



2019 Facility Rental Rates

COMMUNITY ROOM >			1, 2 & 3	1 & 2	2 & 3	1	2	3
CAPACITY: Banquet/Lecture >			160/200	120/150	96/115	64/85	56/65	40/50
CITY OF MADISON RESIDENT	WEEKDAY M-R	Half Day	\$ 210	\$ 185	\$ 135	\$ 135	\$ 95	\$ 75
		Full Day	\$ 470	\$ 300	\$ 300	\$ 225	\$ 180	\$ 115
		Evening	\$ 360	\$ 340	\$ 240	\$ 225	\$ 180	\$ 115
	WEEKEND F-Su	Half Day	\$ 300	\$ 240	\$ 185	\$ 170	\$ 150	\$ 115
		Full Day	\$ 475	\$ 360	\$ 300	\$ 280	\$ 245	\$ 185
		Evening	\$ 590	\$ 475	\$ 415	\$ 280	\$ 245	\$ 185
CITY OF MADISON NONRESIDENT	WEEKDAY M-R	Half Day	\$ 230	\$ 210	\$ 150	\$ 145	\$ 105	\$ 85
		Full Day	\$ 500	\$ 315	\$ 315	\$ 235	\$ 190	\$ 125
		Evening	\$ 380	\$ 365	\$ 265	\$ 235	\$ 190	\$ 125
	WEEKEND F-Su	Half Day	\$ 325	\$ 280	\$ 200	\$ 180	\$ 160	\$ 125
		Full Day	\$ 500	\$ 365	\$ 315	\$ 290	\$ 255	\$ 195
		Evening	\$ 630	\$ 500	\$ 440	\$ 290	\$ 255	\$ 195
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						

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

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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.

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WARNER PARK COMMUNITY RECREATION CENTER

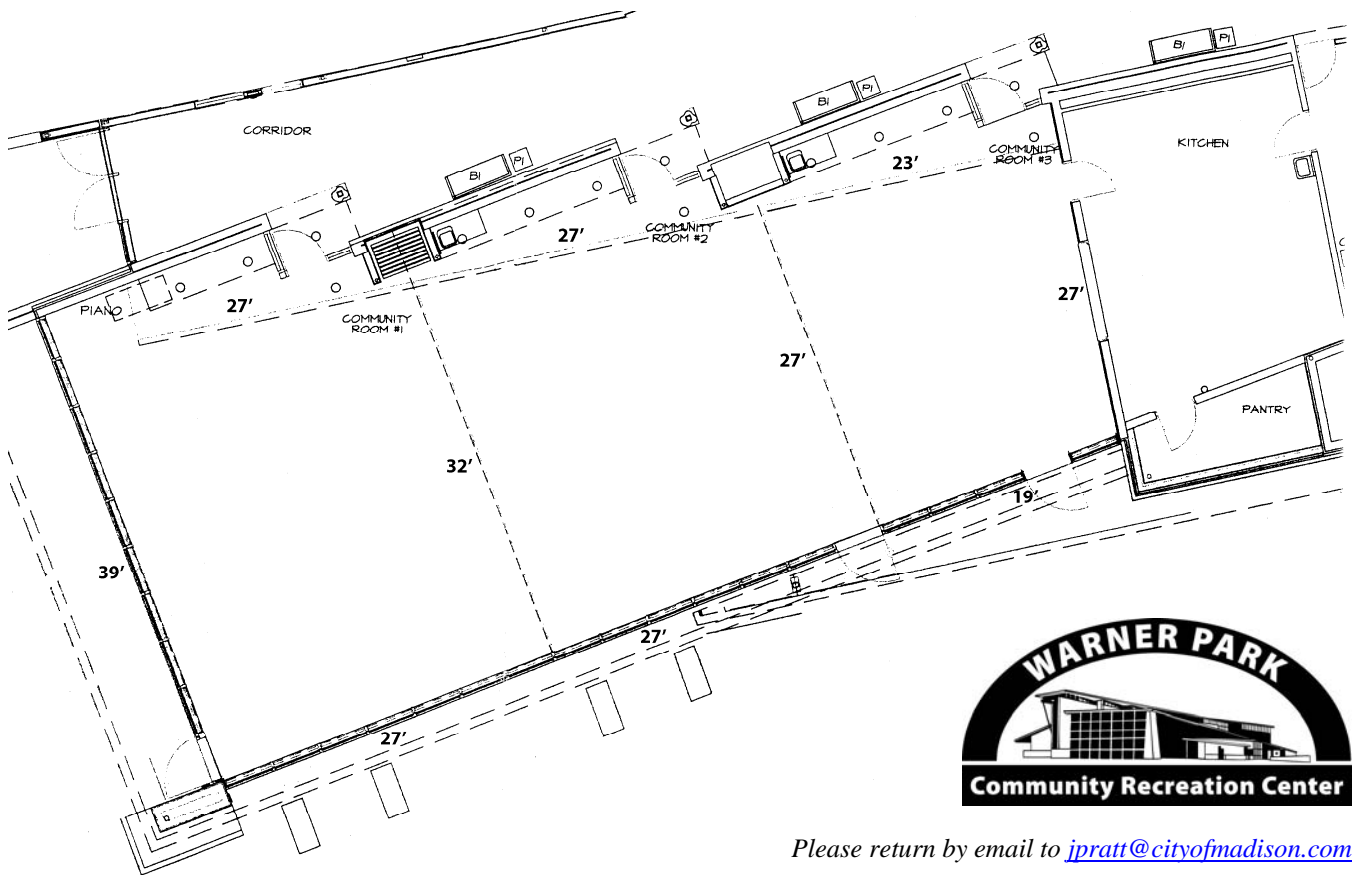
Community Rooms Set-Up Worksheet

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

Additional Notes: _____



Please return by email to jpratt@cityofmadison.com