



Badger Room Checklist

Days Inn & Suites Madison
4402 E. Broadway Service Road
Madison WI 53716
Phone: 608-223-1800 Fax: 608-223-1374
Email: info@daysinnsuitesmadison.com
Web: www.daysinnsuitesmadison.com

Event Name: _____

Use Date(s): _____ Arrival time: _____ Departure time: _____ # Attending: _____

Contact: _____ Company: _____

Phone: _____ Email: _____

Set-Up: See pg. 2 for layouts

Check All Boxes that Apply

- SQUARE
- OPEN "U"
- RECTANGLE
- HERRINGBONE
- CLASSROOM
- SEMI-CIRCLE CLASSROOM
- DINING ROOM ROUND
- DINING ROOM RECTANGLE
- LECTURE
- BOARDROOM
- CLOSED SQUARE

Please select [x] any additional that apply

MEETING ROOM NEEDS		DRINKS	
Event Room Rental ~ \$200/Day	X	Reg Coffee ~ \$15/carafe	
Set up + Cleaning Fee ~ \$50/Day	X	Decaf Coffee ~ \$15/carafe	
Tablecloths ~ \$0/day (off-white)		Tea Bags ~ \$1.00 each	
Screen Rental ~ \$20/day		Bottled Water ~ \$2/ 16 oz	
Screen & Laptop Projector ~ \$50/day		Bottled Soda ~ \$2.50/ 20 oz (assorted Pepsi products)	
PA System ~ \$50/day (Microphone with Portable Amp/Speaker)		Apple or Orange Juice \$15/carafe	

Bringing in Food:

We would like to have food delivered, catered, or brought in from home: ~ 2.00/ per attending guest

- ***Cancellations must be made 7 days in advance of event or credit card on file will be charged applicable room rent. Meeting space/ dates not guaranteed without a signed copy of this agreement, waiver of liability and credit card authorization***

Guest Signature: _____ Date: _____

