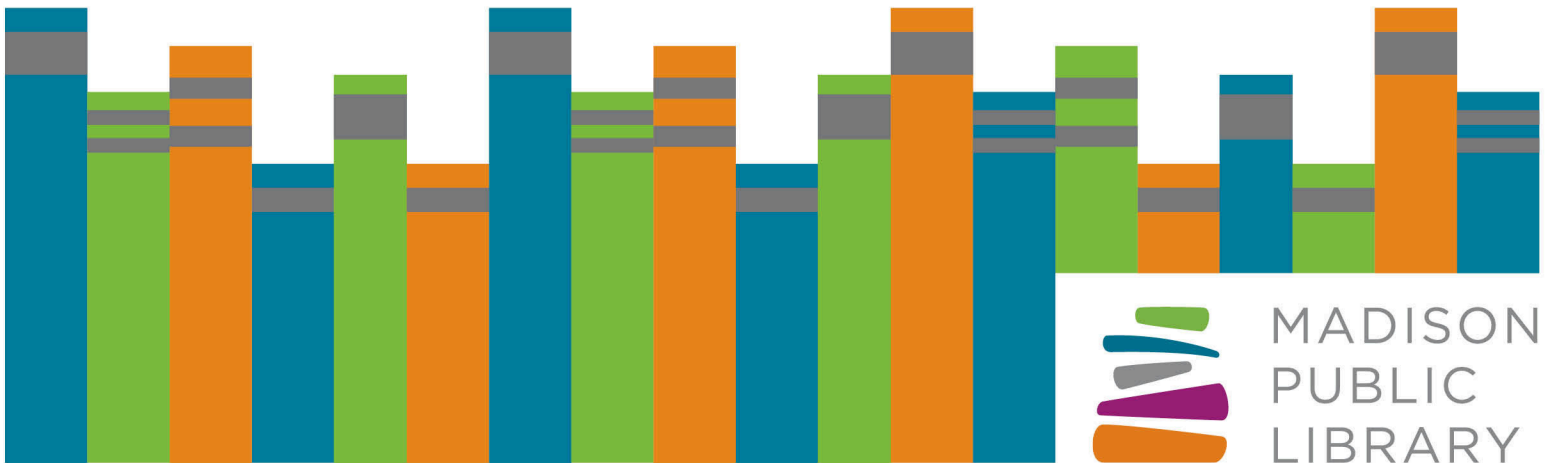


PRIVATE EVENTS

At Madison Public Library - Central

Rental Fees and Policies
August 1st, 2024



Private Events Fee Schedules

Meeting Room Hourly Rental Rates 2025

Room	2025 Hourly Rates	Before Library Hours	After Library Hours	Notes	2024 Hourly Rates	2017 Hourly Rates
Study Room	NA	NA	NA	No longer available to rent based on RUS feedback that Study Rooms tend to be in high demand. Will be available only via new study room booking guidelines.	\$10	NA
Conference Room 104	\$40	NA	NA	Board meetings, presentations, trainings. TV & white boards. Capacity: 20.	\$35	NA
Meeting Room 301 or 302	\$90	\$120	\$130	Mid-size lectures, meetings, classes. Projector, TV, white boards, teleconference capabilities. Capacity: 40-90	\$80	\$75
Community Room	\$180	\$240	\$260	Large lectures, ceremonies, workshops. Projector, TV, white boards, teleconference capabilities. Capacity: 100-200	\$160	\$150
Madison Room	\$180	\$240	\$260	Large lectures, workshops, classes. Audio-equipped. Does not include floor closure. Capacity: 40-150.	\$160	\$150

Private Events Fee Schedules

Sliding Scale Nonprofit Discount

Discount	Qualifying Criteria <small>(not all criteria will apply to every organization/event)</small>	Examples
15%	Large-scale nonprofits; city, state, and federal departments; public school systems. Event itself does not center public engagement.	Internal meetings, board meetings, committees, closed trainings.
25%	Organization is located in SCLS service area and event aligns with Library's strategic priorities. Organizations that are mid-sized; fairly well-established; have paid staff or other administrative support; function under fairly consistent budgeting/funding models.	Community education or entertainment that is not free and open to the public. (Battle of the Books)
50%	Long standing Library partnerships. Organizations that are smaller; less well-established; have few or no paid staff or other administrative support; have inconsistent funding.	Community education or entertainment that is not free and open to the public. (Ballroom Basics for Balance, Wanda Fullmore Internship Program)
Partial Comp <small>(rental fees comped; catering/security fees not comped)</small>	Library is actively fostering relationship with organization. Aligns with Library's strategic priorities. Must be requested by supervisor.	New connections or singular event opportunities that align with MPL's strategic priorities.
Full Comp	Provides service to the Library or training to Library staff. Must be approved by Director or Events Services Specialist.	Tyler Munis UGM, Downtown Madison, other trainings including Library staff.

Assessed on a case-by-case basis for individual events.

Private Events Fee Schedules

Conferences & Breakout Sessions 2025

	Monday - Friday	Saturday	Before Hours Access	After Hours Access
Half Day (4 hours)	\$700	\$1000	\$60/hour	\$100/hour
Full Day (8 hours)	\$1000	\$1600	\$60/hour	\$100/hour

- Available during library hours Monday-Saturday.
- Nonrefundable 25% deposit required at booking, due 5 business days after reservation is made. Final payments required 10 business days before event.

Includes:

- Full closure of and exclusive access to entire 3rd floor: Community Room, Madison Room, Art Gallery, Bathrooms, and Patio (seasonal).
- Up to 3 breakout rooms.
- Planning time with Event Coordinator.
- Tables, chairs, cocktail tables, and set up and tear down of all library furniture.
- Day-of technical and practical support from Library Events staff for the duration of your event.
- Month-of coordination with all vendors.
- Access to all audio/visual equipment including projectors, TVs, in-house speakers and microphones, and built-in teleconference equipment.
- 30 minutes of complementary additional time to set up and tear down before and after your event.



Private Events Fee Schedules

Non-Wedding Receptions 2025

Private Reception	Thursday & Friday	Saturday
3rd Floor 3pm-10pm	\$1500	\$2000

5.5% tax may be incurred

- Available Thursday-Saturday.
- Nonrefundable 25% deposit required at booking, due 5 business days after reservation is made. Final payments required 10 business days before event.

Includes:

- 7 hours of rental space on 3rd Floor.
- Full closure of and exclusive access to entire 3rd floor: Community Room, Madison Room, Art Gallery, Bathrooms and Patio (seasonal).
- Planning time with Event Coordinator.
- Tables, chairs, cocktail tables, and set up and tear down of all library furniture.
- Day-of technical and practical support from Library Events staff for the duration of your event.
- Access to all audio/visual equipment including projectors, TVs, in-house speakers and microphones.
- Month-of coordination with all vendors.
- After hours security monitors.

Private Events Fee Schedules

Weddings 2026

Package	2025 Rate	2026 Rate
Ceremony	\$1375	\$1650
Reception+	\$3443	\$4150
Ceremony & Reception+	\$4389	\$5250
Rehearsal Dinner+*	NA	\$400

- Available Saturdays May - December.
- Nonrefundable 30% deposit required at booking, due 5 business days after reservation is made. Final payments required 30 business days before event.

Includes:

- Full closure of and exclusive access to entire 3rd floor: Community Room, Madison Room, Art Gallery, Bathrooms and Patio (seasonal).
- Getting ready space in Staff Conference Room and Comfort Room.
- 2 hours of rehearsal time Friday evening* (additional rehearsal dinner package available).
- 1 hour of load-out time Sunday morning**.
- Planning support from Event Coordinator in the form of walkthroughs, emails, calls, and periodic check-ins.
- Tables, chairs, cocktail tables, and set up and tear down of all library furniture.
- Day-of technical and venue support from Library Events staff for the duration of your event.
- Access to all audio/visual equipment including projectors, TVs, in-house speakers and microphones.
- Month-of coordination with all vendors, and in-house timeline provided.

*Only available with packages that include ceremony

**Only available with packages that include reception

+5.5% tax incurred