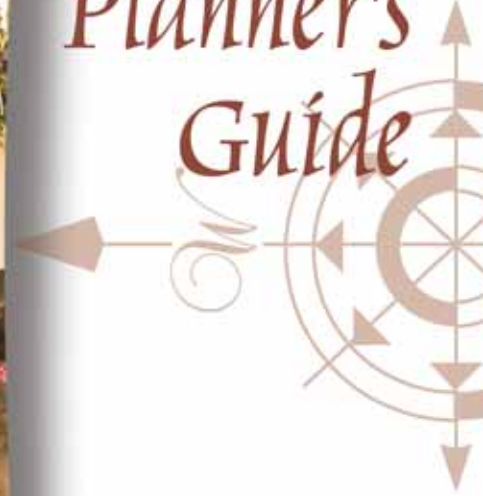




Waukesha & Pewaukee
Meetings So Good!



Meeting Planner's Guide



Welcome



Welcome to the Waukesha & Pewaukee area! We are pleased to share with you information about our area and hope that you find us to match your meeting and event needs.

The Waukesha & Pewaukee Convention and Visitors Bureau is eager to assist you in planning your meeting or event. Quality, personalized service is what we are known for; that's why we are a meeting destination of choice. Our area offers more than 1,000 first-class guestrooms and over 100,000 square feet of affordable, flexible meeting space.

We take great pride in our hospitality service! With a lively arts community, specialty shopping from antiques to art, a selection of a dozen golf courses, extensive dining on land and water and various nightlife entertainment, we are sure to meet your recreational needs.

This meeting planner highlights the many opportunities available to you, as well as the many services provided to you and your attendees. Our professional staff will work with you one on one, to exceed your meeting expectations!

Waukesha & Pewaukee . . . Meetings So Good!

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Waukesha Population: 64,000
 Pewaukee Population: 13,000
 Waukesha County Population: 365,000
 Other cities and villages in the area include Delafield and Brookfield.

Community Information

Waukesha & Pewaukee Information Visitor & Convention Bureau 262-542-0330 or 800-366-8474

Media Information

Newspapers

Waukesha Freeman
 801 N. Barstow Street
 Waukesha, WI 53186
 262-542-2501

Milwaukee Journal Sentinel
 1801 Dolphin Drive
 Waukesha, WI 53186
 262-650-3180

Television Stations

WISN-TV 12 (ABC)
 WDJT-TV 58 (CBS)
 WITI-TV 6 (FOX)
 WTMJ-TV 4 (NBC)
 WMVS-TV 10 (PBS)

Colleges/Universities

Carroll College
 100 N. East Avenue
 Waukesha, WI 53186
 262-547-1211

University of Wisconsin - Waukesha
 1500 University Drive
 Waukesha, WI 53188
 262-521-5434

Waukesha County Technical College
 800 Main Street
 Pewaukee, WI 53072
 262-691-5566

Reference Numbers

Pewaukee City Parks
 262-691-7275

Waukesha City Parks
 262-542-3737

Waukesha County Parks
 262-542-3737

Pewaukee Public Library
 262-691-5670

Waukesha Public Library
 262-524-3684

Road Conditions in the
 State of Wisconsin
 262-785-7140


U.S. Postal Service
 262-650-5370

Weather
 262-936-1212

Wisconsin Department of Tourism
 800-432-TRIP

Annual Events in Waukesha

Waukesha JanBoree	January
Art Crawl	February
Fire & Ice Winter Festival	February
Pewaukee River Run	April
Art Crawl	May
Farmer's Market	May-October
Fiesta Waukesha	June
Pewaukee Beach Party	June
Taste of Summer	June
Waterfront Wednesdays	June-August
Waukesha County Fair	July
Spring City Skyfest	July
Waukesha Cycling Classic	July
Taste of Lake Country	August
Art Crawl	August
Highland Games and Celtic Fling	September
ArtFest	September
Apple Harvest Festival	September
World's Greatest Cookie Sale	November
Christmas Parade	November
Country Christmas	Nov.-Jan



The Waukesha & Pewaukee Convention and Visitors Bureau offers a one-stop shop for all of your meeting needs. Meeting services include, but are not limited, to the following to ensure a successful and enjoyable meeting for you and your attendees.

Bureau Services

Convention Assistance

- Gather facility information and date availability
- Site inspections at meeting and lodging facilities with sales and management staff
- Transportation referrals - arrivals, group tours, departures
- Pre-convention planning assistance and post convention critique
- Assistance in securing room blocks
- Personalized welcome letter from Mayors and Waukesha County Executive

Public Relations

- Electronic images and files of Waukesha & Pewaukee
- Visitor Guides, maps and other area reference material
- Media lists
- News releases sent to local media contacts

Registration Assistance

- On-site professional assistance with attendees
- Development of name badges (advance notice required)
- Visual display of Waukesha & Pewaukee area
- "Dine Around Guide" for individual dining needs

Program Assistance

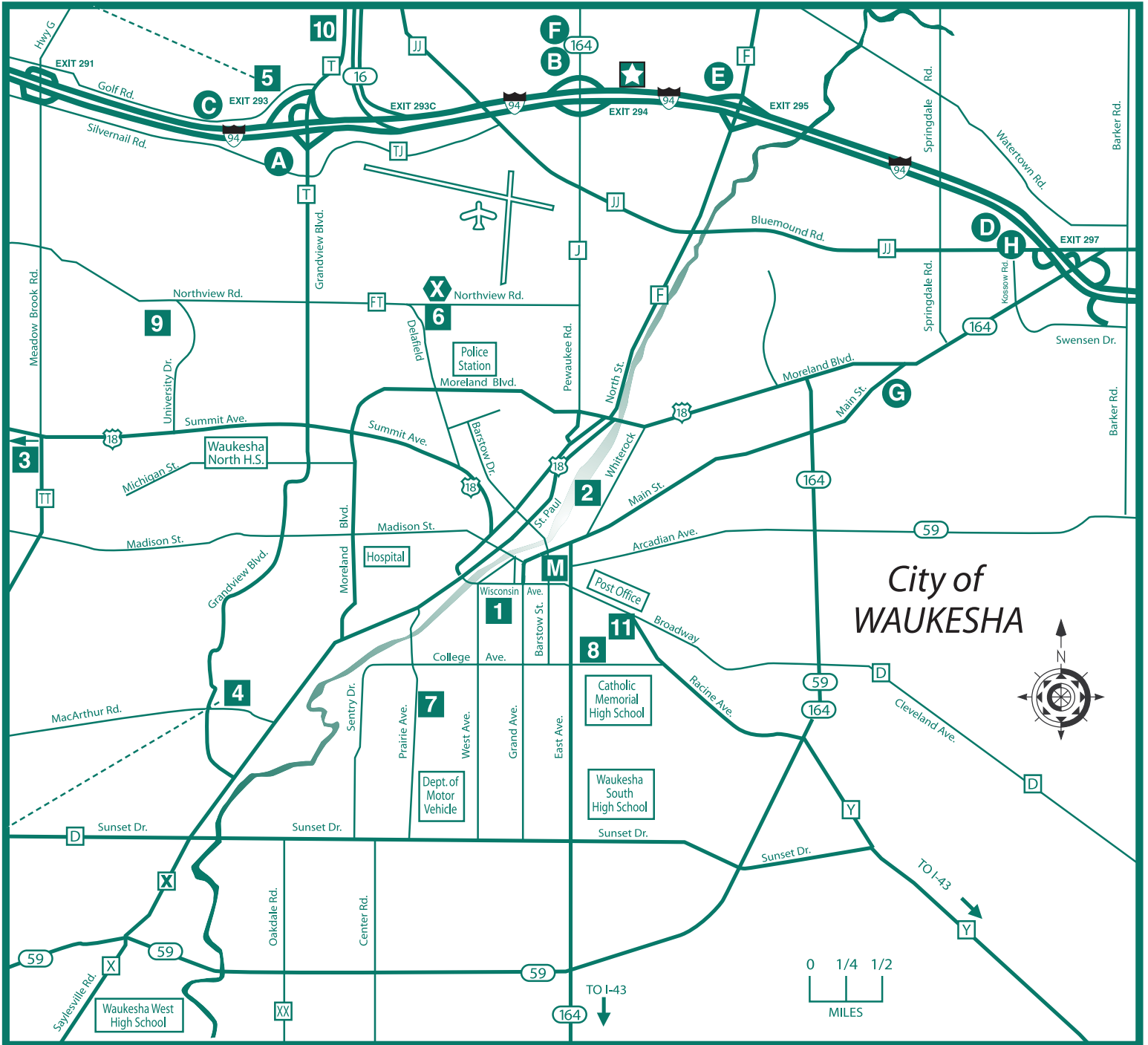
- Convention welcome to all delegates from CVB or area dignitaries
- Development of special activities, spouse/guest tours and entertainment
- Business referrals
- Welcome bags

Waukesha & Pewaukee
Meetings So Good!

Travel Distances



Appleton	110	Eau Claire	243
Kenosha	48	LaCrosse	211
Madison	60	Stevens Point	175
Chicago, IL	90	Milwaukee	20
St. Paul, MN	328	Green Bay	137

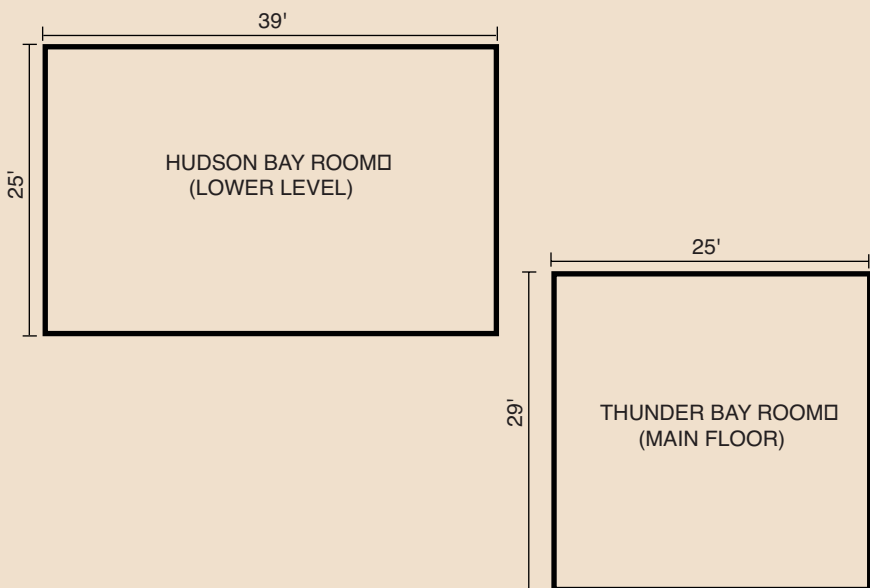


LEGEND	1 Cutler Park & Library	8 Carroll College
	2 Frame Park - Riverwalk	9 U.W. Waukesha
	3 Retzer Nature Center	10 WCTC - Pewaukee
	4 Glacial Drumlin State Trail	11 WCTC Downtown
	5 Lake Country Recreation Trail	M Waukesha County Museum
	6 Center Court Sports Complex	X Waukesha County Expo Center
	7 Saratoga Baseball Complex	★ Waukesha & Pewaukee CVB

ACCOMMODATIONS	A	D	G
	B	E	H
	C	F	



“Although I often times do not see our guests upon arrival, I welcome them by providing a guestroom that is clean, comfortable and ready for them to enjoy.”
 Maribell,
 Assistant Executive Housekeeper



Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Thunder Bay	725	36	50	32	48
Hudson Bay	1,131	60	100	60	72

Comfort Suites

Hwy J/164 & I-94
 Pewaukee, WI 53072
 888-506-2005



www.hoari.com/comfortsuites/pewaukee

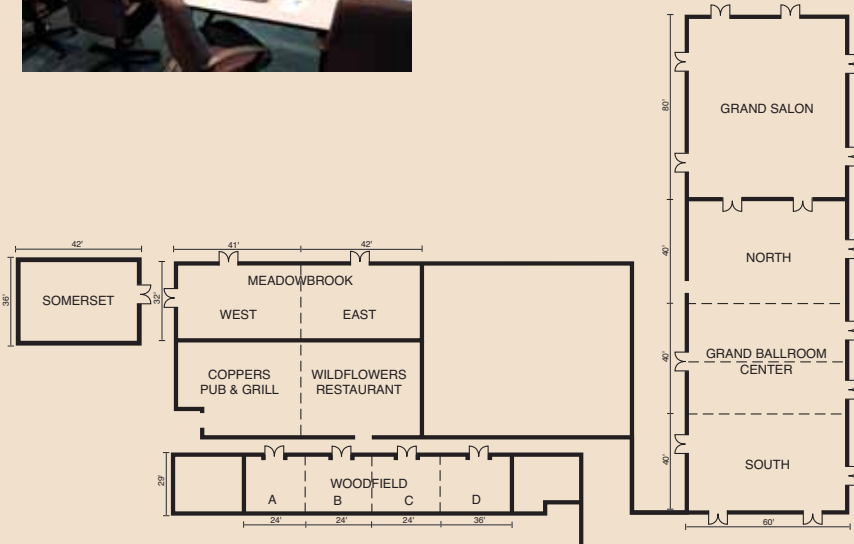
From elegant and unique, to crisp and professional, Comfort Suites offers an ideal location for your meetings and events. This unique setting is perfect for corporate meetings, social receptions and banquets for groups from 2-72. The meeting space is complimented by 94 all-suite accommodations, filled with special amenities.

Offering two meeting rooms with a total of 1,800 square feet of flexible space, the service staff provides expert planning, preparation and presentation, tailoring menus and services to fit your needs. Professionally trained Customer Service Representatives will detail the entire event to insure nothing is overlooked.



"The preparation of fine meals is our passion...we take great pride in preparing traditional offerings or creating customized entrees to meet our clients own special tastes."

Chef Dean, Executive Chef



Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Conference Suites	450	16	40	18	24
Presidential Boardroom	700	12	NA	NA	NA
Briarwood & Oakwood					
Hospitality Suites	700	8	NA	NA	NA
Somerset	1,512	32	112	60	80
Meadowbrook*	2,624	NA	254	134	170
Woodfield*	3,132	NA	270	150	168
Grand Ballroom*	7,200	NA	720	468	540
Grand Salon	4,800	NA	480	288	360
Grand Pavilion	2,400	NA	200	120	150**

*Indicates meeting rooms can be further divided providing additional room set-ups.

**Indicates additional outdoor seating available, up to 350-500.



Country Springs Hotel Water Park Conference Center

2810 Golf Road
Waukesha, WI 53188
800-247-6640

www.countryspringshotel.com



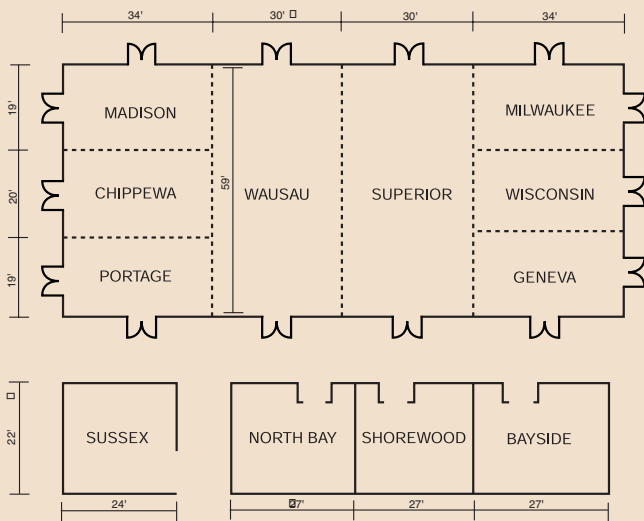
Providing a relaxed, professional and friendly environment to all, the Country Springs offers outstanding quality and service in over 20 richly decorated meeting rooms and 187 guest rooms, including Executive and Governor's Suites.

With 40,000 square feet of diversified meeting/banquet space, Country Springs accommodates groups from 2 to 720. For a unique twist, move outdoors to the signature Garden Gazebo and Grand Pavilion in Village Park. Or for a high tech learning environment, the Executive Learning Center offers four identical meeting suites featuring cutting edge technology and hard surface work-stations with data ports for each attendee.



“My role is to ensure all events are implemented as planned as well as assist our clients with any last minute meeting requests. I really enjoy making our client’s experience easy and relaxing.”

Kristen, Banquet Captain



Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Grand Ballroom	7,552	172	1,100	500	650
Portage, Madison, Milwaukee, Geneva	646	28	64	35	60
Chippewa, Wisconsin	680	28	64	35	60
Superior or Wausau	1,770	72	240	120	150
Bayside or North Bay	594	12	N/A	N/A	12
Shorewood	594	25	60	30	40
Sussex	432	24	56	24	40
Pre-function Area	3,086	N/A	N/A	N/A	220



Marriott Milwaukee West

W231 N1600 Corporate Court
Waukesha, WI 53186
262-574-0888 or 800-228-9290
www.marriott.com

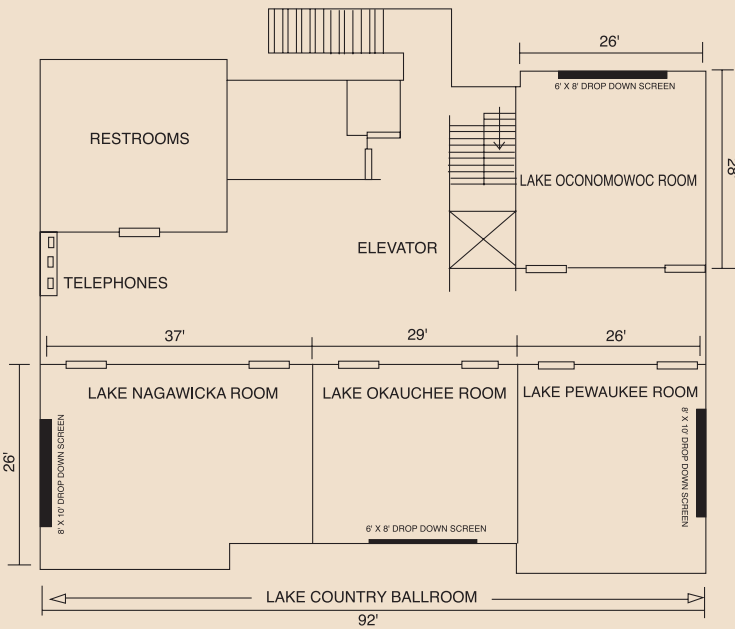


When searching for a new location for your event in the metro Milwaukee area, look no further than the Marriott Milwaukee West. Whether hosting a lavish banquet, business meeting and luncheon or top-level executive session, the Marriott’s experienced sales professionals will carefully handle every detail in any of their 12 meeting rooms and 282 guestrooms.

Conveniently located off I-94, the Marriott Milwaukee West offers full service meeting and banquet facilities for groups from 10 to 1,100, with nearly 14,000 square feet of flexible meeting and banquet space. Three executive boardrooms with solid walls each seat 12 to 40 attendees in addition to the elegance of the Grand Ballroom with banquet seating for 650 people and over 3,000 square feet of pre-function space.



"I really enjoy the opportunity to extend a welcome to each of our guests upon their arrival. It is important to me, to help with any needs our guests may have during their stay with us."
Kelly Mae, Front Office



Radisson Hotel Milwaukee Pewaukee

N14 S24121 Tower Place
 Pewaukee, WI 53072
 262-506-6300 or 800-333-3333
www.hoari.com/radisson/pewaukee



Visit the area's newest and most extraordinary hotel! Built with a Frank Lloyd Wright inspired design, this luxury hotel features custom-crafted furnishings with awesome prairie style architecture. Whether your stay is to be productive, celebratory or refreshing, it is easy to appreciate the wide range of amenities and simple elegance in each of the 119 executive class guestrooms, four fixed table boardrooms and four richly appointed meeting rooms. Professionally trained Customer Service Representatives will detail your entire event to insure that nothing will be overlooked

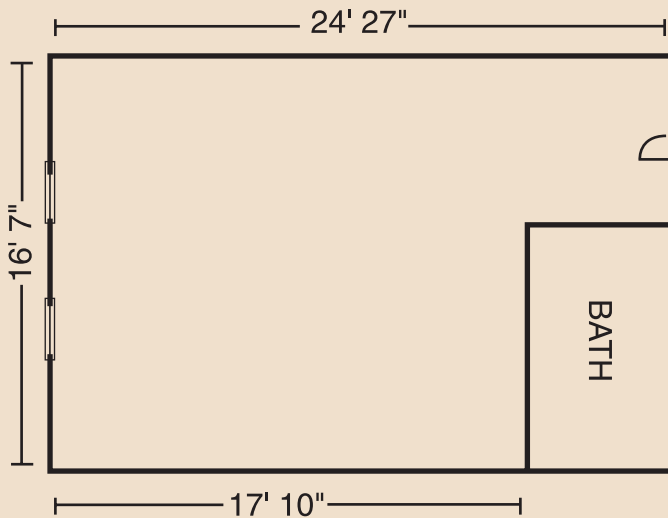
The Lake Country Ballroom, with nearly 2,400 square feet, comfortably seats 200 guests banquet style or quickly converts to three breakout rooms accommodating theatre seating for 85-140 attendees. Each of the four dramatic boardroom suites accommodates 12-14 meeting attendees in a state of the art environment.

Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Lake Country Ballroom	2,392	138	321	171	200
Lake Pewaukee	676	30	85	45	48
Okauchee	754	36	96	54	48
Nagawicka	962	42	140	63	80
Oconomowoc	728	30	96	54	48



"We offer great value to our guests with comfortable rooms, a convenient location and awesome customer service!"
Nam, Front Office Manager



Ramada Limited

2111 E. Moreland Boulevard
 Waukesha, WI 53186
 262-547-7770 or 800-272-6232
www.ramada.com



Conveniently located just a short drive from I-94, the Ramada Limited offers a modest size meeting room that works perfectly for small meetings ranging from strategic planning to educational sessions, supported by a selection of 92 guestrooms, including whirlpool suites and theme rooms.

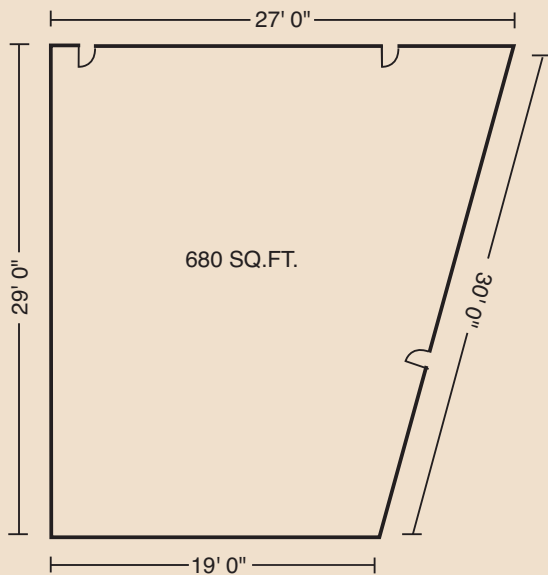
The nearly 400 square foot meeting room seats up to 25 attendees in a conference style room set. Meeting room amenities include TV/VCR; chalkboard or a white board, choice of beverages and snacks. Additional catering services available from several nearby restaurants.

Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Meeting Room	375	25	20	15	NA



"Nothing is more important to me than our guest's experience! Our staff, from the front office to the maintenance department, is dedicated to providing quality, value and the best possible experience."
Deana, Manager



Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Meeting Room	680	30	40	30	NA



Select Inn

2510 Plaza Court
 Waukesha, WI 53186
 262-786-6015 or 800-641-1000
www.selectinn.com



This newly remodeled meeting room will suit the need for any small business meeting. Conveniently located to I-94, travelers will appreciate the ease in making it to their meeting on time! Offering 101 comfortable guest sleeping rooms, ranging from theme rooms to suites, and a staff with a "can do" attitude, creates a superior hospitality experience at the Select Inn Waukesha.

The 680 square foot meeting room is quite versatile to meet many different needs. Amenities to look for include a 25" TV with VCR, dry erase board, podium, screen and more. Area restaurants available to cater food and beverage needs.



Best Western Waukesha Grand

Best Western Waukesha Grand Hotel

2840 North Grandview Blvd.
Pewaukee, WI 53072
262-524-9300 or 800-937-8376
www.BestWestern.com

Offering first class Midwestern hospitality services and amenities, the Best Western Waukesha Grand Hotel also provides easy access from I-94. Room selections include a choice of Business Class, Deluxe, Executive King or the popular Whirlpool Rooms.

- In-room movies
- In-room coffee/tea
- Complimentary local phone calls
- Iron/ironing boards
- Business Center
- Fitness Center/Indoor Pool/Whirlpool
- Complimentary continental breakfast
- Complimentary wireless high-speed internet



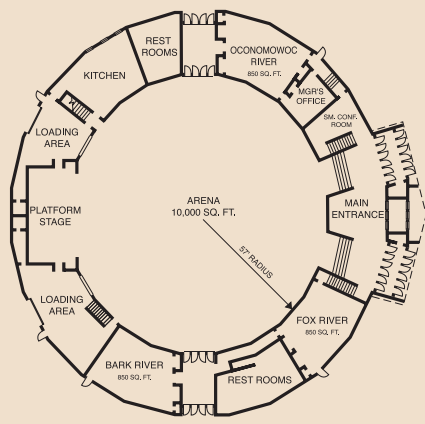
Extended Stay America

2520 Plaza court
Waukesha, WI
262-798-0217
www.extendedstayamerica.com

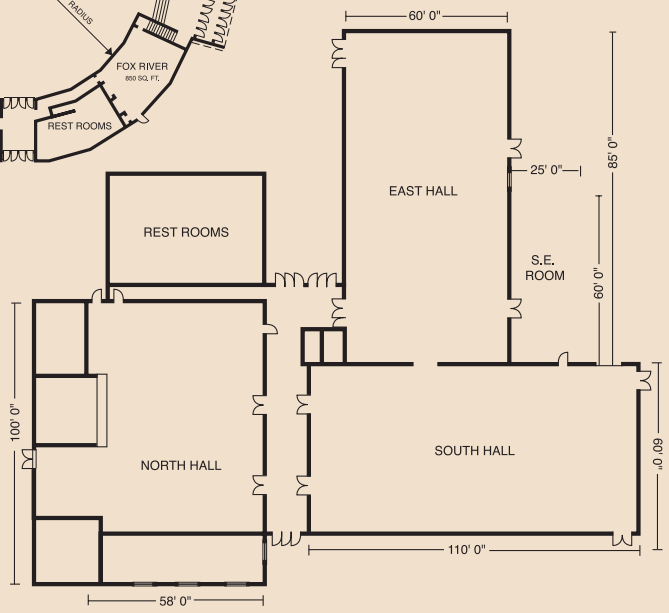
Extended Stay America offers rooms designed with the convenience you need to make your long stay as comfortable as possible. Make yourself comfortable; this is your home away from home! Amenities include a recliner and fully equipped kitchen in each room with on site laundry facilities.

- In-room movies
- In-room kitchen
- Complimentary local phone calls
- Iron/ironing boards
- Fitness Center
- Wireless high-speed internet





*"With so much flexible space at the Expo, I can assist with 'thinking out of the box' and create an event that attendees will not soon forget."
Teri, Manager*



Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Arena	10,500	*	1,800	*	900
Oconomowoc, Bark & Fox River	850	*	100	*	NA
North Hall	6,600	NA	700	*	450
South Hall	7,200	NA	800	*	600
East Hall	7,200	NA	800	*	600
South-East	1,500	NA	150	NA	NA

*Please call for specific needs

Waukesha County Exposition Center
 1000 Northview Road
 Waukesha, WI 53188
 262-548-7200
www.waukeshacounty.gov



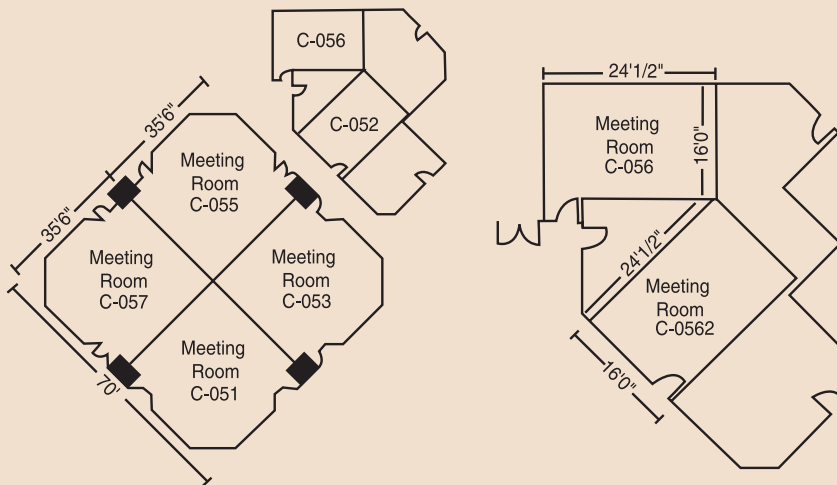
Whether it is just a few or a few thousand people, the Waukesha County Expo Center can serve your needs precisely. Easy access from I-94 and the Crites Field Airport as well as ample free parking are just some of the reasons the Expo Center should be considered for your next tradeshow, business seminar or new product unveiling!

Nearly 40,000 square feet of flexible indoor meeting space creates the perfect environment for tradeshows and exhibits, banquets and stage shows. Recently renovated meeting rooms provide a creative environment for planning sessions and small meetings.

The expansive grounds include a horse complex, and an outdoor main-stage area perfect for shows, festivals and concerts.



“Although I truly enjoy working with all our clients, helping to accommodate their special requests quickly and efficiently is the highlight of my job”
Gail, Conference Center Assistant



Waukesha County Technical College

Richard T. Anderson Center
 I-94 and Hwy. 16
 Pewaukee, WI 53072
 262-695-3474



The Richard T. Anderson Education Center, located at the Pewaukee campus of Waukesha County Technical College, offers a state-of-the-art facility geared for educational oriented events.

With 4,500 square feet of dividable space, the Richard T. Anderson Center can accommodate 200 people banquet style or 400 theater style. If a more intimate setting is preferred, the area may be divided into quarters. Two class-room sized breakout rooms are also available just across the hall from the education center. The center features the latest easy-to-use touch screen media technology with support personnel on hand to assist. An on-site catering service will help in planning a menu that fits every taste and budget.

Principal Meeting Facilities and Room Capacities

Name	Sq. Ft.	Conference	Theatre	Classroom	Banquet
Entire Center	4,500	NA	400	160	200
One-Half Center	2,250	NA	210	80	100
One-Quarter Center	1,125	NA	100	35	48

Charles Z. Horwitz Planetarium at Retzer Nature Center

514 W28167 Madison Street, Waukesha
262-548-7801

www.waukesha.k12.wi.us/planet

Without leaving your seat, you will be transported beyond city lights to the wonders of the skies above. Programs begin with a brief tour of the current evening sky, which includes the location of the moon, visible planets and constellations. Call for seasonal programs.

Attractions

Clark House Museum

206 E. Wisconsin Avenue, Pewaukee
262-691-0233

www.clarkhousemuseum.lakecountrybusiness.com

Explore early Pewaukee life in this historic home filled with items from the earliest days. Collections include arrowheads, furnishings, clothing, children's toys, farm machinery, photos and more. Call for hours.

East Troy Electric Railroad

2002 Church Street, East Troy
262-642-3263

www.easttroy.org

While all but gone from most American cities, the East Troy Electric Railroad Museum preserves a unique part of the 19th and 20th century transportation history for all to experience, learn and enjoy. Welcome aboard!

Holy Hill National Shrine of Mary

1525 Carmel Road, Hubertus
262-628-1838

www.holyhill.com

Visit this majestic church with a stunning view of the Kettle Moraine State Forest. Sky-piercing spires, mosaics and inspiring stained glass windows form a perfect setting for the shrine with exquisite 19th century statues.

Old World Wisconsin

5103 W37890 Hwy. 67, Eagle
262-594-6300

www.oldworldwisconsin.org

Old World Wisconsin, a 576 acre interactive outdoor museum of living history, features more than 65 relocated historic Wisconsin buildings, costumed interpreters, hands-on activities, special events, the Aldo Leopold Environmental History Trail, the Clausing Barn Restaurant and Museum Gift Shop. Open daily May 1 through October 31 and selected December dates.

Prestige Yacht

W280 N2159 Prospect Avenue, Hwy. 55, Pewaukee
262-523-0404

www.lakeviewec.com

Set sail and take a beautiful and relaxing cruise on Pewaukee Lake with a private group or a Sunday afternoon public cruise. Call for hours.

Retzer Nature Center

W284 S1530 County Road DT, Waukesha
262-896-8007

www.waukeshacountyparks.com

Located on 400 acres, the Retzer Nature Center focuses on environmental education, natural land management, prairie community restoration and wildlife habitat improvement. Restored prairies, a colorful butterfly garden, public hikes, natural history programs, the Horwitz Planetarium and hands-on programs welcome visitors.

Ten Chimneys

Hwy. 83, Genesee Depot
262-968-4110

www.tenchimneys.org

Home of Broadway legends, Alfred Lunt and Lynn Fontanne. Almost all of the estate's enchantingly personal décor and collections are intact and unchanged since the Lunt's first assembled there in the 1930's and 40's. For decades, this idyllic retreat inspired the country's finest actors, writers and artists.

Waukesha County Historical Society and Museum

101 W. Main Street, Waukesha
262-521-2859

www.waukeshacountymuseum.org

Located in the castle like 1893 courthouse, exhibits include fur trading, the Civil War, the Springs Era, surveying, architecture and more. Comprehensive historic records are available in the museum's research center. Museum store. Open Tuesday-Saturday.



Team Building Activities

AMF Waukesha Lanes

901 Northview Road, Waukesha
262-544-9600
www.amf.com

You are sure to strike it big in this 48 lane bowling center! Enjoy automatic scoring, food, Rooters Nightclub, arcade games and more! Enjoy Xtreme Bowling every Tuesday from 10:00pm-12:00am, Friday and Saturday from 11:00pm to 2:00am. Lights, fog, music, drop down video screens and more!

Center Court Sports Complex

815 Northview Road, Waukesha
262-548-3838
www.ccswi.com

Call for open play volleyball and basketball.

Lakeview Lanes

W280 N2159 Prospect Avenue, Pewaukee
262-691-2400
www.lakeviewec.com

Check out this 12 lane, state of the art bowling center with cyberbowling!

Sunset Bowl

333 W. Sunset Drive, Waukesha
262-542-9191
www.sunsetbowl300.com

24 lane house along with Sporties Sports Bar, food and more.

Golf

Moor Downs County Park Golf Course

438 Prospect Avenue, Waukesha
262-548-7821
www.waukeshacountyparks.com

A nine hole, par 34 golf course with a clubhouse that offers concessions and a pro-shop. Open from 6:00am-sunset.

Naga-Wauke County Park Golf Course

W307 N1897 Maple Avenue, Pewaukee
262-367-2153
www.waukeshacountyparks.com

This 18 hole, par 72 course offers golfers a clubhouse with concessions, lockers and a pro-shop. Open 6:00am to sunset.

Western Lakes Golf Club

W287 N8700 Oakton Road, Pewaukee
262-691-0900
www.westernlakes.com

18 hole, par 72 course offers a complete practice facility, a full fleet of carts and a fully stocked pro-shop. Open 6:00am to sunset.

Willow Run Golf Club

N12 W26506 Golf Road, Pewaukee
262-544-8585
www.willowrungolf.com

This 18 hole, par 71 course with practice facilities includes a driving range, putting and chipping green and practice bunker. Golf shop, full time teaching professional by appointment.

Shopping

Historic Downtown Waukesha

262-549-6154
www.downtownwaukesha.com

From beautiful grandfather clocks to unique items made all over the world, be sure to stop and shop in this beautifully historic downtown. Shops, coffee stops and restaurants dot the streets along the banks of the Fox River.

Brookfield Square Shopping Mall

17000 W. Bluemound Road, Brookfield
262-797-7245
www.shopbrookfieldsquaremall.com

Just under 100 department, specialty and home accessory stores located within minutes of Waukesha & Pewaukee. A food court and several specialty food stores will round out the day's shopping.





Transportation Services

Air

Crites Field
Waukesha County Airport
2525 Aviation Drive
Waukesha, WI 53188
262-251-5249

General Mitchell
International Airport
5300 S. Howell Avenue
Milwaukee, WI 53207
414-747-5300

Referral Services

Ground Bus Service/Charter

Coach USA
1520 Arcadian Avenue
Waukesha, WI 53186
262-542-8861

Laidlaw Transit
462 Hickory Street
Pewaukee, WI 53072
262-691-1620

Van Shuttle

VIP Transport
N76W30500 Hwy W
Hartland, WI 53029
262-567-5462
www.viptransports.com

Bus Service/Community

Waukesha Transit System
2311 Badger Drive
Waukesha, WI 53188
262-524-3845

Cab Service

Airport and Beyond
100 S. Rolland Road
Brookfield, WI 53005
262-613-3670

Best Cab Company
102 W. Broadway
Waukesha, WI 53186
262-549-6622

Lake Country Cares Cab
W287 N3700 North Shore Drive
Pewaukee, WI 53072
262-695-2670

Car Rentals/ Limousine Service

VIP Transport
N76W30500 Hwy W
Hartland, WI 53029
262-567-5462
www.viptransports.com

Avis Rent A Car
800-831-2847

Enterprise Rent A Car
262-549-8106

Mayfair Rent A Car
262-513-3330

Trolley Service

Spring City Trolley
235 W. Broadway, Ste. 10
Waukesha, WI 53186
262-574-9359

Catering Services

Chef Jack Fisher
215 South Street
Waukesha, WI 53186
262-549-5558

Ellen's Prestige Catering
613 N. Grandview Blvd.
Waukesha, WI 53188
262-547-9447

Lee John's Catering
821 Perkins Avenue
Waukesha, WI 53186
262-549-0006

The Rochester Deli
143 W. Broadway
Waukesha, WI 53186
262-522-9611

Sprizzo Gallery & Café
378 W. Main Street
Waukesha, WI 53186
262-513-5640

Wisconsin Machine Shed
N14 S24140 Tower Place
Pewaukee, WI 53072
262-523-1322

Exposition Services

GES Exposition Services
2314 N. Grandview Blvd.
Waukesha, WI 53188
262-574-4940

Valley Expo and Displays
15350 W. National Avenue
New Berlin, WI
262-641-9054