

# Discovery Building Meeting and Event Spaces – Community



## AUDIO

DESCRIPTION	FEE
Assistive Listening Devices	\$0
Catchbox Throwable Microphone	\$70
Microphone – Lavalier (Lapel)	\$66
Microphone – Wired Handheld	\$20
Microphone – Wireless Handheld	\$66
PA Speaker – Portable w/Stand	\$110
Press Feed – Audio	\$0

## PROJECTION

DESCRIPTION	FEE
Conference Room AV System (Rooms 1170 & Room 1260 only. Includes HD video projector, speakers, and AV connections)	\$82.50
Document Camera	\$55
Projection Package (includes screen, speaker and projector)	\$165

## VIDEO

DESCRIPTION	FEE
Monitor – LCD 24"	\$44
49" LED TV on rolling stand	\$125
55" Confidence Monitor	\$200
70" LED TV on rolling stand	\$150
Press Feed – Video	\$0
Recording – Video (Includes editing and final download)	\$195

## EVENT EQUIPMENT

DESCRIPTION	FEE
Chairs – Black folding	\$1
Coat Rack (Includes 40 hangers)	\$0
Posterboard (46" x 46" display, double sided)	\$35
Power – Extension Cord	\$3.30
Power – Strip	\$5.50
Stick Stand Sign Holder (No fee up to 10)	\$0
Stage Section 6'x 8'	\$38.50
Table – Cocktail	\$20
Table – Powered (Forum only)	\$9
Table Cloth (Black) (Table skirts available on special order)	\$11

## MEETING SUPPLIES

DESCRIPTION	FEE
Conference Phone	\$40
Easel	\$10
Ethernet Cable	\$45
Flip Chart	\$20
Laptop (Macbook Pro or PC)	\$100
Paper Copies (Black & White)	\$0.15
Paper Copies (Color)	\$0.30
Podium – Portable	\$35
White Board	\$10

## STAFF SUPPORT

DESCRIPTION	FEE
Dedicated AV Staff*	\$40/hr
Dedicated Event Staff*	\$20/hr
Dedicated AV Technician FTE	\$50/hr
Security	\$32/hr

\* On call staff support is included with your reservation. Dedicated staff support is available for additional fee.

## Discovery Building

330 N. Orchard St. | Madison, WI | 53715  
608.316.4382 | [towncenter@warf.org](mailto:towncenter@warf.org)

[discovery.wisc.edu](http://discovery.wisc.edu)

Discovery Building Equipment and Services are subject to availability. **Additional set up fees may apply.**

# Discovery Building Meeting and Event Spaces – Community



ROOM SPECS				CAPACITY BY ROOM SETUP					RATES	
Room	Floor	Sq. Ft	Default	Lecture	Conference	Classroom	Boardroom	Reception	Half Day (2-4 hrs)	Full Day (4-8 hrs)
<b>LARGE EVENT ROOMS</b>										
H.F. DeLuca Forum	1	3,774	Classroom, Lecture, Conference	300	208	192	-	300	\$619.00	\$1,238.00
Orchard View	3	2,056	Classroom (\$50 set up fee applies for other set ups)	90	72	45	20	120	\$539.00	\$1,078.00
<b>ATRIUM SPACES</b>										
Entire Open Court	1		As Is	Varies by setup	-	-	-	625	\$1,484.00	\$2,968.00
Open Court - Main	1	3,953	As Is	Varies by setup	-	-	-	275	\$669.00	\$1,338.00
Open Court - West	1	400	As Is	Varies by setup	-	-	-	75	\$419.00	\$838.00
Open Court - East	1	2,000	As Is	Varies by setup	-	-	-	125	\$419.00	\$838.00
Open Court - Central	1	2,314	As Is	Varies by setup	-	-	-	150	\$419.00	\$838.00
Mesozoic Garden - East	1		As Is	Varies by setup	-	-	-	125	\$419.00	\$838.00
<b>CONFERENCE ROOMS</b>										
Boardroom	2	662	Boardroom	-	-	-	22	-	\$329.00	\$658.00
Small Conference Room	1	444	Boardroom	-	-	-	14	-	\$129.00	\$258.00
<b>SPECIAL USE SPACES</b>										
Teaching Labs	2,4	2,056	As Is	-	-	49	-	-	\$539.00	\$1,078.00

Fees listed above represent the room reservation fee. Additional fees may include, but are not limited to, AV requests, event equipment, non-standard room setups, special maintenance requirements, substantial removal of furniture, exhibit booths, special lighting, security personnel, and dedicated staff support or services such as crowd control, safety compliance, and facilities management, clean-up and repair resulting from misuse of facilities.

A \$450 custodial fee is applied to events ending after 10pm Monday-Friday and Saturdays after 5pm. Sunday events are subject to approval and incur a \$750 opening fee in addition to room fees and security fees. Additional custodial fees may apply on Sundays depending on the length of request and spaces reserved.