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. Madison Public Library Event Staff’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

**Hannah Peschek**—Event Coordinator, on site during most events  
Phone: 608-243-0478 email: HPeschek@madisonpubliclibrary.org

**Tom Karls**—Administrative Clerk, to be contacted if Hannah is not available  
Phone: 608-266-6363 email: TKarls@madisonpubliclibrary.org

**Mark Benno**—The Library’s Facilities Manager. For special requests regarding what is allowed in the building, you must receive approval from Mark. All requests must go through Event Coordinator or Administrative Clerk 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 public spaces on the 3rd floor.

W. JEROME FRAUTSCHI MADISON ROOM

The Madison room is a unique, airy and elegant space perfect for ceremonies, receptions, and/or dances. This sunny space replicates the feel of the open outdoors with the comfort of being indoors. This open space features tall wall-to-wall windows, which let you enjoy the city views, accessible by both stairs and elevator. For a breath of fresh air, head out to our small rooftop terrace—provided by Pleasant T. Rowland Foundation—with seating for up to 12 guests at three small tables.

![Photo by Lovely Ember](image1.jpg)

![Photo by Amy B Creative Photography](image2.jpg)

![Photo by MPL Event Staff](image3.jpg)
DIANE ENDRES BALLWEG ART GALLERY

The Art Gallery extends from the Madison Room, past the Community Room to the 3rd floor restrooms. The displays in the Gallery are not décor; they are rotating installations. The art gallery is included in all rental packages. As such, any art in the Gallery becomes part of your event and cannot be removed or covered.

MADISON COMMUNITY FOUNDATION COMMUNITY ROOM

This space features dark gray carpeting and floor-to-ceiling windows overlooking the city. The Community Room has two entrance doors from the Madison room and three single doors along the side of the room from Art Gallery. The catering kitchen is located at one end of the Community Room.

For smaller events, this space can be divided into two rooms—Room 301 and Room 302—with a drop down wall.

Photo by MPL Event Staff
EVENT SPACE PACKAGE

Maximize guest count and space by renting the Event Space Package. With the package you have the entire 3rd floor which includes the Madison Room, Community Room, and Art Gallery. With this rental package, it’s easy to transition from ceremony to reception to dance.

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 people. For events with a seated 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 touch screen 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. Additional power requirements are subject to additional charges.
GUIDELINES FOR USING LIBRARY SPACES

WEDDING CEREMONIES

Customers renting a 3rd floor space at the Madison Public Library for a wedding ceremony will also receive complimentary rehearsal time. The rehearsal will include an Event Coordinator, basic room set up*, and room cleaning after the rehearsal.

For ceremonies on-site, couples have the potential use of a private conference room and a comfort room** for use as dressing space.

*Complete set up dependent upon other events occurring at Madison Public Library before the rehearsal
**Use is dependent upon availability of the space

PHOTOGRAPHY

During normal library hours wedding guests are welcome to have pictures taken throughout the library as long as other library guests are not included in pictures. After the library closes to the public, wedding guests are limited to spaces included in the rental agreement.

Event Staff 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

Rental clients are encouraged to bring in decorations, table settings and linens to create a distinctive look for their event. Decorating is only allowed in the spaces rented for your event. If you have questions about one of your decorative items or a special request, please consult the Event Coordinator.

Please note that all decorations and outside equipment must be removed from MPL immediately following 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
DELIVERIES AND PICKUPS

Prior arrangements for deliveries or pick-ups must be made with the Event Coordinator. 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 Branch has a list of pre-approved vendors that can provide catering for your event. Please see the attached Catering List. Outside food and beverage is prohibited.

DESSERTS

All desserts must come from a licensed bakery or other dessert establishment. Homemade desserts are not permitted.

ALCOHOL POLICIES

The Madison Public Library’s Central Branch 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 Branch 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 your Event Coordinator at least one week prior to your event.

REQUEST THE SPACE

Contact Event Coordinator or Administrative Clerk to set up a tour of the space.

Once you have toured the library and decide it is the place for your event, contact the Administrative Clerk. A contract must be filled out along with a non refundable $100 deposit in order to secure your date.

FEES

Please see accompanying Fee Sheet for room rental pricing, security fees, additional costs and payment options.

Rental payment will be due 30 days prior to your event.

CANCELLATION POLICY

Once final payment is paid, if a cancellation is needed the library will refund 50% of the total charge.
**SPECIAL NOTES**

Event Space Package includes the entire 3rd floor from 9:00am until 11:00pm. Clean up time will be 11:00pm until 11:29pm. If any guests are still in the building after 11:29pm, there will be a late fee of $500. Madison Public Library will invoice this fee after an event, if needed.

If there is a request for use of non library furniture for the event, please consult your Event Coordinator before renting as a non usage fee of $500 may be applied. Madison Public Library Event Staff are not allowed to move outside rental items.

Security is required for all after hour events. Security charges start once the library is closed.

Madison Public Library has a piano available for use. If the piano is desired, a tuning fee will be assessed.

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

*Have more questions?*
*Please contact Event Coordinator or Administrative Clerk for more information.*

**VISITOR INFORMATION**

*By Air*
Madison’s airport is the Dane County Regional Airport.

*Taxi Services*
- Badger Cab 608-256-5566
- Madison Taxi 608-255-8294
- Union Cab 608-242-2000
- Green Cab 608-255-1234

*Car Rentals*
- AVIS 608-242-2442
- Budget 608-249-5544
- Enterprise 608-661-4900
- Hertz 608-241-3803
- National 608-249-1614
- Alamo 608-249-1449

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

*Bus*

*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. The library cannot validate or waive any parking fees during your event.

*Photo by MPL Event Staff*
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<th>Address</th>
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<tr>
<td>Best Western Premier Park Hotel</td>
<td>22 S Carroll Street</td>
<td>(608) 285-8000</td>
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<tr>
<td>Hyatt Place Madison/Downtown</td>
<td>333 W Washington Ave</td>
<td>(608) 257-2700</td>
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<td>The Madison Concourse Hotel</td>
<td>1 W Dayton Street</td>
<td>(608) 257-6000</td>
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<td>AC Hotel by Marriott Madison Downtown</td>
<td>1 N Webster Street</td>
<td>(608) 268-1313</td>
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<tr>
<td>Hampton Inn &amp; Suites Madison/ Downtown</td>
<td>440 W Johnson Street</td>
<td>(608) 255-0360</td>
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<td>Hilton Madison Monona Terrace</td>
<td>9 E Wilson Street</td>
<td>(608) 255-5100</td>
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<td>DoubleTree by Hilton Hotel</td>
<td>525 W Johnson Street</td>
<td>(608) 251-5511</td>
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<td>The Edgewater</td>
<td>1001 Wisconsin Place</td>
<td>(608) 535-8200</td>
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<td>Mansion Hill Inn</td>
<td>424 N Pinckney Street</td>
<td>(608) 255-0172</td>
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<td>Graduate Madison</td>
<td>601 Langdon Street</td>
<td>(608) 257-4391</td>
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<tr>
<td>Hotel Red</td>
<td>1501 Monroe Street</td>
<td>(608) 819-8228</td>
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<td>Best Western Plus Inntowner Madison</td>
<td>2424 University Ave</td>
<td>(608) 233-8778</td>
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<tr>
<td>Sheraton Madison Hotel</td>
<td>706 John Nolen Drive</td>
<td>(608) 251-2300</td>
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<td>Crowne Plaza Hotel Madison</td>
<td>4402 E Washington Ave</td>
<td>(608) 244-4703</td>
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<td>Best Western East Towne Suites</td>
<td>4801 Annamark Drive</td>
<td>(608) 244-2020</td>
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<tr>
<td>Best Western West Towne Suites</td>
<td>650 Grand Canyon Drive</td>
<td>(608) 833-2400</td>
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<tr>
<td>Radisson Hotel Madison</td>
<td>517 Grand Canyon Drive</td>
<td>(608) 833-0100</td>
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