

Private Events

At Madison Public Library – Central

Rental Fees and Policies

August 7th, 2025

Updated 7/29/25



Background

- 2024
 - Comped \$38,547
 - Rental \$25,879 (3 wedding cancellations)
 - Wedding(3): \$12,724; Non Wedding (21): \$5,517; Catering: \$7,737
- 2025 (to date)
 - Comped \$9,010
 - Rental \$39,076
 - Wedding(7): \$23,749; Non Wedding (23): \$10,922; Catering: \$4,405

Meeting Room Hourly Rental Rates 2026

2025 data: 15 groups booked at Hourly Rate, \$4,677

- Recommend prices stay the same.
- Most groups utilizing the 104 conference room, low lift for staff.
- Comparable to meeting room rentals across Madison

Conference & Breakout Sessions 2026

2025 data: 4 Half Day packages \$2,495; 3 Full Day packages \$2,250

- Most successful addition to last years rates; utilized mostly by non profits
- Recommend slight increase to weekday rates due to unexpected demand
- Rates still cheaper than hourly rate

Non-Wedding Receptions 2026

2025 data: 1 group, \$1500

- Recommendation: keep current rates to continue to gather data from changing Wedding/ Meeting industry trends

Sliding Scale Nonprofit Discount

2025 data:

Discount Rate	# of Grps	Revenue
15%	2	\$663
25%	12	\$5,204
50%	1	\$270
Partial Comp	2	\$1,155
Full Comp	13	(\$6405)

- Very successful & has led to an increase in new Rental & Community Groups booked

Weddings 2027

2026 data: Wedding bookings down across city, tours still steady. 4 confirmed bookings for next year.

- Recommendation: Keep prices same to account for uncertainty and changes in wedding trends.
- Bookings for Weddings down across Madison.

Thank you for your time!

Central Events Department

