



2021 Facility Rental Rates

Warner Park Community Recreation Center

For information or to set up a tour, please contact:

Jamie Pratt

WPCRC Event & Rental Coordinator

jpratt@cityofmadison.com

COMMUNITY ROOM >		1	2	3	
CAPACITY: Banquet/Lecture >		64/85	56/65	40/50	
CITY OF MADISON RESIDENT	WEEKDAY M-R	Half Day	\$ 140	\$ 100	\$ 80
		Evening	\$ 230	\$ 170	\$ 130
	WEEKEND F-Su	Half Day	\$ 180	\$ 160	\$ 120
		Evening	\$ 290	\$ 250	\$ 190
CITY OF MADISON NONRESIDENT	WEEKDAY M-R	Half Day	\$ 150	\$ 110	\$ 90
		Evening	\$ 240	\$ 180	\$ 140
	WEEKEND F-Su	Half Day	\$ 190	\$ 170	\$ 130
		Evening	\$ 300	\$ 260	\$ 200
Half Day	4 Hours	Monday-Saturday: 8am-12pm or 12pm-4pm			
		Sunday: 11am-6pm (choose 4 hour time block)			
Evening	5 Hours	Daily: 5pm-10pm			
	1 Hour	Extend until 11pm: \$200			

- Community Rooms and time blocks may be combined to increase capacity and length of reservation.
- Seating capacity for all three Community Rooms is 160 banquet style (20 rounds, 8 chairs per table) or 200 lecture style (chairs in rows).
- 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.
- A \$75 security deposit is required to hold the facility for any requested date and time. Wedding receptions and other large events require a \$250 security deposit.
- 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.



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Permitted Caterers

Warner Park Community Recreation Center

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 also to remit 10% of their net catering sales to the City per event.

BANZO

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

HY-VEE EAST MADISON

3801 E. Washington Ave.
Madison, WI 53704
Phone: (608) 244-4696
Contact: Jeff Ham
hy-vee.com

BLUE PLATE CATERING

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

MELLY MELL'S CATERING

15 Kurt Dr.
Madison, WI 53714
Phone: (608) 213-3020
Contact: Carmell Jackson

CRANBERRY CREEK

1501 Lake Point Dr.
Madison, WI 53713
Phone: (608) 222-9752
Contact: Jim Norton
cranberrycreekcatering.com

NORTHSIDE PLANNING COUNCIL FEED BAKERY AND CATERING

1219 N. Sherman Ave.
Madison, WI 53704
Phone: (608) 230-1224
Contact: Martee Mikalson
northsideplanningcouncil.org

DICKEY'S BARBECUE PIT

4833 Annamark Dr. Ste. 200
Madison, WI 53704
Phone: (608) 249-4205
Contact: Nick Ziegler
dickeys.com

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.



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Rental Guidelines

Warner Park Community Recreation Center

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 10pm, 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.

Community Rooms

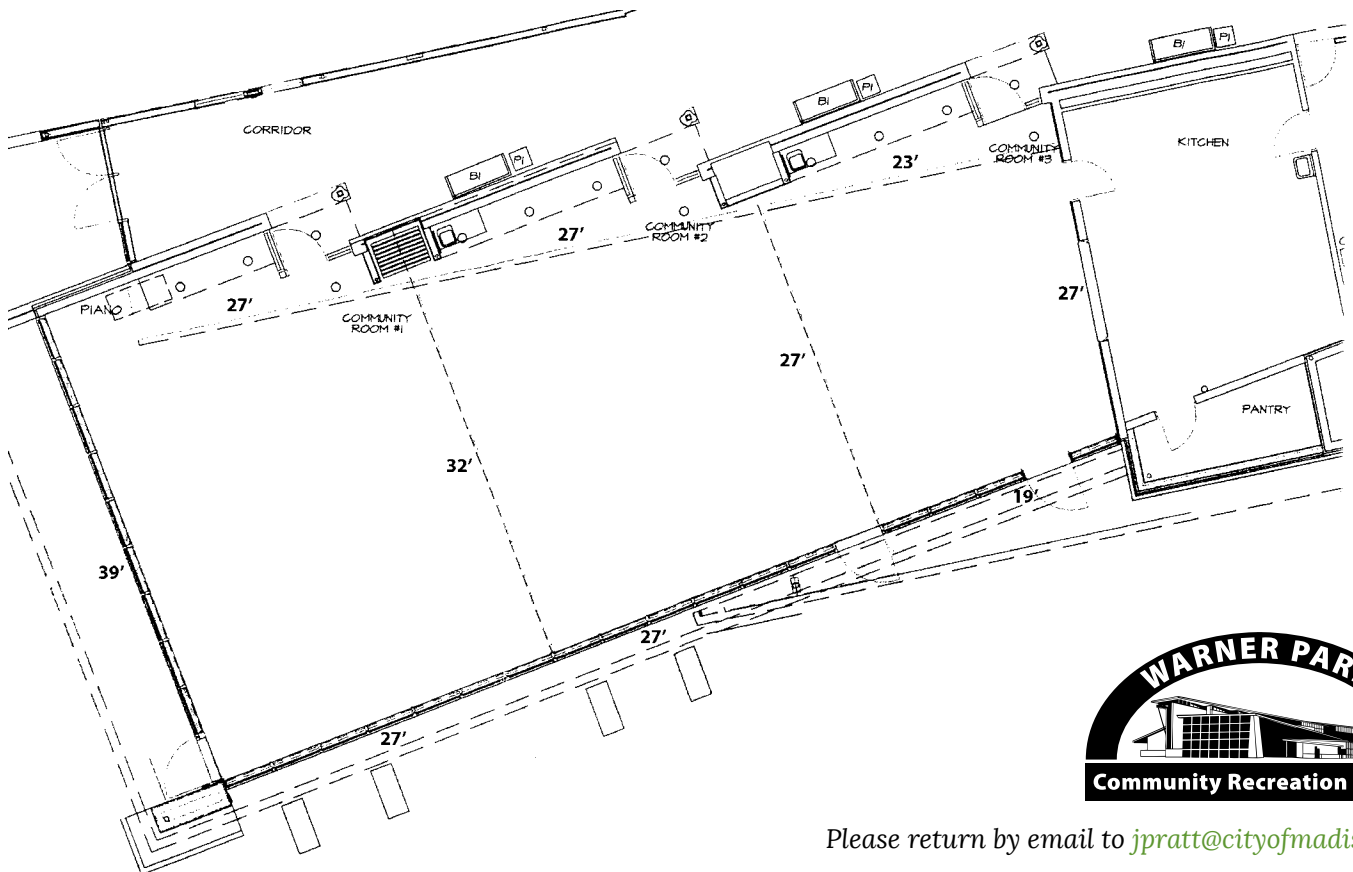
Warner Park Community Recreation Center

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.

- | | | |
|--|--|---|
| <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> PA System (\$50) | <input type="checkbox"/> Coffee: 128-ounce Party Perk (\$10)
<i>Includes cups, stir sticks, sugar, creamer</i> |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Handheld Cordless | <input type="checkbox"/> Signature Blend # _____ |
| <input type="checkbox"/> 5' Rounds # _____ | <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> Decaf # _____ |
| <input type="checkbox"/> 6' Longs # _____ | <input type="checkbox"/> Lavalier Cordless | <input type="checkbox"/> French Vanilla # _____ |
| <input type="checkbox"/> 3.5' Squares # _____ | <input type="checkbox"/> Podium (\$10) | <input type="checkbox"/> Hazelnut # _____ |
| <input type="checkbox"/> 2' High Top Rounds # _____ | <input type="checkbox"/> Projector (\$25) | <input type="checkbox"/> Conference Phone (\$10) |
| <input type="checkbox"/> Easel (\$5) # _____ | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> 60" Smart TV (\$25) |
| <input type="checkbox"/> Flip Chart w/stand (\$10) | <input type="checkbox"/> 6' Portable Screen (\$10) | <input type="checkbox"/> Piano (\$75) |
| <input type="checkbox"/> Dry Erase Board w/stand (\$10)
<i>Please provide your own markers.</i> | <input type="checkbox"/> 12' Screen (\$25)
<i>Available in Community Room 1 only.</i> | <input type="checkbox"/> Extension Cord # _____ |



Please return by email to jpratt@cityofmadison.com