

MADDEN'S ON GULL LAKE PLANNING GUIDE

2025



MINNESOTA'S PREFERRED MEETING
DESTINATION



CORPORATE/ASSOCIATION POLICIES

The Fine Print

From booking to checking in, planning your trip to check-out, and a few things you should know while you're here. All the details about your Madden's Resort stay, from start to finish. Still have questions? Please contact us at any time.

Agenda

A tentative meeting agenda should be provided to your Madden's Event Manager to ease the planning for both parties. Please include the following information:

- Starting and ending times for all events and activities.
- Meeting event titles along with all room set up styles and A/V requirements (a link to a meeting room plan will be provided.)
- Contact name and phone number for your company's onsite contact, if other than yourself.
- Contact information for outside vendors providing services you have contracted for your event.
- Reserved function space is available as outlined on your signed contract. Should your group require function space for additional hours, please notify your Event Manager so we may attempt to accommodate the additional time requested. **Time outside of the above guidelines is based on availability and fees may apply in half day increments.**

Deposits and Payments

A deposit of 50% of anticipated revenue is due with contract to guarantee the space. The 2nd 50% is due 30 days prior to arrival. An invoice will be provided for both deposits and payment may be made by check, cash, ACH, or credit card. Credit card payments of \$5,000 or more are subject to a 3% surcharge. Credit card payments may be made by calling Sheli Tiffany directly at 218.855.5953. A summary of the charges will be emailed to the group within 30 days of departure. All master account charges not paid within thirty (30) days of the billing date will bear interest at the lower rate 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law.

Initial | Date

Pre-Event Activity

Your Event Manager will be your main point of contact for all details. Should another department be required to assist you, your Event Manager will introduce you to the appropriate contact. Please consider scheduling **immediately**: golf tee times, spa services, entertainment requests, pontoons, guided fishing, trapshooting, and any other recreation Madden's offers. **Activities are based on availability.**

Initial | Date

Billing

Review **all** charges 10 days prior to arrival with your billing coordinator/Event Manager. Upon the group's departure your charges will be reviewed and sent to you once approved by Madden's Accounting Department (approximately 14 days). Final payment will be due within 30 days of receipt of final statement. Finance charges will apply per contract.

Initial | Date

Rooming List

It is the group's responsibility to collect the names and email addresses of all attendees (per your signed contract) and submit to your Rooms Coordinator by the deadline outlined on your contract. Attrition fees (if applicable) will be charged upon final billing.

Initial | Date

Check-In/Out

Guest rooms are guaranteed for check-in at **4:30pm**, however, guests may register early to use resort amenities. Check-out time is 11am. Check-outs after 11am are subject to a one-time late checkout fee of \$75. Requests for early check in and/or late check out **cannot** be guaranteed and fees may apply.

Initial | Date

Final Detail of Events

Required ten business days prior to arrival: Final details of events including food & beverage selections, number of guests, meeting room set ups and audio visual requirements. Additional fees will be assessed if information is not received or changes are made after the ten day deadline. Please note that Madden's reserves the right to select a menu for your group should your selections not be made by the deadline for meals requiring private dining. Once final details have been submitted to your Event Manager, you will receive Banquet Event Orders (BEO's) for each event. A signed BEO for each event is required. **Events will not move forward without a signed Banquet Event Order and must be received prior to arrival.**

Initial | Date

Changes

Each change received post deadline is subject to a \$60 reprocessing fee. Final billing will be based on the guarantee or the actual number of guests served, whichever is greater. The chef reserves the right to make substitutions.

Initial | Date

Initial | Date

CORPORATE/ASSOCIATION POLICIES *continued*

Private Function Spaces

Available on a first-come-first-served basis in accordance with your group guarantees, Madden's reserves the right to change function rooms with advance notice and you will be notified of the change. Please note that public spaces i.e., pool decks, lobbies, Tennis & Croquet Club, and golf courses are available to all Madden's guests and will not be closed for private functions. Private dining will be assessed a setup fee of \$480-\$1800 depending on the meal, location and number of guests. Private dining is based on availability. An indoor space will be reserved as a weather backup for all outdoor beach events with catering. Rain calls will be made at least four hours prior to the event. Madden's reserves the right to make the final weather call.

Function Space

No materials may be taped, nailed or affixed to walls, furniture, or fixtures of the resort. Madden's management must approve all signage prior to being displayed in public spaces.

Initial | Date

Food Regulations

In compliance with Minnesota Health Department regulations and Madden's company policy, it is required that all food and beverages consumed on the property be prepared and provided by Madden's. No food or beverage of any kind is permitted to be brought into any contracted event space by guests (with the exception of cakes from a licensed Minnesota vendor (a copy of the license is required) in which a cake cutting fee will be assessed \$4.80 per person). **Minnesota Health Department regulations prohibit guests from removing any remaining food from an event, including "to-go" boxes.**

Initial | Date

Alcoholic Beverages

The sale and service of all alcoholic beverages is regulated by the Minnesota State Liquor Commission. Madden's is responsible for the administration of those regulations. It is policy therefore that no alcohol may be brought into the resort and served in public areas for the purpose of hospitality entertainment. Last call for all private bar set ups is 11:45pm. There are no exceptions. Minnesota state law prohibits anyone under the age of 21 to consume alcoholic beverage. All guests that appear under the age of 30 will be carded. Identification is required for service.

Initial | Date

Personal Alcoholic Beverage Policy

Guests are welcome to consume their own alcoholic beverage items in their guest room. They are not permitted to bring such items into **any** of Madden's public space including but not limited to bars, restaurants, lobbies, outdoor seating areas, or events. It is the group planner's responsibility to relay this to their guests. If a situation arises, the guest will 1st be asked to dispose of the beverage if the occurrence continues the guest will be removed from the venue.

Initial | Date

Service Charge and Taxes

A service charge (which is not a gratuity) is automatically added to the pricing outlined in this guide. Current Minnesota state sales tax, and sales tax (7.375%) and alcohol sales tax (9.875%) will be added to appropriate catering items posted to your Master Account.

Gratuity Guidelines

An 18% gratuity for restaurant charges (parties of 10 or more) posted to your master account will automatically be applied to the food and beverage, not included in your meal package. Gratuities for package meals, the bell staff, housekeeping, forecaddies, and other service staff (such as recreation or marina) may be given at your discretion. An 18% gratuity will be added onto the following activities: facilitation of recreational events, pontoon drivers and spa services

Initial | Date

Transportation

Complimentary shuttle service available on-property. Fees may be assessed based on the length of time. Other than airport shuttles, offsite transportation is not available by Madden's. We are happy to provide contact information for local transportation services.

Initial | Date

Noise Ordinance

Outdoor entertainment (including bands, DJ's, etc.) is permissible 10am-10pm. Indoor entertainment may perform until midnight. Entertainment must be approved by Madden's. Madden's reserves the right to control noise volume in any function space. Bands and DJ's must contact Madden's two weeks prior to event to schedule A/V and electrical needs. Outdoor functions (after 10pm) that result in guests complaints will be shut down.

Initial | Date

Liability and Damages

Madden's shall not assume responsibility for damage to or loss of personal belongings. Meeting Planners assume full responsibility for the conduct of their attendees and for any damage done to persons or property.

Initial | Date

Initial | Date



BREAKFAST

FAIRWAYS BREAKFAST BUFFET

Fairways offers a full breakfast buffet daily to all our resort guests.

Daily offerings include the following:

Country bacon

Kielbasa or sausage links

Buttermilk pancakes, waffles, French toast & syrup

Biscuits with sausage gravy

Scrambled egg bar - salsa, sour cream, shredded cheese, bacon, sausage, onions & peppers, mushrooms, tortillas (build your own breakfast burrito)

Cheesy eggs or egg bake Florentine

Assorted seasonal fruits

Toaster station- bagels, sliced breads, English muffin, assorted jams, butter, peanut butter, nutella, honey

Hashbrowns or breakfast potatoes

Assorted pastries

Caramel rolls, cinnamon rolls, or fruit cobbler

Juice, milk, chocolate milk, coffee

Assorted yogurts, granola & dried cereal

\$24 per person/Included for meal plan guests

WILSON BAY Breakfast Buffet

*Wilson Bay private dining \$600

Scrambled eggs, buttermilk pancakes, or French toast

country bacon and sausage or kielbasa

Breakfast potatoes or hash browns

Seasonal fresh fruit

Yogurt

Caramel or cinnamon rolls

Toast station with accompaniments

Orange and apple juice

Coffee

\$30 per person/\$6 surcharge for meal plan guests

WORKING BREAKFAST

Babe's Hot Breakfast Buffet

Set up outside your meeting room for up to one hour

(not available for set up in a meeting room)

Minimum 20 people | **Maximum 50 people**

***\$480 Set up fee**

*\$840 Set up fee/Town Hall

Scrambled eggs

Sausages and country bacon

Breakfast potatoes

Pastries

Orange and apple juices

Seasonal fresh fruit

\$30 per person/\$6 surcharge for meal plan guests



BEVERAGE BREAK

Coffee (regular and decaffeinated), an assortment of hot tea and soft drinks. (Pepsi products)
 Replenished for up to four hours \$14.40 per person.

SNACKS

Minimum 15 people

Items are not refreshed; packages must be ordered for your entire group guarantee.

Continental \$16.80 per person
 Seasonal fresh fruit, muffins, donut holes, orange, cranberry juices

Fit & Fun \$14.40 per person
 Greek and low fat yogurts, muffins, fruit kabobs, orange, cranberry juices

Bagel Bliss \$16.80 per person
 Bagels, individual cream cheeses, jam, peanut butter, hard boiled eggs, yogurt

Cheese & Meat Platter \$16.80 per person
 Assorted deli meats, cheeses, assorted crackers

Farmers Market \$19.20 per person
 Hummus, tzatziki dip, crudité, pita chips, deviled eggs

~See Hors d'oeuvres page for additional snack ideas~

Inquire with your Event Manager for afternoon Happy Hour suggestions.

À LA CARTE

REFRESHMENTS

Regular coffee	\$60 gallon
Decaffeinated coffee	\$60 gallon
Hot tea	\$54 1.5gallon
Hot chocolate	\$48 gallon
Hot apple cider	\$48 gallon
Chilled fruit juice	\$30 gallon
Lemonade	\$30 gallon
Iced tea	\$30 gallon
Assorted Pepsi soft drinks	\$50.40 dz.
Assorted bottled juices	\$48 dz.
Bottled water	\$50.40 dz.
Bubly® sparkling water	\$57.60 dz.

*Special order items require a specific quantity and you will be responsible for the entire order.

SNACKS (serves 10-12 people)

Mixed nuts	\$18 lb.
Mini pretzels	\$12 lb.
Tortilla chips & salsa	\$18 2lb.
Potato chips & dip	\$12 lb.
Popcorn	\$18 lb.
CheX® Mix	\$24 2lb.
Trail mix	\$24 lb.
Dry Snacks	\$57.60 dz
<i>Assortment of individually packaged crackers, nuts, trail mix etc..</i>	
Breakfast sandwich or wrap	\$14.40 each
<i>Bacon or sausage on croissant, wrap or bagel</i>	

SWEETS

Fresh baked pastries	\$36 doz.
Fresh baked muffins	\$36 doz.
Fresh donuts	\$36 doz.
Fresh Baked Scones	\$36 doz.
Fresh Baked Seasonal Bread	\$36 doz.
Fresh donut holes	\$30 doz.
Fresh baked cookies	\$30 doz.
Assorted bars	\$36 doz.
Fruit kabobs	\$24 doz.
Whole fruit	\$18 doz.
Granola bars	\$36 doz.
Energy bars	\$54 doz.
Yogurt	\$30 doz.

* For groups of 75 or larger, see Event Manager for pricing

Prices inclusive of service charge, subject to sales tax.

2025



WILSON BAY LUNCH BUFFET SCHEDULE

All lunch buffets include lemonade and water.

A minimum of 20 people required. \$30 per person/Included for meal plan guests.

ASIAN/MONDAY

- Asian chili shrimp
- Orange chicken
- Beef lo mein
- Fried rice
- Cream cheese wontons
- Vegetarian egg roll
- Asian chopped salad
- Chocolate fortune cookies
- Coconut rice pudding with mango

GULL DAM/THURSDAY

- Seasonal vegetable salad
- Potato salad
- House-made baked beans
- Grilled hamburgers sliders & chicken sliders
- Impossible veggie burgers *(upon prior request only)*
- Potato chips
- Watermelon
- Assorted condiments & toppings
- Citrus olive oil bar

FIESTA/TUESDAY

- Chicken Chili Flautas
- Beef & chicken tacos
- Corn & flour tortillas
- Cilantro lime rice
- Roasted corn poblano peppers
- Chips & salsa
- Shredded lettuce, avocado, pico de gallo, cheese, sour cream, & black olives
- Tres Leches shooters

PAR 3/FRIDAY

- House-made soup du jour
- Cobb salad
- Ham & cheddar on croissant
- Caprese slider
- Chicken Caesar wrap
- Penne pasta salad
- Fresh fruit
- Potato chips
- Chef's choice dessert

BOGIE/WEDNESDAY

- Orchard salad
- Spring greens, golden raisins, apples, candied pecans, lime pineapple vinaigrette
- Coleslaw
- Artisan cheddar mac 'n cheese
- Grilled chicken breasts
- Smoked pulled pork
- House-made Carolina and KC BBQ sauces
- Melon
- Assorted breads
- Chef's choice tarts

Prices inclusive of service charge, subject to sales tax.

2025



LUNCH-ON-THE-GO

GRAB & GO

Selections include potato chips, cookie & bottled water.

Choice of up to 3 (including vegetarian) option

\$24 each; 4 or more, \$26.40 each, included for select meal plan guests. Condiments available on the side.

WRAPS

Chicken BLT *df*

Rotisserie chicken, bacon, lettuce, tomato, herb ranch & garlic tortilla

Smoked Turkey

Smoked turkey, cheese, lettuce, tomato, ranch dressing, herb & garlic tortilla

Vegetarian *vg*

Red peppers, cucumbers, carrots, jicama, grilled portobello, hummus, cilantro, balsamic, herb & garlic tortilla

SANDWICHES

On croissant buns, *gf* roll available with advance notice

Italian

Turkey, ham, salami, cheese, lettuce, tomato, Italian dressing

Turkey Swiss

Smoked turkey, Swiss cheese, lettuce, tomato

Ham & Cheddar

Smoked ham, cheddar cheese, lettuce, tomato

SALADS

Chef *gf*

Ham, turkey, iceberg lettuce, egg, avocado, tomatoes, carrots, cucumbers, cheese, buttermilk ranch & balsamic dressing

Spring *gf/vg*

Spring greens, dried cherries, tomato, cucumber, balsamic & ranch dressing

Cobb *gf*

Grilled chicken breast, romaine lettuce, tomato, hard boiled egg, bacon, avocado, black olives, Roquefort, buttermilk ranch & balsamic dressing

WORKING LUNCHES

Available outside of your meeting room; \$400 set up fee applies. \$30 per person, minimum 15 people; **maximum 50 people.**

Surcharge \$4.80 per person meal plan guests.

DELI PLATTER

Assorted deli meats and cheeses
Egg salad
Fresh fruit salad
Cucumber salad
Potato chips
Assorted breads
(gluten free available upon request)
Assorted cookies

PIZZA

Parfecto assorted pizzas
Penne pasta salad
Caesar salad
Garlic bread
Homemade brownies

THE LAGOON

Coleslaw
Grilled hamburgers sliders
Impossible veggie burgers
(upon prior request only)
Beer brats
Potato chips
Assorted condiments
Rice Krispies *gf*

BURRITO BOWL

Cilantro rice
Marinated grilled chicken breasts
Romaine
Tortillas
Roasted corn & poblano peppers
Avocado | sour cream
Pico de gallo | cheese | salsa
Chipotle ranch dressing
Arroz con leche *gf*—rice pudding

Prices inclusive of service charge, subject to sales tax.

HORS D'OEUVRES

Three dozen minimum per selection.
May be displayed for a maximum of 1 1/2 hours. Butler passing \$60 per item. Passable items*

CHILLED

*Trio of deviled eggs (dill, curry, classic)	\$36 per dozen
*Caprese skewers	\$28.80 per dozen
*Antipasto skewers	\$33.60 per dozen
*Smoked salmon on rye onion, capers, egg, tzatziki sauce	\$42 per dozen
*Chipotle shrimp bites avocado and cucumber	\$43.20 per dozen
*Jumbo shrimp cocktail	\$57.60 per dozen
Fresh spring rolls, ponzu and peanut sauce	\$60 per dozen
*Grilled peach & boursin cheese on German bread	\$36 per dozen
*Guacamole and pico de gallo, tortilla cups	\$36 per dozen
Vegetable sushi roll, nori sheet filled with rice, avocado, carrots, cucumber, red pepper with ponzu sauce	\$42 per dozen
Vegetarian pizza <i>gf</i> , cauliflower crust with dill cream cheese topped with an array of vegetables	\$30 per pizza

WARM

Mini beef wellington, mushroom sherry demi	\$57.60 per dozen
*Beef kebobs, onions, peppers & hoisin sauce	\$45.60 per dozen
*Chicken kebobs, peppers, pineapple, sweet chili sauce	\$43.20 per dozen
*Sausage stuffed mushroom, merlot sauce	\$43.20 per dozen
*Stuffed mushroom spinach, bleu cheese	\$38.40 per dozen
*Assorted mini quiches	\$36 per dozen
Baked meatballs in house BBQ	\$36 per dozen
Bacon wrapped scallops	\$72 per dozen
Coconut shrimp, plum sauce	\$57.60 per dozen
Walleye fingers chipotle remoulade	\$57.60 per dozen
Vegetable egg rolls	\$43.20 per dozen
*Spinach and feta wrapped in phyllo	\$43.20 per dozen
Smoked chicken wings, buffalo or parmesan garlic	\$36 per dozen
*Pig shots bacon wrapped Kielbasa, cheddar cheese, Jalapeno cream cheese and drizzled with BBQ	\$43.20 per dozen
Prosciutto firecracker shrimp honey sriracha sauce	\$57.60 per dozen
Duck wontons, orange sauce	\$60 per dozen
Bacon wrapped brussels sprouts, balsamic drizzle	\$57.60 per dozen
Avocado bites	\$36 per lb

DISPLAYED SPECIALTIES

Priced per person; Minimum of 15 guests.

International Cheese Display \$19.20

Premium domestic & international cheeses including blue-veined, herbed, smoked, aged, soft & hard varieties, assorted crackers

Bruschetta \$15.60

Grilled crostini, balsamic tomato basil, fresh mozzarella

Smoked Salmon \$18

Honey-cured Atlantic smoked salmon, capers, egg, lemons, red onion, garlic crostini, assorted crackers

Vegetable Crudit  \$12

Array of crisp garden vegetables, buttermilk ranch dip

Charcuterie \$21.60

Selection of three Minnesota & Wisconsin cheeses, speck, prosciutto, gin & juice™ salami, bresaola, dried fruit, assorted crackers & rolls.

**Gluten free crackers available with advance notice*

CHILLED DIPS

Served with a variety of crostini, flatbread, crackers & tortilla chips

- Traditional salsa
- Hummus—regular & roasted red pepper
- Pickle dip—ham, cream cheese, pickles
- Guacamole
- Spinach & artichoke dip

- Choose 1 \$9.60 per person
- Choose 2 \$12 per person
- Choose 3 \$14.40 per person

WARM DIPS

Served with a variety of crostini, flatbread, crackers

- Parmesan and artichoke dip
- Con queso & tortilla chips
- Brie & berry compote
- Crab dip



PLATED DINNERS | PRIVATE DINING

Three course plated dinners include one of each of the following (served to the whole group): salad, fresh baked bread, entrée, artisan vegetable blend and side. Gourmet vegetable choices incur an extra charge. If you choose to offer multiple selections, a \$6 per person charge applies (multiple entrees are not available in Town Hall). The group is responsible for providing place cards for multiple selections. Place cards should include the guest's name and entrée selection. Maddens can provide place cards for an additional \$3.60 per person. A minimum of 20 people is required for plated dinners. Private dining fees apply, included for meal plan guests unless otherwise noted.

SALAD

Madden's House Salad *gf*
Mesclun greens, walnuts, craisins, feta, raspberry vinaigrette

Caesar Salad
Romaine, parmesan cheese, kalamata olives, croutons, Caesar dressing

Garden Salad *gf*
Mixed greens, cucumbers, tomatoes, red onion, carrots, ranch dressing

GOURMET VEGETABLES *gf*

Roasted Asparagus \$3.60 additional per person
Bacon Balsamic Brussels Sprouts \$4.80 additional per person
Maple Roasted Green Top Carrots \$3.60 additional per person

SIDES *gf*

Wild Rice Pilaf
Roasted Baby Red Potatoes
Smoked Gouda Mashed Potatoes
Au Gratin Pave
Roasted Sweet Potatoes

KIDS (4-12yrs) \$22.80
Includes a fruit skewer

Macaroni & Cheese
Chicken Strips & French Fries
Cheeseburger & French Fries
**Gluten free bun available upon request with advance notice*



PLATED DINNERS | PRIVATE DINING

CHICKEN ENTREES

Served with Seasonal Artisan Vegetable Blend

Lemon Baked Airline Chicken *gf* \$45.60

Balsamic glaze

Chicken Florentine *gf* \$45.60

Seared chicken with mushrooms, garlic and spinach in a Dijon Mornay sauce

Chicken Oscar \$48

Chicken breast topped with a crab cake, asparagus and hollandaise sauce

PORK ENTREES

Served with Seasonal Artisan Vegetable Blend

House Smoked Pork Tenderloin *gf* \$43.20

8oz pork tenderloin topped with dijon maple demi

BBQ Baby Back Ribs *gf* \$43.20

Half rack house smoked ribs with BBQ sauce

BEEF ENTREES

Served with Seasonal Artisan Vegetable Blend

8oz Top Sirloin *gf* \$50.40

Mushrooms, onions, peppercorn demi

Braised Beef Short Rib *gf* \$50.40

Simmered in a Sicilian wine sauce

12 oz Grilled New York Strip *gf* \$70 *(\$14 upcharge for package guests)*

Roasted garlic herb butter

Beef Wellington \$78 *(\$14 upcharge for package guests)*

8oz beef tenderloin in a mushroom duxelles sauce wrapped in a flaky puff pastry.

FISH ENTREES

Served with Seasonal Artisan Vegetable Blend

Red Snapper Piccata *gf* \$48

Pancetta, lemon beurre blanc, oven roasted capers

Broiled Walleye *gf* \$50.40

Lemon pepper, chipotle remoulade

Roasted Salmon *gf* \$48

Honey ginger glaze

VEGETARIAN ENTREES

Vegan Risotto *gf* \$40.80

Creamy white wine risotto, heirloom tomatoes, chickpeas, red onion, zucchini, yellow squash, wild mushrooms

Vegetarian Lasagna \$40.80 *(vegan option available with advance notice)*

Portabella mushrooms, spinach, red sauce, mozzarella

Kebobs *(vegan)* *gf* \$40.80

Grilled kebobs of yellow squash, bell pepper, zucchini, tomato, red pepper coulis on a bed of quinoa chickpea pilaf

DUET ENTREES (choose two) \$60

(\$6 upcharge for packaged guests)

Served with Seasonal Artisan Vegetable Blend

4oz Salmon *gf* honey ginger glaze

6 oz Top Sirloin *gf* Peppercorn demi glaze

6 oz Hanger Steak *gf* bleu cheese demi

4 oz Broiled Shrimp Skewer *gf* chipotle coconut sweet lime sauce

4 oz Seared Chicken Thighs *gf* (boneless) mornay sauce

4 oz Broiled Walleye *gf* chipotle remoulade

Prices inclusive of service charge, subject to sales tax.

2025



FAMILY STYLE

Plentiful bowls and platters served to the tables **for groups of 30 to 120**.
 \$59 per person/included for packaged guests - All dinners include lemonade and fresh baked bread.
 Private dining required for family style—available in Town Hall or Wilson Bay.
 Private dining fee \$600-\$1200 based on location.

GREEN SALADS (Choose One)

Madden's House Salad *gf*
 Mesclun greens, walnuts, craisins, feta,
 raspberry vinaigrette

Garden Salad *gf*
 Mixed greens, tomatoes, cucumbers, red onion,
 carrots, ranch dressing

Caesar Salad
 Romaine, parmesan cheese, kalamata olives, croutons,
 Caesar dressing

PREPARED SALADS (Choose One)

Caprese *gf*
 Sliced heirloom tomatoes, fresh mozzarella,
 fresh basil, red onion, balsamic dressing

Cauliflower Bleu Cheese *gf*
 Cauliflower, green onion & bacon in a bleu cheese
 dressing sauce

Roasted Beet *gf*
 Spinach greens, feta cheese, tomatoes, avocado,
 grapefruit, orange segments, candied pecans,
 dill lemon vinaigrette

VEGETABLE *gf* (Choose One)

Asparagus
 Maple balsamic green beans
 Brussels sprout bacon skillet
 Artesian fresh vegetable blend

ENTREES (Choose Two)

Roasted Pork Loin *gf*
 Caper brandy sauce

Smoked Pork Tenderloin *gf*
 Bourbon sauce

Chicken Prosciutto *gf*
 Prosciutto, melted gruyere, honey ginger apple
 balsamic glaze

Chicken Marsala *gf*
 Wild mushrooms, marsala sauce

Blackened Hanger Steak *gf*
 Bleu cheese demi

Roasted Salmon *gf*
 Honey ginger glaze

Broiled Walleye *gf*
 Lemon Pepper, chipotle remoulade

STARCH *gf* (Choose One)

Roasted baby red potatoes
 Wild rice pilaf
 Smoked gouda mashed potatoes
 House made Au Gratin potatoes

DINNERS | BUFFETS

Buffets may be displayed for a **maximum of two hours**. All dinner buffets include lemonade and fresh baked bread.
Available at Town Hall or Wilson Bay. **Minimum of 30 people.**
\$57.60 per person/Included for meal plan guests

PROTEINS (Choose Two)

Chicken Florentine *gf*

Seared chicken breast, mornay, garlic, mushroom, spinach

Chicken Cacciatore *gf*

Rich Italian sauce of bell pepper, garlic, herbs, tomato

Smoked Pork Chop *gf*

Topped in a fruit chutney

BBQ Pork Ribs *gf*

House BBQ

Sirloin Steak Tips *gf*

Peppers, onions, in a rich beef cream sauce

Blackened Hanger Steak *gf*

Bleu cheese demi

Southwest Mahi Mahi *gf*

Chipotle butter sauce

Red Snapper Piccata *gf*

Pancetta, lemon beurre blanc, oven roasted capers

Walleye *gf*

Broiled lemon pepper, chipotle remoulade

COMPOSED SALADS (Choose One)

Italian Pasta Salad *df*

Pasta, artichoke, peppers, onions, tomato, pepperoni & Italian vinaigrette

Caprese *gf*

Sliced heirloom tomatoes, fresh mozzarella, fresh basil, red onion, balsamic dressing

Cucumber Salad *gf*

Red onion, red pepper, rice wine vinaigrette

Cauliflower Bleu Cheese *gf/df*

Cauliflower, green onion and bacon in a bleu cheese dressing sauce

Roasted Beet *gf*

Spinach greens, feta cheese, tomatoes, avocado, grapefruit, orange segments, candied pecans, dill lemon vinaigrette

Broccoli Raisin *gf*

Broccoli, bacon, onion, raisins, and sunflower seeds in a red wine mayo vinaigrette sauce

DECONSTRUCTED GREEN SALADS

(Choose One)

Garden Salad *gf*

Mixed greens, cucumbers, tomatoes, red onions, carrots, ranch & balsamic dressing

Madden's House Salad *gf*

Mesclun greens, walnuts, raisins, feta, raspberry vinaigrette

Caesar Salad

Romaine, parmesan cheese, kalamata olives, croutons, Caesar dressing

VEGAN (Choose one)

Grilled Cauliflower *gf & df*

Served on a bed of quinoa with red pepper coulis sauce

Marinated Grilled Portabella Mushroom *gf & df*

Served on a bed of lemon stir fry rice with balsamic drizzle

Coconut Chickpea and Sweet Potato Curry *gf & df*

Vegetable blend with chickpea and sweet potato bites sautéed in a curry coconut sauce

CARVING STATION BUFFET ENHANCEMENTS

Pricing applies when added to a buffet

Smoked Turkey	\$14.40 per person
Honey Glazed Ham	\$14.40 per person
House Roasted Pork Loin	\$14.40 per person
Beef Tenderloin	Market
Prime Rib	Market
Steamship Roast Beef*	Market *Requires 2 week notice
Louisiana Seafood Boil	Market
<i>Mussels, shrimp, corn on the cob, baby red potatoes, crab legs</i>	

VEGETABLE (Choose One)

Artisan seasonal blend *gf/df*
Asparagus *gf/df*
Maple balsamic green beans *gf/df*
Brussels sprout bacon skillet *gf/df*

STARCH (Choose One)

Wild Rice Pilaf *gf/df*
Seasonal risotto *gf/df*
Roasted baby red potatoes *gf*
Smoked gouda mashed potatoes *gf*
House-made au gratin potatoes *gf*
Four cheese mac

Prices inclusive of service charge, subject to sales tax.

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CHEF STATIONS

CHEF ATTENDED & DISPLAYED STATIONS

Choose a minimum of four different stations to create a meal. Requires a minimum of 50 people, Private dining fee \$600-\$1200 based on location.

CARVING STATION* *gf*

- Smoked Turkey \$22.80 per person
- Honey Glazed Ham \$22.80 per person
- Roasted Pork loin \$24 per person
- Beef Tenderloin Market
- Prime Rib Market
- Steamship Roast Beef* Market
- *Requires 2 week notice*
- Louisiana Seafood Boil Market

STIR FRY STATION* *gf*

\$24 per person | add shrimp \$30 per person
Peppers, onions, snap peas, bok choy, bean sprouts, zucchini, yellow squash, chicken, beef, fried rice, Szechwan sauce, sweet & sour sauce, Thai peanut sauce

PASTA STATION*

\$24 per person | add shrimp \$30 per person
Gluten free pasta available upon PRIOR request.
Alfredo, marinara, cavatappi pasta, broccoli, zucchini, artichokes, peppers, garlic, roasted tomatoes, basil, mushrooms, chicken, prosciutto, Italian sausage, parmesan cheese

MASHED OR BAKED POTATO BAR *gf*

\$16.80 per person | Add beef tips with mushroom sauce \$20 per person
Baked Idaho or yukon gold mashed potatoes, cheese, sour cream, black olives, bacon, broccoli, butter, scallions

SALAD STATION *gf*

\$19.20 per person
Roasted Beet Salad
Italian Vegetable Salad
Build-Your-Own Salad
Featuring romaine lettuce, tomato, bleu cheese, hard-boiled eggs, bacon, avocado, black olives, cucumbers, cheese, assorted dressings

MAC & CHEESE BAR

\$16.80 per person
Cheddar cheese sauce, alfredo sauce, cavatappi pasta, blue cheese, bacon bits, ham, Kielbasa, peas, sour cream, diced tomatoes, scallions, cheese

SWEET POTATO BAR *gf*

\$16.80 per person
Baked sweet potatoes, butter, sour cream, marshmallows, bacon, brown sugar, raisins, candied pecans, maple syrup

Prices inclusive of service charge, subject to sales tax.



BEACH COOKOUTS

All cookouts include a lemonade station . A vegetarian option is available with **prior notice**.
 A \$1,800 set up fee will be assessed for the Wilson Bay beach location. (Back up space provided)
 Beach cookouts available Memorial-Labor Day **ONLY**.
 Cookouts may be displayed for a maximum of 1- 1 1/2 hours.
Minimum of 40 people, maximum 100. Based on availability.

GULL LAKE

\$57.60 per person/Included for meal plan guests.

- Grilled Hamburgers
- Brats
- Grilled Chicken Breast
- Coleslaw
- Potato Salad
- Watermelon
- Home-Made Baked Beans *vg
- Assorted Condiments
- Potato Chips

MADDEN'S

\$70.80 per person/\$3 surcharge for meal plan guests.

- 6oz Sirloins mushrooms, onions
- Smoked Rotisserie Chicken
- Grilled Snapper
- Cucumber Salad
- Garden Salad
- Watermelon
- Western Potatoes
- Corn on the Cob
- Fresh Rolls

***Ask your Event Manager for dessert options**



COOKOUTS—HOUSES

GRILL IT YOURSELF

Available for Madden's Multi-Bedroom Houses only (Strawberry Hill, Madden, Beach and Lakehouse)

Arrangements may be made through your Event Manager.

Your selection will be delivered to the house. Included for meal plan guests.

OPTION 1

(Available for lunch or dinner)

\$32 per person + tax

COOK YOUR OWN

Hamburger Patties
Beer Bratwurst
Corn on the cob

ACCOMPANIED BY READY-TO-EAT:

Potato salad
Cole slaw
Buns
Condiments

(Lettuce, tomato, onions, American cheese, ketchup, mustard)

Brownies

OPTION 2

(Available for dinner)

\$40 per person + tax

COOK YOUR OWN

6oz. Top Sirloin steaks
Chicken breasts
Vegetable kebobs

ACCOMPANIED BY READY-TO-EAT:

Au gratin potatoes
Garden salad
Cucumber salad
Condiments

(Ranch and French dressing, A-1 steak sauce)

Gourmet Bars



THE PAVILION

All cookouts include lemonade, water and baked bread.
 Cookouts may be displayed for a maximum of 1- 1 1/2 hours. **Minimum of 40 people required**, based on availability.
 Pavilion rental fee \$1,800. No backup space provided.
 \$70.80 per person/\$8.40 upcharge for package guests.

PROTEINS (choose two)

FROM THE ROTISSERIE

Whole Turkey House seasoned, cranberry BBQ sauce

Whole Marinated Chicken Jerk & BBQ sauces

Pork Ribs House-made BBQ Sauce

Suckling Pig Carolina & raspberry chipotle sauces
*market/requires 3 week notice

FROM THE SMOKER

Pork Tenderloin Bourbon sauce

Beef Brisket House-made BBQ sauce, horseradish

FROM THE GRILL

6oz Top Sirloin Mushrooms, onions

Red Snapper Fillet Creamy creole sauce

Sea Bass Lemon caper butter

Wood Plank Smoked Salmon Honey ginger glaze

Shrimp Skewers Sweet coconut lime chili sauce

Paella Shrimp, andouille sausage, mussels, saffron rice, broccoli, onions, peppers, peas

Porter House Pork Chop Mushroom demi-glaze

ENHANCEMENT

Louisiana Seafood Boil Market Price
Mussels, shrimp, corn on the cob, baby red potatoes, crab legs

Add a third entrée \$14.40 per person
 Add a third side or salad \$7.20 per person

DECONSTRUCTED GREEN SALADS

(Choose one)

- Madden's House Salad
- Garden Salad
- Caesar Salad

COMPOSED SALADS (Choose one)

- Cauliflower Bleu Cheese Salad
- Broccoli Raisin Salad
- Roasted Corn Salad
- Cucumber Salad
- Roasted Beet Salad
- Fresh Fruit
- Potato Salad

SIDE DISH ACCOMPANIMENT

(Choose two)

- Roasted Parmesan Fingerling Potatoes
- House-Made Au Gratin Potatoes
- Smoked Gouda Mashed Potatoes
- Corn on the Cob
- Bacon Balsamic Brussels Sprouts
- Artisan Fresh Vegetable Blend
- Four Cheese Mac

VEGAN (Choose one)

Grilled Cauliflower Served on a bed of quinoa with red pepper coulis sauce

Marinated Grilled Portabella Mushroom Served on a bed of lemon stir fry rice with balsamic drizzle

Prices inclusive of service charge, subject to sales tax.

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DESSERTS

Madden's offers freshly made sweet treats from our own on-site bakery. Select one of the following display options or consult with our pastry chef to create a customized display of desserts for your event! Most desserts are included for meal plan guests, elevated options will incur an additional charge per person.

CUPCAKE DISPLAY

\$9.60 per person/Choose up to three flavors

Strawberries & Cream

White Cake, chantilly cream, with a strawberry filling

Wedding Cake

White almond cake, vanilla Swiss meringue, topped with candied almonds

Red Velvet

Red velvet cake, cream cheese frosting, & cake crumb topping

Baileys Chocolate Cake

Baileys chocolate cake, chocolate ganache, & mousse

Lemon Raspberry

Lemon velvet cake, raspberry mousse filling, swiss meringue buttercream, and candied lemon peel

Peanut Butter Cup

Peanut butter cake, chocolate ganache, crushed peanut butter cups

White Chocolate Mocha

White chocolate mocha cake, espresso Swiss meringue buttercream, chocolate espresso bean, white chocolate curls

Smores

Chocolate cake, toasted meringue, graham crust, Hershey bar topping

Carrot Cake

Carrot cake, cream cheese frosting, and candied pineapple chunks

Earl Grey & Lavender

Earl grey sponge cake & lavender swiss meringue

SMORES BAR

\$12 per person—optional, chef attended, occurs an additional \$100 fee

CREPES BAR

\$12 per person—optional, chef attended, occurs an additional \$100 fee

MINI CHEESECAKE DISPLAY

\$12 per person/Choose up to three flavors

Vanilla topped with fresh berries | smores | turtle | lemon & white chocolate | peanut butter | espresso martini

GOURMET BARS

\$7.20 per person/Choose up to three flavors

Brownies | chocolate chip | key lime | lemon crumb | smores | peanut butter rice Krispies gf | 7-layer gf

COOKIE DISPLAY

\$6 per person/Choose up to three flavors

Chocolate chip | peanut butter | monster | oatmeal raisin | snickerdoodle | double chocolate chip

MACAROON DISPLAY

\$7.20 per person/Choose up to three flavors

Vanilla bean | coconut mocha | raspberry strawberry | violet | blueberry | pistachio | lemon | tea & honey | salted caramel | milk chocolate | bittersweet chocolate

MINI TARTS

\$9.60 per person/Choose up to three flavors

Mixed berry | lemon meringue | smores | bourbon pecan | apple hazelnut | peanut butter cup

MINI SEASONAL PIES

\$8.40 per person/Choose up to three flavors

French silk | key lime | bourbon pecan | strawberry & rhubarb | apple crumb | lemon meringue

DESSERT SHOOTERS

\$12 per person/choose up to two flavors

Chocolate mousse | strawberry shortcake | tiramisu | tres leches | Biscoff cheesecake | white chocolate & lemon cheesecake | dulce de leche | banana pudding

DONUT WALL

\$12 per person/yeast, cake, and old fashioned donuts with a variety of glazes, icings, and sugar topping options

PLATED OR WHOLE CAKE DISPLAY

\$8.40 per person/Choose one selection . Plated available at Wilson Bay or Town Hall only

Fruit Tart

Shortbread crust, vanilla pastry, topped with fresh berries, and a sweet glaze

Red Velvet Cake

Red velvet cake, cream cheese frosting, & cake crumb topping

Baileys Chocolate Cake

Baileys chocolate cake, chocolate ganache, & mousse

Triple Chocolate

Two chocolate layers with one white cake layer, chocolate ganache, and a white chocolate mousse

Vanilla Chantilly Lemon Cake

Three layers of lemon velvet cake, lemon curd, vanilla chantilly cream

ELEVATED CAKES

\$12 per person/Choose one selection . Plated available at Wilson Bay or Town Hall only

Dulce De Leche *

Dulce de leche cake, dulce de leche mousse, & caramel glaze

Opera Cake*

Three layers of joconde sponge, espresso Italian meringue, & chocolate ganache

Tiramisu Cake*

Chocolate cake, espresso & kahlua soaked lady fingers, mascarpone cream, dusting of cocoa powder, & espresso bean

Turtle Cheesecake*

Oreo crust, salted caramel cheesecake, toasted pecan syrup, & Chantilly cream

CUSTOM CAKES

6" starting at \$48

Gluten and vegan friendly dessert options available upon request- additional charges may apply.

Prices inclusive of service charge, subject to sales tax.

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PRIVATE BAR SERVICE

We provide one bar per 100 people (or one bar per 75 people for cash bar). A set-up includes bartender, liquor, assorted beer, select house wines, Pepsi products, bar mixes and appropriate garnishes. **Due to product availability, pricing, and selections will be subject to change.**

Additional bar staff \$90 per hour/per staff. * Shots are not permitted on private bars

CLASSIC BAR INCLUDES:

Priced at \$9.60—\$12 per cocktail.

Tito's Vodka
 Tanqueray Gin
 Bacardi Rum
 Captain Morgan Spiced Rum
 Crown Apple
 Jameson Irish Whiskey
 Jack Daniel's Whiskey
 Crown Royal Whiskey
 Bulleit Bourbon
 Johnnie Walker Red
 EJ Brandy
 Bulleit Rye
 El Jimador- Tequila

HOUSE WINE

\$8/glass
 Excelsior Chardonnay
 Excelsior Cabernet
 Pinot Project Pinot Noir
 Krus Pinot Grigio
 Wycliff Brut

BEER

\$7.20-\$9.60 per can
 A selection of domestic, Minnesota Craft Beers, White Claw Seltzers & Wooden Hill canned cocktails.

N/A CANNED COCKTAILS

\$9.60 per can
 N/A Gin & Tonic, N/A Mojito, N/A Mai Tai

AVAILABLE ON REQUEST

These items can be added to our Classic bar with advance notice and are priced at \$12-\$14.40 per cocktail.

Grey Goose Vodka
 Kettle One Vodka
 Bombay Sapphire Gin
 Hendrick's Gin
 Maker's Mark Bourbon
 Johnnie Walker Black Scotch
 Baileys Irish Cream
 Kahlua

WINE UPGRADES

The Resort's wine list (available April 1st) has additional wines by the glass that can be substituted for one or more of the standard house wine selections. A maximum of four wines may be offered by the glass at an event.

Wines not offered by the glass on the resort wine list can be purchased by the bottle in advance. Any bottles purchased and not opened at the bar will be returned to the client after the event.

* Ask your event manager for full resort wine list

SIGNATURE COCKTAIL/MOCKTAIL

Many events like to add a "Signature Cocktail" to their bar offerings. Our beverage staff is happy to work with you in advance to create a special drink to offer your guests. Pricing for Specialty Cocktails will depend on the ingredients selected and may be subject to a procurement fee if the ingredients used are not stocked at Madden's. Specialty cocktails/mocktails will be priced individually and are not included in any bar package.

PRIVATE BAR MINIMUMS

*Applies per bartender

1st hour	\$480
Each additional hour	\$240

Prices inclusive of service charge, subject to sales tax.

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PRIVATE BAR SERVICE

BEER & WINE PACKAGE

\$21.60 per person, per hour

BEER

Coors Light, Michelob Golden, Modelo, White Claw, specialty selection of Minnesota brews.
Non-alcoholic beer available upon request.

WINES

(Subject to change)
Includes 2 reds and 2 whites

SPARKLING

Wycliff Brut

N/A CANNED COCKTAILS

N/A Gin & Tonic, N/A Mojito, N/A Mai Tai

KEG SELECTION

Each 16 gallon keg (1/2 barrel) provides approximately 120 16 oz. servings. 5.2 gallon kegs available upon request.
Two weeks advance notice required. Subject to availability; **prices subject to change.**

DOMESTIC/CRAFT SELECTIONS

(16 gal keg)

Miller Lite	\$540
Coors Light	\$540
Michelob Golden Light	\$540
Leinenkugel (<i>seasonal</i>)	\$600
Castle Danger Cream Ale	\$600
Indeed Flavor wave IPA	\$600

SPECIALTY KEGS

For special requests, please ask about availability and pricing.

Madden's reserves the right to make substitutions anytime without notification.

Prices inclusive of service charge, subject to sales tax.

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AUDIO VISUAL

AUDIO VISUAL & MEETING SERVICES

Equipment is based on availability. Madden's meeting room set up includes tables, linens, chairs, basic Wi-Fi, and a water station. For pricing on business services contact your Event Manager. Madden's is not responsible for damage to or loss of personal belongings including audio visual equipment. If you will not be removing your personal equipment or belongings from the meeting room, please inform your Event Manager as to the time you wish your meeting room to be locked

VIDEO EQUIPMENT

LCD 1024 x 768 XGA with VGA hook up	\$390/day
*85" flat screen (Olson Board Room)	\$210/day
*65" flat screen (On cart)	\$180/day
*65" flat screen (On cart) (Wilson Bay & Pavilion)	\$300/day
*65" Dual Flat Screen (Wall mount) (Sibley)	\$240/day
Laptop Dongle (Mac or mini USB to VGA)	\$30/set up
HDMI hook up (where available)	N/C
Video Conference Owl	\$240/day

*NOTE all LED, TV and AV cart rentals include wireless presenter, sound hook up, and a variety of assorted dongles for video presentation.

PRESENTATIONS

A/V technician (4 hour minimum)	\$54/hour
Individual power hook up in meeting room (up to 30 ppl)	\$4.80 per person
Laptop computer	\$270/day
Screen (Tripod)	\$54/set up
Screen (4:3 portable)	\$78/set up
Screen (16:9 portable)	\$120/set up
Laser pointer/wireless presenter	\$48/day
A/V stand/cart	\$114/set up
Includes VGA cord, power, sound	
Laptop or iPod sound hook up	\$42/set up
Tri-pod or flip chart easels	\$24/set up
3M Post it® flipchart pad	
Includes stand & markers	\$60/unit
3 x 4 White board	
Includes stand & markers	\$42/set up
Self-standing podium	
Includes microphone	\$72/set up

STAGING/RISERS

**Standard (8' x 16')	\$240/set up
**Full (12' x 32')	\$360/set up
Dance floor (15 x 15)	\$240/set up
Larger dance floors	Inquire

**All stage setups include self-standing podium/mic

COMMUNICATIONS

Phone line with local and long distance dial out	\$72/installation*
Direct dial phone line with dedicated number	\$120/installation*
*Local and long distance charges will be assessed if incurred	
Speaker phone (PolyCom)	\$72 per day + line installation
Broadband internet service* (hardwire)	\$120/day

Internet hookups at each seat. See planner (In addition to broadband internet fee listed above)

SOUND SYSTEMS - Microphones

Hand-held cordless	
Includes microphone stand	\$48/set up
Lavalier cordless	\$48/set up
Microphone table stand	\$12/set up
Microphone floor stand	\$12/set up

PORTABLE MIXERS/PA SYSTEMS

Portable mixer, stand with microphone, CD player or iPod hook up, speakers	\$210/day
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EXHIBIT SPACE

Includes 8' banquet table, linens, chair, exhibit storage
NOTE- Substitute 6' table for Golf Villa exhibit set up.

Electrical	\$60 per vendor
Additional table	\$30 per table
Additional chair	\$18 each
High top table, black or white linen	\$30 each



SPECIAL SERVICES

AIRPORT SHUTTLE SERVICE

Please contact your Event Manager to schedule shuttles from the Brainerd Lakes Regional Airport. Guest names, flight numbers, arrival and departure times will be required. It is recommended that shuttles are scheduled two weeks prior to date required. In the event of a 'no show' the guest will be charged. Complimentary transportation is provided on Madden's property.

1-4 guests	\$60 one way
5-14 guests	\$15 per person, one way

DELIVERY SERVICES (10 day advance notice required)

Packet distribution at Front Desk (8-1/2 x 11 max)	No charge
Luggage (includes both delivery and pick up)	\$10 per person
Gifts (room delivery)	\$10 per room

****Distribution of gifts at the front desk is not allowed.**

GOLF CART RENTAL

Madden's on Gull Lake is a 'pedestrian friendly' resort, however, should you prefer transportation on property, rental golf carts are available (not for golf course use). Quantities are limited and it is recommended that reservations are made as soon as possible.

Daily cart rental (24hrs)	\$125 per day
Half Day (4hr rental)	\$70, based on availability
Hourly cart rental	\$30 per hour, based on availability

****Outside golf cart rentals are restricted unless approved by management.**

BONFIRE

Private bonfire setup	\$150 for 3 hours
S'mores and roasting sticks (min of 10ppl)	\$7.20 per person
Roasting sticks only	\$18 for 6 sticks

SPECIALIZED GOLF CLINICS

Let Madden's skilled teaching professionals put together a custom clinic for you and your guests! Clinics can cover any aspect of golf skills and can range in size to meet your needs. All clinics will utilize Trackman® technology and can be accommodated to fit your schedule while at Madden's.

Group of 3-6	\$45 per person
Group of 7-10	\$35 per person
Group of 10+	\$25 per person

SPECIAL SERVICES

Ask your Event Manager about:

- Gift baskets or gift cards
- Specialty cakes and desserts
- Special order logo clothing, golf balls, tee gifts

Prices inclusive of service charge, subject to sales tax.

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SHIPPING

SHIPPING OF MATERIALS

INBOUND DELIVERIES

Please use the following guidelines so we may provide you with the timely receipt of your conference materials. You may contact your Event Manager for additional instructions or information.

Address all conference materials to:

Madden's on Gull Lake

11266 Pine Beach Peninsula

Brainerd MN 56401

HOLD FOR (name)

XYZ CONFERENCE

CONFERENCE DATES

Include on the label: Your name, the name of the conference you will be attending, and the conference dates.

Use any shipping agent/common carrier of your choice. Conference materials should arrive no earlier than one week prior to your conference.

All shipments must be prepaid.

Deliveries are accepted Monday-Friday, 8am-5pm. Saturday deliveries will be accepted with prior notification.

OUTBOUND SHIPMENTS

For prompt return of all conference materials, we request the following:

1. Obtain a REQUEST FOR SHIPPING form from your Event Manager. Complete the form in its entirety.
2. Pack, seal and label all materials and attach the REQUEST FOR SHIPPING form.
3. Notify your Event Manager when all materials are ready for shipping and if you have made the pick up arrangements, or if shipping must be arranged by Madden's.

PAYMENT

Shipping charges may be billed to your personal shipping account, credit card, or your hotel guest account. Any shipping charges to the Master Account must be pre-authorized by the meeting planner.

UNCLAIMED MATERIALS

Conference materials left in meeting rooms after departure will be held for a period of one week before being disposed of.

Please Note:

Madden's on Gull Lake is not responsible for any delay in receipt or delivery of conference materials nor any special handling fees assessed by a carrier due to inadequate or improper handling. Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our warehouse for a period not to exceed 15 days and will be returned to originating shipper 'freight collect'.

Madden's on Gull Lake assumes no liability for the condition in which a package is received.

Prices inclusive of service charge, subject to sales tax.

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SHIPPING Continued...

REQUEST FOR SHIPPING

Date _____

Destination

Name _____

Company _____

Address _____ Residential? _____

City _____ State _____ ZIP _____

Phone _____

From

Your Name _____

Conference Attended _____

Address _____

City _____ State _____ ZIP _____

Phone _____

SHIP VIA: UPS FedEx USPS Other _____

Method of Payment

___ Personal Shipping Account Number _____

___ Hotel Guest Account Number _____

___ Master Account (only with prior approval) _____

Location of items at this time: _____

Madden's on Gull Lake is not responsible for any delay in receipt or delivery of conference materials nor any special handling fees assessed by a carrier due to inadequate or improper handling. Packages bearing insufficient information to identify the conference or USE DATE once received will be held in our warehouse for a period not to exceed 15 days and will be returned to originating shipper 'freight collect'.