



Wedding GUIDE

Welcome to the historic Ludlow Mansion

We are excited that you are considering our venue for your wedding day.
Our premier facility and grounds are one of the largest of the area.

This document is intended to provide couples with clear information as we believe communication is key when planning your event with us at Ludlow Mansion. Weddings are our business and we are here every step of the way.
From the start of your planning to when the last guest leaves, Ludlow Mansion Events will be at your side.

About LUDLOW MANSION EVENTS

Ludlow Mansion Events is a family run business located along the rolling hills of Green County in Monroe, Wisconsin. The historic 1857 Mansion along with five acres of manicured grounds abounds with picturesque opportunities. Our spacious Venue offers over 12,000 square feet of interior space to host up to 500 guests to celebrate your day.

WHAT'S INCLUDED

with your rental

Exclusive Use of the entire Venue
Climate Controlled Venue Space
Wedding Party Suites
Indoor Ceremony Space
Two Wireless Microphones for indoor Speeches
Reception Space for up to 500 guests
Ceremony Chairs for up to 220 guests
Reception Chairs & Tables for up to 220 guests
All set-up and break down of tables & chairs
All basic linens
Licensed and Stocked Bar
Bartending Services
Indoor Bathrooms
On-Site Parking
Catering Kitchen

Upgrade to our
**TRIPLE CROWN
PACKAGE**



- Receive additional days to decorate
- Host your rehearsal and gift opening
- Outdoor ceremony space
- Indoor photo opportunities inside of the historic Mansion
- Use of general décor from our catalog
- Plus a two-night stay right at the mansion!

Beautiful venue with great service!
Ludlow Mansion Events was a great group to work with and the venue is spectacular. The vast amount of space the venue provides made for a great and comfortable wedding experience. The staff were of great service and were accommodating for all of our requests. The venue has the rustic feel with every modern attribute that we wanted. We would highly recommend to check them out!

Chaesta S.

Penny and Greg were AMAZING! Trying to have a wedding during COVID was not easy and they helped make our day perfect and as safe possible. The venue is so beautiful and has so much space. The package we purchased allowed us to use the venue for the entire weekend which was really nice. We had our rehearsal dinner there and our gift opening brunch on Sunday. We also had a two night stay included with our package. The room was right on the property. It was nice to be able to go there after a long day and get a good night's rest.

Sharon W.

What our brides are saying:

Great event at this location. DJ was doing so well on the 1's & 2's, Bartenders were AMAZING! They were very friendly and so accommodating. This location is superb! Corn fields all around for scenery, beautiful lawn area, spacious interior for dinner, great area for dance, and the bar was popping! Book it!

Brittany C.

Great location for family wedding. Great low key setting for dining and awesome spacious room for dancing and partying. The bar is easily accessible and kept very clean and organized by very welcoming bartenders. The owners chatted with me and my siblings long after all the other guests left. They're very down to earth and they felt like home. Would love for the next family event to be at Ludlow Mansion!

Marissa B.



What time do I have use of the Venue?

On your wedding day, you have access at 9:00AM to 12:00AM. Our Triple Crown Package offers access to the property beginning at 12:00 noon on day one and ending at 12:00 noon on day three.

Do you provide linens?

Ludlow Mansion Events provides table linens in black or white as well as linen napkins in a choice of several colors. All buffet linens are also provided by Ludlow Mansion Events.

How do I secure my date?

In order to secure your date we require a deposit of \$500.00 along with a signed contract. We divide the remaining balance due into convenient monthly payments which may be made right on our secure website by ACH or Credit Card.

Do you offer any décor items with the Venue rental?

We offer the use of any of our décor from our general décor section of our rental catalog when booking our Triple Crown Package (see our Investment section for package details).

[View our Décor Catalog.pdf](#)

Do you provide food and food service at your Venue?

We offer a preferred list of caterers who offer a variety of food choices and price ranges to choose from. Our professional caterers have been carefully selected by LME. They are familiar with our property and prepare all food in a licensed kitchen.

Do you have a kitchen on the property?

We offer a catering kitchen complete with commercial refrigeration, stainless steel tables, heat and hold unit, ice-machine, microwave and a three hole sink. We do not offer grills or ovens to support food preparation by caterers or host of events.

Do I have to use your preferred vendors?

When your guest list is over 60 guests we require the use of one of our preferred food vendors. ALL other vendors such as D.J, Florist, Photographer, etc. are able to be selected by the host of the event whether or not they are on our preferred list.

Do you provide plates, flatware and glassware?

We offer place settings for a rental fee for events of 60 or less. We provide all barware needed for all bar service. All other service items should be contracted through your selected caterer or provided by the host of the event.

May we bring in alcoholic and nonalcoholic beverages?

Ludlow Mansion Events holds a full liquor license with the City of Monroe. All beverages and beverage service must be provided by Ludlow Mansion Events staff.

[View our Beverage Packages.pdf](#)

What time is last call?

We offer bar services up and until 11:45pm as long as the bar has actively been selling continuously.



Do you carry liability insurance or do I have to acquire my own?

Ludlow Mansion Events carries liability insurance and provides licensed bartenders serving your guests from a fully licensed bar.

Does my cake have to be from a licensed baker?

No, we allow our hosts to bring in the desserts of their choosing. Please note that all plates and flatware as well as service and clearing should be contracted through your caterer or provided by you the host.

May I bring in food for cocktail hour?

We allow our hosts to bring in items to be served during the cocktail hour timeframe only. Please note that all plates and flatware as well as service and clearing should be contracted through your caterer or provided by you the host.

Do the hotels offer shuttle service between your Venue and the hotel?

We work closely with two vendors who offer shuttle services. Please inquire with us directly to obtain their information.

Do you offer lodging on the property?

We offer five suites right inside of the Mansion. The rooms provide guests with a private bathroom, smart TV, wi-fi and refrigerator in each room. These rooms do require a two-night minimum stay. [View our Room Rates pdf.](#)

Do you have a cancellation policy?

We offer the option of rebooking your date when cancelling your event at least 6 months prior to your contracted date. We do not offer a refund of a contracted date.

Is there a coordinator on the day of my event provided?

Ludlow Mansion Events will provide an onsite coordinator as well as a bar manager for your day. Our onsite coordinator will receive your vendors onto the property and be available throughout the day of your event.

Do you require a security deposit?

We presently do not require a security deposit when booking our property. We are a family business. Please treat our property as you would your own family home.

Is your property handicap accessible?

Our event venue is handicap accessible and offers handicap accessible bathroom stalls.

What is the rain plan if I am planning an outside wedding?

Be sure to book our three day Triple Crown Package to be covered in the event of rain. Just let us know five days in advance and we will be sure to have our back-up indoor ceremony space ready when you are.

Do you offer any type of discounts?

We offer a military discount of 3% off of the rental fee. We offer an early bird discount of 5% when you pay all rental fees at the time of booking by check or cash. We have discounted rates for weddings taking place on Friday or Sunday. Please inquire directly with LME.

INVESTMENT

2022 Ludlow Mansion Events Pricing



**CARRIAGE HALL
& PARLOR**
package

\$3,500.00

(\$3,800.00 starting 2023)

- One Day Exclusive Use of Interior Event Venue Space
- Climate Controlled Venue Space
- All Basic Linens
- Ceremony and Wedding Tables and Chairs for up to 220
- On-site Coordinator for the day
- Bartending Staff
- (2) Event Planning Meetings with Wedding Consultant
- Six VIP Parking Spots
- Wedding Preparation Spaces (Bridle Room/Chaps Room)
- Two wireless microphones for indoor speeches

*Starting in 2023 the Carriage Hall & Parlor Package will only be offered November through April.



**TRIPLE
CROWN**
package

\$4,900.00

(\$5,200.00 starting 2023)

BEST VALUE

- Three Day Exclusive Use of Venue Space, Pergola and Front Porch
- Climate Controlled Venue Space
- Wedding Day Photo Use of The Mansion
- Two Night Stay in Ludlow Suite
- All General Décor from Décor Catalog
- All Linens
- Wedding & Ceremony Tables & Chairs set for up to 250
- Bartending Staff for three days
- (3) Event Planning Meetings with Wedding Consultant
- Six VIP Parking Spots
- Outdoor Seating and Bag Game Area
- Five Acres of Manicured Scenic Grounds
- 8 Cocktail Tables and Covers
- Onsite Coordinator for three days
- Bartending Services for three days
- Climate Controlled Event Space
- Wedding Preparation Spaces (Bridle Room/Chaps Room)
- Two wireless microphones for indoor speeches

I like what I see! What are the next steps?

1

Schedule a Personal Tour

Schedule a personal tour by contacting us at info@ludlowmansionevents.com or text us at 980-328-8115.

2

See More Pictures of Our Spaces

Don't miss our social media pages and our [website photo gallery](#).



www.ludlowmansionevents.com

3

Check to See If Your Desired Dates are Available for Booking

Visit the [Availability Calendar](#) section of our website to see available dates.



*Click an icon to visit us
on our socials!*



1421 Mansion Drive
Monroe, Wisconsin 53566



(608) 426-6777
Text (980) 328-8115
to schedule a tour



info@ludlowmansionevents.com