



2024 Facility Rental Rates

Warner Park Community Recreation Center

For information or to set up a tour, please contact:

Jamie Pratt

WPCRC Event & Rental Coordinator

jpratt@cityofmadison.com

COMMUNITY ROOM >			1	2	3
CAPACITY: Banquet/Lecture >			64/85	56/65	40/50
CITY OF MADISON RESIDENT	WEEKDAY M-R	Half Day	\$ 140	\$ 100	\$ 80
		Evening	\$ 230	\$ 170	\$ 130
	WEEKEND F-Su	Half Day	\$ 180	\$ 160	\$ 120
		Evening	\$ 290	\$ 250	\$ 190
CITY OF MADISON NONRESIDENT	WEEKDAY M-R	Half Day	\$ 150	\$ 110	\$ 90
		Evening	\$ 240	\$ 180	\$ 140
	WEEKEND F-Su	Half Day	\$ 190	\$ 170	\$ 130
		Evening	\$ 300	\$ 260	\$ 200
Half Day	4 Hours	Monday-Saturday: 8am-12pm or 12pm-4pm			
		Sunday: 11am-3pm or 1pm-5pm			
Evening	4 Hours	Monday-Thursday: 4pm-8pm			
	5 Hours	Friday & Saturday: 5pm-10pm			
	1 Hour	Extend until 11pm: \$200			

- Community Rooms and time blocks may be combined to increase capacity and length of reservation.
- Seating capacity for all three Community Rooms is 160 banquet style (20 rounds, 8 chairs per table) or 200 lecture style (chairs in rows).
- Tables and chairs, as well as the set-up/take-down, are included in the reservation fees.
- Additional fees may be charged for alcohol, catering service, special activities, or security.
- A \$75 security deposit is required to hold the facility for any requested date and time. Wedding receptions and other large events require a \$250 security deposit.
- 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 30 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.



Permitted Caterers

Warner Park Community Recreation Center

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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 also to remit 10% of their net catering sales to the City per event.

BANZO

2105 Sherman Ave.
Madison, WI 53704
Phone: (608) 441-2002
Contact: Alissa Krueger

banzomadison.com

BLUE PLATE CATERING

8401 Greenway Blvd.
Middleton, WI 53562
Phone: (608) 827-7200
Contact: Tim or David

blueplatecatering.com

BUCK & HONEY'S

804 Liberty Blvd.
Sun Prairie, WI 53590
Phone: (608) 453-4062
Contact: Emily Porter

buckandhoneys.com

CITY BBQ

7015 Sligo Dr.
Madison, WI 53717
Phone: (503) 863-6211
Contact: Andria Waterman

citybbq.com

CRANBERRY CREEK

1501 Lake Point Dr.
Madison, WI 53713
Phone: (608) 222-9752
Contact: Jim Norton

cranberrycreekcatering.com

DICKEY'S BARBECUE PIT

4833 Annamark Dr. Ste. 200
Madison, WI 53704
Phone: (608) 249-4205
Contact: Nick Ziegler

dickeys.com

EL PASTOR MEXICAN RESTAURANT

2010 S. Park St.
Madison, WI 53713
Phone: (608) 280-8898
Contact: Lino Ruiz

elpastorcatering.com

GAYLORD CATERING

709 Atlas Ave
Madison, WI 53714
Phone: (608) 222-1267
Contact: Alyssa Skaar

gaylordcatering.com

HY-VEE EAST MADISON

3801 E. Washington Ave.
Madison, WI 53704
Phone: (608) 244-4696
Contact: Renee Soper

hy-vee.com

IAN'S PIZZA AT GARVER

3241 Garver Green # 121
Madison, WI 53704
Phone: (608) 257-9248
Contact: Staci Fritz

ianspizza.com/location/garver

LA CENA

3422 S. 68 St.
Milwaukee, WI 53219
Phone: (414) 882-9408
Contact: Jan Cipriano West

gethottamales.com

MELLY MELL'S CATERING

11 Kurt Dr.
Madison, WI 53714
Phone: (608) 213-3020
Contact: Carmell Jackson

mellymells.com

NORTHSIDE PLANNING COUNCIL FEED BAKERY AND CATERING

1219 N. Sherman Ave.
Madison, WI 53704
Phone: (608) 230-1224
Contact: Martee Mikalson

northsideplanningcouncil.org

WENDIGO CATERING

121 E. Main St.
Stoughton, WI 53589
Phone: (608) 205-2775
Contact: Cale Ryan

wendigostoughton.com

LIQUOR LICENSE

Gib's Bar 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. Please contact Nathan Connor to arrange alcoholic beverage services: nathan@gibs.bar or (608) 354-4521.



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Rental Guidelines

Warner Park Community Recreation Center

COMMERCIAL USE

If Lessee plans to use the Facility for commercial use (the sale of goods or services) or charge any form of admission, Lessee agrees to pay WPCRC a \$350 commercial use fee in addition to all other fees, deposits, and charges. Payment shall be made at the time the rental agreement is returned.

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 30 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 10pm, 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.

Community Rooms

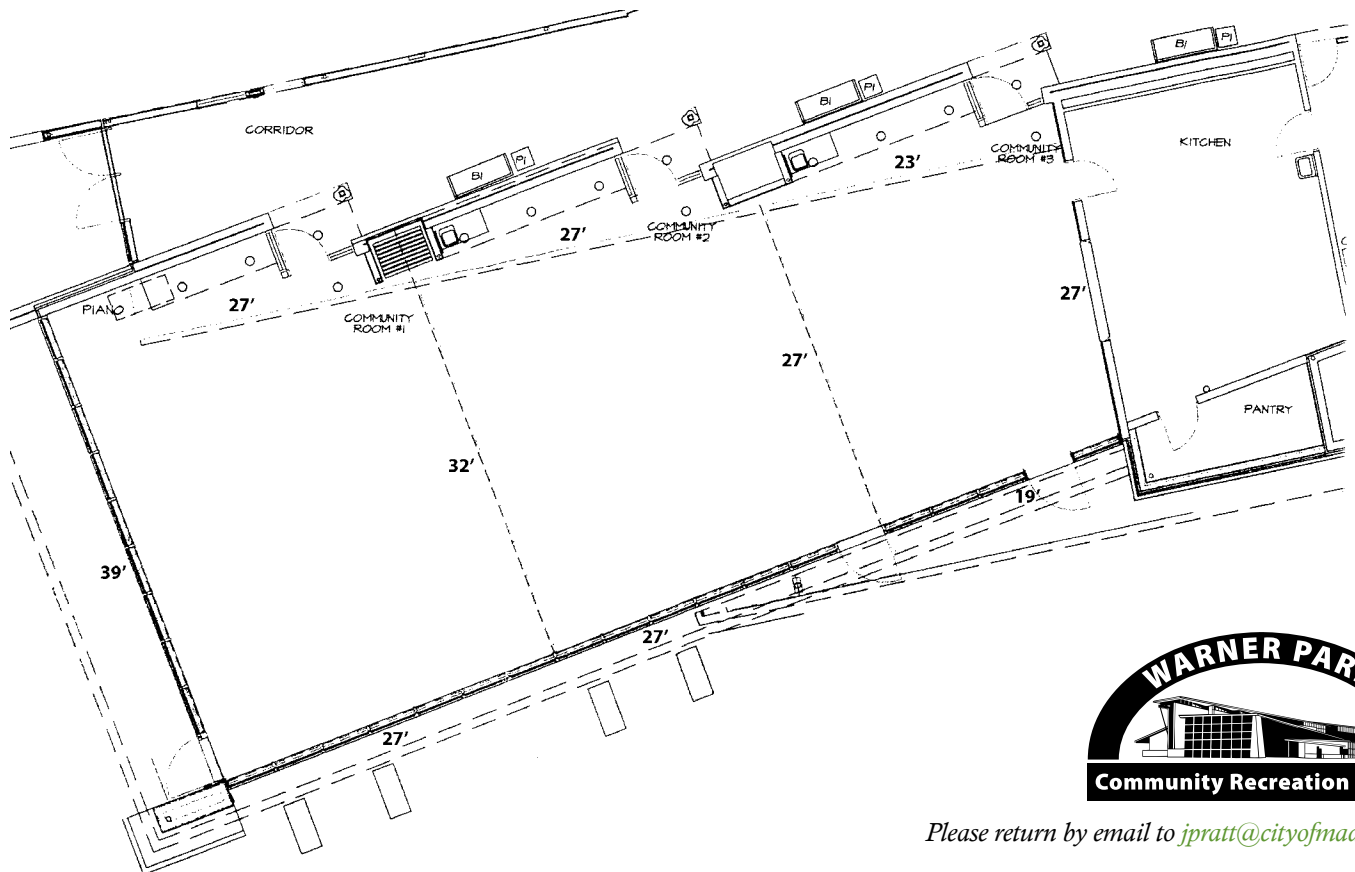
Warner Park Community Recreation Center

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"/> PA System (\$50) | <input type="checkbox"/> 60" Smart TV (\$25) |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Handheld Cordless | <input type="checkbox"/> Conference Phone (\$10) |
| <input type="checkbox"/> 5' Rounds # _____ | <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> Piano (\$75) |
| <input type="checkbox"/> 6' Longs # _____ | <input type="checkbox"/> Lavalier Cordless | <input type="checkbox"/> Projector (\$25) |
| <input type="checkbox"/> 3.5' Squares # _____ | <input type="checkbox"/> Podium (\$10) | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> 2' High Top Rounds # _____ | <input type="checkbox"/> Flip Chart w/ stand (\$10) | <input type="checkbox"/> 6' Portable Screen (\$10) |
| <input type="checkbox"/> Extension Cord # _____ | <input type="checkbox"/> Dry Erase Board w/ stand (\$10) | <input type="checkbox"/> 12' Screen (\$25) |
| <input type="checkbox"/> Easel (\$5) # _____ | <i>Please provide your own markers.</i> | <i>Available in Community Room 1 only.</i> |



Please return by email to jpratt@cityofmadison.com