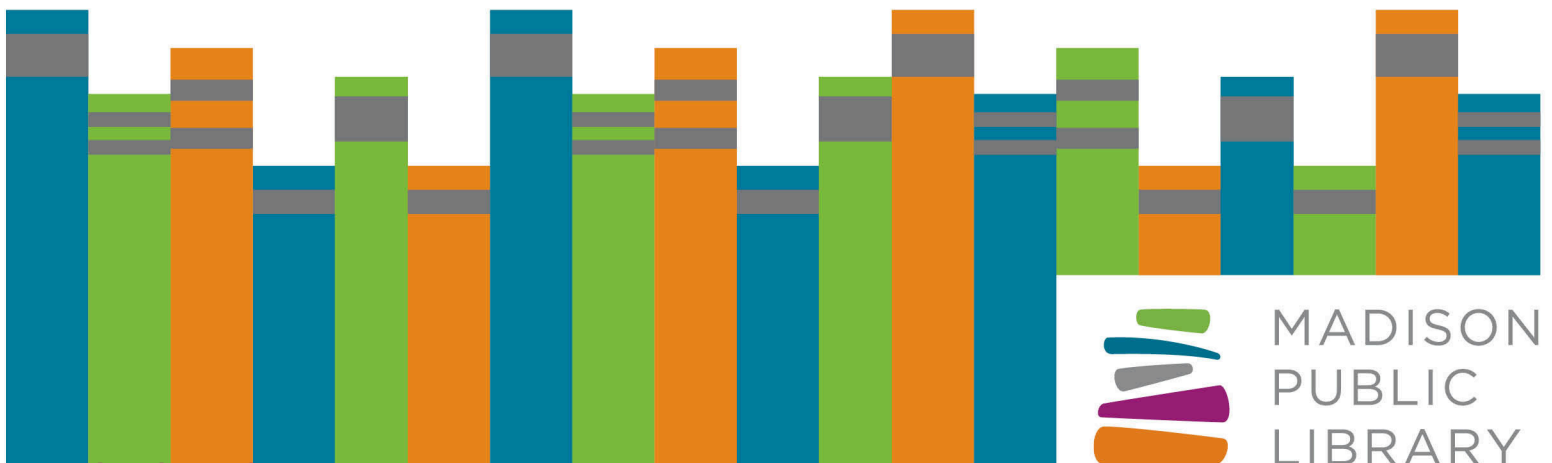


Private Events

At Central Library

2027 Rental Policies and Packages



Private Events at Central

Policies and Procedures

- Reservations open to the public on **September 1st** for the following calendar year.
- Please familiarize yourself with our [Meeting Room Policies](#) and [Behavior Policies](#).
- Signed contract, credit card authorization, and a nonrefundable deposit will be due **7 days** after a reservation is made to confirm the rental.
- Our calendar typically fills 30 days in advance. Please plan ahead.
- Madison Public Library is committed to community access and library programming. Private event rental availability is dependent on library programming schedule.
- Private event rentals are offered only at the Central Library.
- Sliding scale **nonprofit discount** is available, and will be assessed on a case-by-case basis. Inquire with Events Staff for more information.
- Madison Public Library does not book events that charge admission, solicit donations, or advertise businesses or for-profit services. Some exceptions for booksellers may apply.
- Please ask about our vendor lists! Single-use catering permits are available if you wish to use a caterer not on our approved vendor list. Permit requires 2 weeks before event to process.

Madison Public Library allows for private rentals of their **meeting room** spaces at Central Library. Meeting rooms accommodate groups of **11 or greater**. For groups of **10 or fewer**, please contact (608) 266-6300 to book a **study room**.

Private Events at Central

Meeting Room Hourly Rental Rates

Room	2027 Hourly Rates	Before Library Hours	After Library Hours	Notes
Conference Room 104	\$40	NA	NA	Board meetings, committees, presentations, trainings. TV & white boards. Capacity: 20.
Meeting Room 301 or 302	\$90	\$120	\$130	Mid-size lectures, meetings, classes. Projector, TV, white boards, teleconference capabilities. Capacity: 40-90
Community Room	\$180	\$240	\$260	Large lectures, ceremonies, workshops. Projector, TV, white boards, teleconference capabilities. Capacity: 100-250
Madison Room	\$180	\$240	\$260	Large lectures, workshops, classes. Audio-equipped. Does not include floor closure. Capacity: 40-150.

Sliding scale non-profit discount available. Inquire with Events Staff.

- Hourly rentals available Monday-Friday.
- Nonrefundable deposit of hourly rate required at booking, due 7 days after reservation is made. Final payments required 14 days before event.
- 2 hour minimum reservation.
- Reservation must include set up and tear down time.
- Vendors permitted: catering.

Private Events at Central

Full & Half Day Packages

	Monday - Friday	Saturday
Half Day (4 hours)	\$800	\$1000
Full Day (8 hours)	\$1200	\$1600

Sliding scale non-profit discount available. Inquire with Events Staff.

- Available during library hours Monday-Saturday.
- Event must end 15 minutes before close to ensure timely exit of guests.
- Nonrefundable 30% deposit required at booking, due 7 days after reservation is made. Final payments required 14 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 spaces.
- 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.
- Vendors permitted: catering, bar.

Private Events at Central

Non-Wedding Celebrations

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

Sliding scale non-profit discount available. Inquire with Events Staff.

5.5% tax may be incurred

- Available Friday and Saturday.
- Nonrefundable 30% deposit required at booking, due 7 days after reservation is made. Final payments required 14 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.
- Vendors permitted: catering, bar, live entertainment.

Private Events at Central

Ready to Reserve?

Book it to the Library!

Tours offered by appointment.

Please contact us to schedule yours today!

Events Team

(608) 243-0478

events@madisonpubliclibrary.org



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LIBRARY