



The Madison Room (Chris Bellezza, Ope Visuals Company, & Kelsey Barth Photography)

Weddings



MADISON
PUBLIC
LIBRARY

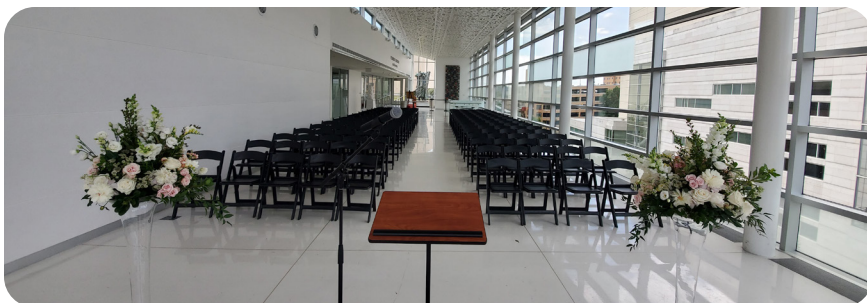
Rev. 7/24/23



Plan Your Best Day Ever



Sable Photography



Madison Room

WHO WE ARE

ABOUT MADISON PUBLIC LIBRARY

Madison Public Library's tradition of promoting education, literacy and community involvement has enriched the City of Madison for more than 140 years. The Events Team's goal is to enhance the library's tradition by providing you with incredible spaces for personal, educational, and business events at the downtown central library.

MEET OUR STAFF

Heather Gillespie—Event Specialist

Phone: 608-243-0473 | email: events@madisonpubliclibrary.org

Sommer Drucks—Event Coordinator

Phone: 608-243-0478 | email: events@madisonpubliclibrary.org

Mark Benno—Library Facilities Manager

For special requests regarding what is allowed in the building, you must receive approval from Mark. **All requests must go through the Events Team first.**

FACILITY AT A GLANCE

Madison Public Library's Central Library is the ideal downtown Madison location.

From coordinating with caterers to setting the room just right, our professional events team will ensure your event runs smoothly, letting you relax on your big day.



EVENT SPACES

The Central Library offers several spaces for rental on the 3rd floor

W. JEROME FRAUTSCHI MADISON ROOM

Highlighting views of downtown, the Madison Room features wall-to-wall windows that flood the space with natural light to create an airy, outdoor feel while providing the luxury and convenience of an indoor venue. On nice days, guests are welcome to enjoy the Pleasant T. Rowland Foundation rooftop terrace. Our beautiful green roof provides even more interest for your guests.

MADISON COMMUNITY FOUNDATION COMMUNITY ROOM

The Community Room is our largest function space, and it can be easily divided into two smaller spaces, as needed. With floor to ceiling windows, guests continue to enjoy urban views of Downtown Madison. Guests can easily flow between spaces thanks to a set of double doors connecting the Community Room to the Madison Room, as well as three additional doors leading out to the Art Gallery. A convenient catering kitchen is attached for catered meals. A built-in sound system, TVs and projectors are available for presentations, slideshows or speeches, making this an ideal space for receptions.

DIANE ENDRES BALLWEG ART GALLERY

The Art Gallery is a complementary feature of all our rental packages. A rotating installation of local artists adds a unique feature to any event. Running along the Community Room and connecting to the Madison Room, the Art Gallery is also perfectly situated for buffet-style catering.



Community Room

Event Space Packages

Maximize guest count and space by renting the entire 3rd floor. There are 3 packages to choose from: Short Story, Novel, Epic. (See *pricing list for more information*)

Room set-up:

Maximum capacity of our spaces will depend on your desired room setup. For a ceremony only, our facilities can accommodate a maximum of 170 guests. For events with a meal, we can accommodate up to 150 guests. Depending on your needs and set-up requests, actual numbers may vary.

Included in your rental:

Furniture options:

- 6ft diameter round tables
- 6ft by 3ft rectangle tables
- 2ft diameter cocktail tables
- Cushioned black folding chairs
- Armless gray chairs
- For those needing the support of chair arms, we have gray chairs with arms available
- 2-8ft coat racks
- Podium

Audio/Visual Equipment:

For your convenience, we have the following A/V equipment available for your use:

- Built-in 3rd floor sound system
- 6 wireless microphones
- 1 wired microphone
- 3 wall projectors; 1 large and 2 small in the Community Room
- 2 wall-mounted televisions in the Community Room

Please note: *Madison Public Library does not provide extension cords, power strips, laptops, iPads, or connection cords. Use of such items is allowed, but must adhere to Madison Public Library safety protocol.*



Madison Room



WHAT TO CONSIDER WHEN USING LIBRARY SPACE

WEDDING CEREMONIES

Couples booking a package that includes a ceremony will also receive complimentary rehearsal space the Friday before, during open library hours.

PHOTOGRAPHY

During normal library hours wedding couples and guests are welcome to have pictures taken throughout the library so long as they are respectful of other patrons using our facility and do not include other patrons in photos. After the library closes to the public, wedding guests are limited to the spaces included in the rental agreement.

The Events Team from Madison Public Library may follow up after your wedding with a special photo request. If you are willing to share, event staff may use some of your photographs on social media or printed material. There is a release form included in the event planning folder if you are willing to share photos of your special day.

DECORATION POLICIES

We encourage you to bring decorations, table settings and linens to customize your rented space to fit your vision. Decorating is limited to the areas in your rental agreement and should be done during your rental period. If you have questions about your decorative items or special requests, please consult with our Events Team.

All decorations and outside equipment must be removed from the Madison Public Library at the conclusion of your event.

Prohibited Decorations:

- Live flower petals (floral arrangements are permitted)
- Open flames or lit candles
- Items hung from the ceiling
- Confetti and glitter of any type
- Helium balloons
- Glow sticks
- When hanging or taping to the floor, only painters tape is permitted



Patio (Katie Richard Photography)



DELIVERIES AND PICKUPS

Prior arrangements for deliveries or pick-ups must be made with the Events Team. Decorations and large equipment such as band instruments or DJ sound systems must be dropped off at the loading dock on N. Henry Street. Unscheduled deliveries/pick-ups may not be accepted if staff is unavailable or if the loading dock is already in use.

There is no event parking in the loading dock or drop-off area.

SMOKING

Smoking is prohibited in all parts of the library. This includes the outdoor patio on the 3rd floor. If you wish to smoke, there is a designated space outside of the library's main entrance on N. Fairchild Street. As a reminder, smoking is not permitted within 25 feet of the building.

CATERING OPTIONS

Madison Public Library's Central Library has a list of pre-approved vendors that can provide catering for your event. Please see the attached Catering List. Outside food and beverages are prohibited.

DESSERTS

All desserts must come from a licensed bakery or other professional establishment due to health codes. Homemade desserts are not permitted. Please note cold storage is not available at the Madison Public Library.

ALCOHOL POLICIES

The Madison Public Library's Central Library has an alcohol permit held by Gib's Bar. Events wishing to serve alcohol may do so by working directly with Gib's. No outside alcohol is allowed.

ACCOMMODATIONS

Let us help you make the most of your event. Madison Public Library's Central Library has many features to ensure all guests enjoy their visit including:

- Wheelchair ramp entry at both entrances
- Elevator access to all floors
- Accessible restrooms
- Wheelchair ramp with handrails leading to the 3rd floor patio
- Multiple entry doors to the 3rd floor Community Room

To request special accommodations, please contact the Event Coordinator at least one week prior to the event.

Rev. 7/24/23



Art Gallery (Ope Visuals Company)



Madison Room (Ope Visuals Company & Katie Richards Photography)



I WANT TO BOOK, WHAT'S NEXT?

We begin booking weddings in **April for the following year** on a first-come, first-served basis. You may contact the Events Team to set up a tour of our spaces at any time. We are typically available M-F between 9AM-4PM. **Tours are by appointment only.**

Once you've completed a tour and decided this is the space for you, our Events Team will walk you through the booking process and what to expect moving forward. We will put a courtesy hold on the space for 30 days, or until we receive your signed contract and **non-refundable \$100 deposit.**

FEES

A \$100 non-refundable deposit is required to secure your date. This deposit will be credited toward your full payment.

Full payment must be made no later than **30 days** prior to your event date.

Novel & Epic venue packages include all 3rd Floor Rental spaces until 11PM. Clean up time is from 11PM until 11:29PM. A late fee of \$500 will be invoiced after the event if the building is not vacated by that time.

If you would like to rent furniture outside of what the Library offers a non-usage fee of \$500 may be applied. Please consult our Events Team before renting outside furniture. Madison Public Library event staff cannot move outside rental items.

Please see our Packages Sheet for full rental costs and add-on options.

SPECIAL NOTES

Madison Public Library has a piano available for rent, if you would like to use it. Please note that a tuning fee may be applied.

Madison Public Library is not responsible for the damage or loss of any property of a rental client or their guests within the building prior to, during, or following an event.

Have more questions? Please contact the Events Team at events@madisonpubliclibrary.org for more information.



Madison Room

VISITOR INFORMATION

By Air

Madison's airport is the Dane County Regional Airport.

Taxi Services

Madison Taxi 608-255-8294

Union Cab 608-242-2000

Car Rentals

AVIS 608-251-1717

Budget 608-249-5544

Enterprise 608-260-0063

Hertz 608-241-3803

National 1-833-749-2429

Alamo 608-249-1614

Train

Amtrak is available to Portage and Columbus. From there, taking the Greyhound bus to downtown Madison is the best option.

Bus

Greyhound Bus (800-231-2222) offers nationwide service to Madison.

Badger Bus (608-255-6771) offers services between Milwaukee and Madison.

Parking

Metered parking is available throughout downtown Madison. The Overture Parking ramp is available for the Public located on Mifflin Street, 1 block from the library.



Stacks (Kelsey Barth Photography)



Madison Room



Madison Room



Community Room

HOTELS IN THE AREA

Best Western Premier Park Hotel

22 S Carroll Street
Madison, WI 53703
(608) 285-8000
Distance: .2 Miles

Hyatt Place Madison/Downtown

333 W Washington Ave
Madison, WI 53703
(608) 257-2700
Distance: .2 Miles

The Madison Concourse Hotel

1 W Dayton Street
Madison, WI 53703
(608) 257-6000
Distance: .2 Miles

AC Hotel by Marriott Madison Downtown

1 N Webster Street
Madison, WI 537063
(608) 286-1337
Distance: .4 Miles

Hampton Inn & Suites Madison/ Downtown

440 W Johnson Street
Madison, WI 53703
(608) 255-0360
Distance: .4 Miles

Hilton Madison Monona Terrace

9 E Wilson Street
Madison, WI 53703
(608) 255-5100
Distance: .5 Miles

DoubleTree by Hilton Hotel

525 W Johnson Street
Madison, WI 53703
(608) 251-5511
Distance: .5 Miles

The Edgewater

1001 Wisconsin Place
Madison, WI 53703
(608) 535-8200
Distance: .5 Miles

Mansion Hill Inn

424 N Pinckney Street
Madison, WI 53703
(608) 255-0172
Distance: .5 Miles

Graduate Madison

601 Langdon Street
Madison, WI 53703
(608) 257-4391
Distance: .5 Miles

Hotel Red

1501 Monroe Street
Madison, WI 53711
(608) 819-8228
Distance: 1.4 Miles

Best Western Plus Inntowner Madison

2424 University Ave
Madison, WI 53726
(608) 233-8778
Distance: 2.3 Miles

Sheraton Madison Hotel

706 John Nolen Drive
Madison, WI 53713
(608) 251-2300
Distance: 2.4 Miles

Crowne Plaza Hotel Madison

4402 E Washington Ave
Madison, WI 53704
(608) 244-4703
Distance: 6.3 Miles

Best Western East Towne Suites

4801 Annamark Drive
Madison, WI 53704
(608) 244-2020
Distance: 6.5 Miles

Best Western West Towne Suites

650 Grand Canyon Drive
Madison, WI 53719
(608) 833-2400
Distance: 10.2 Miles

Radisson Hotel Madison

517 Grand Canyon Drive
Madison, WI 53719
(608) 833-0100
Distance: 10.3 Miles