micro greens
- » Pleasant Ridge Reserve macaroni and cheese with herbed bread crumbs

*\*All items subject to availability. Custom options available with 30+ days notice. Final orders due 20 days prior to event. Catering orders less than 14 days in advance are subject to a chef's choice menu. \*\*Pricing subject to change for 2025 events*



# dessert menu options



## COOKIES

\$2/piece (\$3/piece gluten free)

- Brown Butter Sourdough Chocolate Chip
- Traditional Chocolate Chip
- Rosemary Orange Sugar Cookie
- Soft Sugar Cookie with Buttercream
- Chocolate Sugar Cookie with Buttercream
- Chai Spice Cookie with Buttercream
- Biscotti (w/ optional chocolate dip – coconut fennel, almond, or cranberry pistachio)

## SPECIALTY OPTIONS

- 12" round cheesecake with seasonal jam (\$35/ cheesecake)
- Pies (9" \$30/pie or 12" \$35/pie)
  - \* Cranberry Ginger
  - \* Lemon Meringue
  - \* Seasonal (Pumpkin, Apple, Berry, Peach, Rhubarb, Cherry)

## DESSERT DETAILS:

- Maximum of three varieties/flavors per event
- Handhelds have a minimum of 1 dozen per item
- Inquire for custom dessert availability

## CAKE DONUTS

\$3/piece (\$4/piece gluten free)

- Chocolate (vanilla or chocolate glaze)
- Vanilla (vanilla, chocolate or fruit glaze)
- Vanilla w/ seasonal fruit (vanilla, chocolate or fruit glaze)
- Sweet Potato w/ cinnamon sugar
- Apple Donut w/ maple glaze

## BARs

\$3/piece (\$4/piece gluten free)

- Blondies (contain nuts)
- Brownies (plain, turtle [caramel & nut], or seasonal jam)
- Citrus Bars w/ Shortbread Crust
- Cheesecake (w/ seasonal jam or s'mores style)
- Breakfast Style Coffee Crumb Cake

## CUPCAKES

\$3/piece (\$4/piece gluten free)

- Cake flavors: chocolate, vanilla, red velvet
- Frosting flavors: chocolate ganache & vanilla buttercream
- Inquire for custom flavors, frostings, and fillings





# bar pricing



## HOSTED BAR PACKAGES

Packages are priced per person, hosted for 6 hours, and include set-up fees. Additional per person hourly fee for extended service.

### Lake Waubesa Package / \$30 per person

Includes five house wines, two beers of your choice (and the 3rd to be chosen by our bar manager to complete your menu), seasonal lemonade, soda, and seltzer

### Lake Monona Package / \$40 per person

Includes Lake Waubesa Package plus two specialty cocktails per person

### Lake Mendota Package / \$55 per person

Includes Lake Monona Package plus full bar with house spirits (does not include top shelf).

### Lake Wingra N/A Beverage Package / \$6 per person

Includes seasonal lemonade, NessAlla Kombucha, house sodas, and Klarbrunn sparkling waters (applies to guests under age 21)

*\*Full cash bar available with Lake Waubesa and Lake Monona Packages.*

## CASH BAR

### Single Bar Set-up Fee / \$300

Wine, beer, house spirits and non-alcoholic beverages

Wine and beer selections to be discussed with the food and beverage coordinator.

*\*Does not apply to Hosted Bar Packages*

*\*\*Additional fees apply for mobile bar set-up*



## CUSTOM & SPECIALTY COCKTAILS

Work with our Food & Beverage Coordinator to find the perfect pairing for your event. Our experienced Bar Director will bring your ideas to life.

A la carte pricing available for specialty cocktails, wine pairings, and individual kegs

Ask us about customizing your bar package!

*\*Pricing subject to change for 2025 events*

# tables, chairs, & linens



## TABLES AND CHAIRS

*\*In-house items included for up to 220 guests*

### Tables

- (4) **Harvest** (seats up to 10 people)
- (25) **60" Rounds** (seats up to 8 people)
- (6) **48" Rounds** (seats up to 6 people)
- (5) **8' Banquet Tables**
- (5) **6' Banquet Tables**

### Chairs

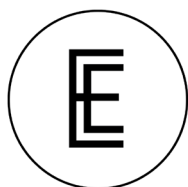
- (220) **Black Padded Folding Chairs**

## TABLE LINENS

Provided by: **Event Essentials**

See all options at [www.eventessentials.com/catalog](http://www.eventessentials.com/catalog)

*\*Your Garver Events Coordinator can assist in facilitating your Event Essentials order*



### Tablecloths

*\*Black, white, or ivory poly*

**6' Full** (floor length) / \$22.50 each

**8' Regular** / \$12 each

**8' Full** (floor length) / \$27 each

**108" Round** (48" tables) / \$17 each

**120" Round** (60" and hi-top tables) / \$20 each

### Napkins

*\*Black, white, or ivory poly*

**Pack of 10** / \$10

*Inquire about pricing for specialty tablecloths & napkins*







# Staffing & service fees

## STAFF PRICING

Minimum of 3 billable hours including an hour prior to and after the event. Staffing is most often billed as:

- **Catering Event Lead:** \$45/hour
- **Wait Staff:** \$30/hour per staff
- **Bar Staff:** \$35/hour per staff\*
- **Buffet:** 1 wait staff per 20 guests
- **Family Style:** 1 wait staff per 15 guests
- **Plated Dinner:** 1 wait staff per 10 guests

*\*Garver Events reserves the right to determine the number of bar staff and quantity of bars needed for event.*

## ADMINISTRATION FEE: 12%

Based on the total cost of food, beverage and staffing. The administrative fee is not a gratuity and serves to offset ancillary expenses associated with planning and administration of the event.

## HOLIDAY RENTAL FEE

Increased rentals rates apply for holiday weekends (inquire for pricing) *\*Memorial Day, 4th of July, Labor Day, and New Years Eve.*

## CAKE CUTTING

Sheet cake \$1 per guest, tiered cake (or combination) starting at \$3 per guest.

## MINIMUMS, DEADLINES, ETC.

- Food and beverage: A minimum of \$10,000 is required for hosted events on Saturdays in the atrium. A minimum of \$3,000 applies to all other days and spaces.
- Guest count is due 20 days prior to event.
- Garver Events reserves the right to make beverage selections for cash bars. Garver Events requires valid identification for persons consuming alcohol. Garver Events reserves the right to refuse service to anyone.
- All food and beverage orders need to be finalized 20 business days prior to the event.

## TAX & GRATUITY

5.5% sales tax will be added to the food & hosted beverage totals.

Garver Events charges an hourly rate for staffing. Gratuity is graciously accepted and should be added at the discretion of the customer.

# planning process

**today**

Secure the date with Garver Events by requesting an electronic contract and paying the deposit fee of half down the venue rental fee

**10-12  
months out**

Now that you have your venue and caterer confirmed, start enlisting services of an event planner, photographer, videographer, DJ, and florist

Reserve room blocks and shuttle services at Hotel Indigo or other local hotel options

**8-10  
months out**

Create guest list

Request an introduction to your Garver Event Coordinator if you haven't already been introduced

Meet with your Garver Event Coordinator and Food & Beverage Coordinator to start the conversation towards your custom menu and other planning details

**6 months out**

Half down the initial food and beverage estimate due along with remaining venue rental fee

Order invitations to be sent out to your guests

**3 months out**

Check in with your Garver Event Coordinator on getting final meetings scheduled

Send out invitations

Meet with vendors to dial in details such as timeline, song choices, photography requests audio/visual needs, etc.

Connect Garver with any outside vendors (DJ or musicians, florists, photographers, desserts, etc.)

Confirm linen choices and rental needs with your Garver Event Coordinator and/or Event Essentials

**2 months out**

Provide final choices, guest count, and any updates to have the estimate revised and final invoice created

**20 days out**

Final payment due

**14 days out**

**RELAX AND WAIT FOR THE BIG DAY!**