## 2019 Facility Rental Rates

<table>
<thead>
<tr>
<th>COMMUNITY ROOM &gt;</th>
<th>1, 2 &amp; 3</th>
<th>1 &amp; 2</th>
<th>2 &amp; 3</th>
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<tbody>
<tr>
<td>CAPACITY: Banquet/Lecture &gt;</td>
<td>160/200</td>
<td>120/150</td>
<td>96/115</td>
<td>64/85</td>
<td>56/65</td>
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<tr>
<td>WEEKDAY M-R</td>
<td>Half Day</td>
<td>$210</td>
<td>$185</td>
<td>$135</td>
<td>$135</td>
<td>$95</td>
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<td>Full Day</td>
<td>$470</td>
<td>$300</td>
<td>$300</td>
<td>$225</td>
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<td>Evening</td>
<td>$360</td>
<td>$340</td>
<td>$240</td>
<td>$225</td>
<td>$180</td>
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<tr>
<td>WEEKEND F-Su</td>
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<td>$185</td>
<td>$170</td>
<td>$150</td>
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<tr>
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<td>Full Day</td>
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<td>$245</td>
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<td>Evening</td>
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<td>$440</td>
<td>$290</td>
<td>$255</td>
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</tbody>
</table>

### Half Day
- 4 Hours: Monday-Saturday: 8am-4pm (8am-12pm or 12pm-4pm)
- Sunday: 11am-6pm

### Full Day
- 8 Hours: Monday-Saturday: 8am-4pm
- 7 Hours: Sunday: 11am-6pm

### Evening
- 5 Hours: Daily: 5pm-10pm
- 1 Hour: Extend until 11pm: $200

### Notes:
- Tables and chairs, as well as the set-up/take-down, are included in the reservation fees.
- A $200 re-set fee applies to all table and chair reconfigurations during a reservation.
- Additional fees may be charged for alcohol, catering service, special activities, or security.
- Security deposit required.
- All rental groups must complete a facility rental agreement.
- One of the permitted caterers must provide all catered food.
- Potlucks are permitted for groups of 60 or fewer (kitchen access is not included).
- All fees are subject to Wisconsin State Sales Tax.

### WPCRC Mission Statement
Warner Park Community Recreation Center is a gathering place which provides innovative growth and enrichment opportunities for the Madison community and connects people of all ages, races and cultural backgrounds.

### Warner Park Community Recreation Center (WPCRC)
1625 Northport Drive | Madison, WI 53704
Phone: (608) 245-3694
www.cityofmadison.com/parks/WPCRC/
Permitted Caterers

Caterers must hold a valid parks facility catering permit issued under Madison General Ordinances Sec. 8.175 in order to cater events at WPCRC. City ordinances require each permitted caterer to carry general liability insurance and remit 10% of their net catering sales to the City per event.

Liquor License -- Blue Plate Catering holds the liquor license for WPCRC. Any and all alcoholic beverage service must be sold and served through this vendor. Non-alcoholic beverage and food service may be arranged with the permitted caterer of your choice.

Banzo
banzomadison.com | 2105 Sherman Ave. | Madison, WI 53704 | (608) 441-2002 | Contact: Alissa Krueger

Blue Plate Catering
blueplatecatering.com | 8401 Greenway Blvd. | Middleton, WI 53562 | (608) 827-7200 | Contact: Tim or David

Bunky's Café
bunkyscafe.net | 2425 Atwood Ave. | Madison, WI 53704 | (608) 204-7004 | Contact: Teresa Pullara-Ouabel

Cranberry Creek
cranberrycreek-cafe.com | 1501 Lake Point Dr. | Madison, WI 53713 | (608) 222-9752 | Contact: Jim Norton

Dickey’s Barbecue Pit
catering.dickeys.com | 4833 Annamark Dr. Ste. 200 | Madison, WI 53704 | (608) 249-4205 | Contact: Nick Ziegler

Gaylord Catering (corporate events only)
gaylordcatering.com | 709 Atlas Ave. | Madison, WI 53704 | (608) 222-1267 | Contact: Connie Ziegler

Hy-Vee
Madison East | hy-vee.com | 3801 E. Washington Ave. | Madison, WI 53704 | (608) 244-4696 | Contact: Jeff Ham
Fitchburg | hy-vee.com | 2920 Fitchrona Rd. | Madison, WI 53719 | (608) 273-5120 | Contact: Mark Terry

Manna Café
mannacafe.com | 611 N. Sherman Ave. | Madison, WI 53704 | (608) 663-5500 | Contact: Barb Pratzel

Melly Mell’s Catering
15 Kurt Dr. | Madison, WI 53714 | (608) 213-3020 | Contact: Carmell Jackson

Northside Planning Council FEED Bakery and Catering
northsideplanningcouncil.org | 1219 N. Sherman Ave. | Madison, WI 53704 | (608) 230-1224 | Contact: Martee Mikalson

Swagat Indian Restaurant
swagatindianrestaurant.com | 707 N. High Point Rd. | Madison, WI 53717 | (608) 836-9399 | Contact: Resham Singh

Working Class Catering – Goodman Community Center
goodmancenter.org | 149 Waubesa St. | Madison, WI 53704 | (608) 204-8040 | Contact: David Fischer

Warner Park Community Recreation Center (WPCRC)
1625 Northport Drive | Madison, WI 53704
Phone: (608) 245-3694
www.cityofmadison.com/parks/WPCRC/
Rental Guidelines

Commercial Use
If Lessee uses the Facility for commercial use or charges any form of admission, Lessee agrees to pay WPCRC 15% of the gross revenues in addition to all other fees, deposits, and charges. Payment shall be made within five (5) days of the event and submitted with documentation of gross revenues satisfactory to WPCRC.

Security
If WPCRC or Lessee decides security is necessary at Lessee’s event, Lessee will be responsible for all fees related to security personnel and equipment. Fees are due at time of reservation. WPCRC reserves the right to do a background check on Lessee and its representatives.

Late Reservations
In the event of a late reservation, checks will not be accepted. Payment must be made by cash or credit card.

Smoking
Smoking is not permitted in any part of the Community Center at any time.

Food Service
Available through permitted caterers. Potluck is allowed for groups of 60 or fewer, but there is no kitchen access. Please see rental coordinator for additional kitchen information.

Clean-up
Groups having drop-off or pick-up food service from a permitted caterer will be responsible for the complete clean-up of all areas utilized, including removal of tablecloths and all other personal equipment. All disposables must be placed in appropriate trash receptacles. Recyclables must be placed in recyclable containers only.

Ending Time
All events must end by 10:00pm, including clean-up, unless otherwise agreed upon.

Storage
The storage of any equipment or other accessory items belonging to the users is not permitted. WPCRC is not responsible for any equipment or other accessory items left at the Community Center at any time.

Decorations
The use of nails, tape, tacks or the like to fasten decorations or other materials to walls, doors or from the ceiling is prohibited. Glitter, rice, birdseed, etc, may not be thrown or used as tabletop decorations. Helium balloons are not permitted.

Candles
Candles, other than votives, are not allowed.

Responsibility
Lessee shall be responsible for the behavior of any and all event attendees. A responsible person or persons from Lessee’s group shall be present at the event at all times. Lessee agrees that its representatives shall familiarize themselves with and abide by Park Division rules and regulations as well as specific Lessor facility rules.
WARNER PARK COMMUNITY RECREATION CENTER
Community Rooms Set-Up Worksheet

- Event: ____________________________
- Date of Event: ______________________
- Rental Time: ________________________
- Event Time: _________________________
- Contact/Organization: ____________________
- Phone: ____________________________
- Email: _____________________________
- Number of Guests: ____________________
- Food Caterer: _________________________
- Bar Caterer: _________________________

Please Note: Tablecloths are not available through WPCRC.

- Chairs # ________________________
- Tables
  - 5' Rounds # ______________________
  - 6' Longs # ________________________
  - 3.5' Squares # ____________________
  - 2' High Top Rounds # ____________
- Easel ($5) # ______________________
- Flip Chart w/stand ($10) __________
- Dry Erase Board w/stand ($10) ______
  Please provide your own markers.
- PA System ($50) ________________
- Handheld Cordless _______________
- Microphone Stand ________________
- Lavaliar Cordless ________________
- Podium ($10) ________________
- Projector ($25) ______________
- Projection Screen ______________
  - 6' Portable Screen ($10) __________
  - 12' Screen ($25) ______________
  Available in Community Room 1 only.
- Coffee: 128-ounce Party Perk ($10)
  Includes cups, stir sticks, sugar, creamer
  - Signature Blend # _____________
  - Decaf # ______________________
  - French Vanilla # ____________
  - Hazelnut # __________________
- Conference Phone ($10) __________
- 60" Smart TV ($25) ____________
- Piano ($75) ________________
- Extension Cord # ______________

Additional Notes: ____________________________

Please return by email to jpratt@cityofmadison.com