

# Discovery Building Meeting and Event Spaces – UW-Madison & Affiliates



Room Specs				Capacity by Room Setup					Rates		
Room	Floor	Sq.Ft.	Default	Lecture 	Conference 	Classroom 	Boardroom 	Reception 	Quarter Day (0-2 hrs)	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	220	200	—	300	\$120	\$185	\$370
Orchard View Room	3	2,056	Classroom	90	64	30	20	120	\$105	\$165	\$330
<b>Atrium Spaces</b>											
Entire Open Court	1		As Is	Varies by setup			—	625	\$300	\$550	\$1,100
Open Court-Main	1	3,953	As Is	Varies by setup			—	275	\$150	\$250	\$500
Open Court-West	1	400	As Is	Varies by setup			—	75	\$80	\$140	\$280
Open Court-East	1	2,000	As Is	Varies by setup			—	125	\$80	\$140	\$280
Open Court-Central	1	2,314	As Is	Varies by setup			—	150	\$80	\$140	\$280
Mesozoic Garden-East	1		As Is	Varies by setup			—	125	No Space Fee	No Space Fee	No Space Fee
Mesozoic Garden-West	1		As Is	Varies by setup			—	125	No Space Fee	No Space fee	No Space Fee
<b>Conference Rooms</b>											
Boardroom	2	662	Boardroom	—	—	—	22	—	\$55	\$100	\$200
Small Conference Rooms	1	444	Boardroom	—	—	—	6-14	—	No Room Fee	No Room Fee	No Room Fee
Curved Conference Room	1	425	As Is	—	—	—	10	—	No Room Fee	No Room Fee	No Room Fee
<b>Special Use Spaces</b>											
Cisco TelePresence Room	1	1,008	Classroom	—	—	18	—	—	No Room Fee	No Room Fee	No Room Fee
Teaching Labs	2,4	2,056	As Is	—	—	49	—	—	\$105	\$165	\$330
Media Walls	1	—	—	—	—	—	—	—	\$45	\$120	\$240

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.

Additional fees are applied to reservations on Saturdays concluding after 5pm (\$450) or on Sundays (\$500). Event sponsors will be responsible for building fees charged for special requests for room use beyond the normal daytime business hours of 7 am - 10 pm Monday through Friday and 9am-10pm on Saturday.

## AUDIO

DESCRIPTION	FEE
Assistive Listening Devices	\$0
Microphone – Lavalier (Lapel)	\$20
Microphone – Wired Handheld	\$6
Microphone – Wireless Handheld	\$20
PA Speaker – Portable w/Stand	\$60
Press Feed – Audio	\$20
Recording – Audio	\$20/hr



## PROJECTION

DESCRIPTION	FEE
Conference Room AV System (Rooms 1170 & 1260 only. Includes HD video projector, speakers, laptop, AV connections and Blu-Ray player)	\$25
Document Camera	\$25
Projection Package	\$75
Screen – Portable	\$12
SMART Board with Integrated Projector	\$75



## VIDEO

DESCRIPTION	FEE
CD/DVD Duplication (Copy service for media from audio or video recordings; price includes case and label; minimum order 10)	\$3 ea
Conferencing – Video (HD)	\$40/hr
Live Streaming/Webcast	\$60/hr
Monitor – LCD 24"	\$20
Press Feed – Video	\$30
Recording – Video (Includes editing and final master disc/download)	\$70/hr



## EVENT EQUIPMENT

DESCRIPTION	FEE
Chairs – Black folding	\$1 ea
Coat Rack (Includes 40 hangers)	\$0
Posterboard (46" x 46" display, double sided)	\$22.50
Power – Extension Cord	\$2
Power – Strip	\$3
Sign Clip / E-Clip (No fee up to 10)	\$0
Stage Section 6'x8'	\$27
Table – Cocktail	\$14
Table – Powered (Forum only)	\$6 ea
Table Cloth (Black) (Table skirts available on special order)	\$5



## MEETING SUPPLIES

DESCRIPTION	FEE
Conference Phone	\$22.50
Easel	\$0
Ethernet Cable	\$30
Flip Chart	\$10
Laptop (Macbook Pro or PC)	\$60
Laptops – Teaching Labs	\$10
Paper Copies (Black & White)	\$0.10/pg
Paper Copies (Color)	\$0.20/pg
Podium – Portable	\$0
Teleconference Bridge Line (Provides telephone for up to 25 people)	\$20
White Board	\$10



## STAFF SUPPORT

DESCRIPTION	FEE
Additional Dedicated AV Technician*	\$22.50 /hr
Additional Dedicated Event Staff*	\$15/hr

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

### Discovery Building

330 N. Orchard St. 608.316.4382  
 Madison, WI 53715 towncenter@warf.org  
[www.discovery.wisc.edu](http://www.discovery.wisc.edu)

*AV equipment and services are subject to availability. Some AV services are included with the room or event space. Additional set up fees may apply.*