

WISCONSIN UNION RATES AND POLICIES

Wisconsin Union Rates & Policies

In most cases, there are no room rental fees for events held in Union buildings for eligible users when the event is free and open to the University community.

Rates for Registered Student Organizations (RSO)

Banquet Space Facility Fee (for events requiring admission or donations)	\$100
Literature Table (for reservations collecting donations or selling merchandise)	\$15
Meeting Space Facility Fee (for events requiring admission or donations)	\$50
Vendor Table (per table, per day)	\$20
Pantry Fee	\$50
Fair Service Fees (for all University Fairs held in Union Spaces) <i>Rates will include table cloths & stick stand sign holders</i>	
1-9 Tables	\$0
10-25 Tables	\$0
26-50 Tables	\$100
51-Capacity Tables	\$100 + \$25 for each additional table

RSO Meeting Space Reservation Timeline Information

In an effort to accommodate as many groups as possible, RSOs have the following free booking opportunities in Wisconsin Union Spaces:

- One 1-hour space reservation per week
- Eight additional programming hours per semester to extend or add reservations
- May reserve more space or extend times at one week or less in advance of event date
- One 4-hour lottery space slot in a large room

Meeting space reservation requests are processed after August 1st of each year for the upcoming academic year (September through the end of August)

The RSO Lottery typically happens in November for the upcoming Spring Semester and April for the upcoming Fall Semester.



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Rates for UW Departments & Government Agencies

Meeting Space Reservations

Meeting room reservation requests are processed after August 1st of each year for the upcoming academic year (September through the end of August). Groups who would like to book farther in advance (up to 18 months), or confirm a specific room assignment, can do so by paying a non-refundable, non-transferable \$500.00 deposit per four hours of space use.

Large Event Space Reservations

Wisconsin Union's largest spaces include Varsity Hall (sections I, II and III), Great Hall, Tripp Commons, and the Marquee. The use of these spaces requires a deposit, which is non-refundable should the reservation get cancelled and non-transferrable to other reservations. The deposit is credited toward goods and services associated with the reservation which includes: catering and A/V service and equipment charges, and personnel.

Deposits are not refunded in the event that not all of it is used.

Varsity Hall, Great Hall, and Tripp Commons

Reservations can be made up to 18 months in advance of the event date.

Deposit of \$500 (per section for Varsity Hall)

Deposit covers four (4) hours of reservation time (not event time)

- Additional reservation time requires a \$500 deposit per four (4) additional hours (per section)

Marquee

Reservations can be made up to 18 months in advance of the event date.

Deposit of \$250

Deposit covers four (4) hours of reservation time (not event time)

- Additional reservation time requires a \$250 deposit per four (4) additional hours

Please see **Meeting Space Reservations** above for more details regarding reserving additional breakout or meeting rooms for your event. Please see our [A/V Equipment and Services Price List](#) for additional equipment rates.



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Fees for Departments and Government Agencies

Vendor Table (per table, per day)	\$20
Conference Participant Fee (<i>for groups using Varsity Hall for more than four hours and not ordering a catered meal or Wiscards for the entire guest count</i>)	\$2.50 per person
Fair Service Fees (for all University Fairs held in Union Spaces) <i>Rates will include table cloths & stick stand sign holders</i>	
1-9 Tables	\$0
10-25 Tables	\$0
26-50 Tables	\$100
51-Capacity Tables	\$100 + \$25 for each additional table

Campus Event Services Policies

The following is a non-exhaustive list of event space policies:

1. The affixing of items to walls, floors, or ceilings of rooms and the taping, nailing or stapling to any surface is not allowed. We do not allow dance powder, glitter, confetti, helium filled balloons, or open-flame candles in any of our facilities. Patrons who violate these rules are responsible for any damage to the premises or equipment by members, guests, or outside groups contracted by the patron.
2. No outside food or beverage may be carried into meeting or event spaces. Our Catering, Deli and Restaurant divisions can provide for all of your food service needs. Due to University food policies, Union Catering cannot allow groups to take away leftover food from an event.
3. For questions regarding dietary specifications, please contact the Campus Event Services Office at events@union.wisc.edu to discuss your event prior to booking your venue and signing a contract.
4. To assure the best possible service, please have your catering order, audio/visual and room set-up arrangements confirmed no later than three weeks in advance. Your guaranteed food count is due no later than 10 business days in advance. If a guaranteed count is not received at least ten business days prior to your event, the original estimate will be ordered and you will be billed accordingly. On the day of your event, you will be charged for the guaranteed count or the actual number of guests served, whichever is greater.
5. Equipment and food cancellations must be made in writing no later than five business days prior to the event. Prices are subject to change, and are only guaranteed within 60 days prior to the scheduled function. All deposits are non-refundable and will be applied to your final bill. Arrangements for payment of services and products are required at the time of booking.



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6. Groups having events are responsible for the payment of any and all charges incurred to have the event. If the group is receiving funding from an outside entity that does not cover the full cost of the event, the group is responsible for the remaining balance, specifically taxes incurred on an event but not paid by an outside entity. Following the event, the client will be invoiced and agrees to pay for any additional cost incurred between contract signing and the conclusion of the event.
7. Deposits for space are non-refundable and non-transferable should the event cancel or change dates. If the full amount of the deposit is not used the Wisconsin Union reserves the right to keep the remaining balance.
8. Guests will not to damage, destroy, or deface any property of the University and agrees to be responsible for the cost of repair or replacement of any University property damaged, destroyed, or defaced by those in attendance.
9. Room rental and service charges will be determined in accordance with appropriate University rental schedules. The assigned space will be made available at the time designated on the reservation. Guests will be responsible for vacating the space at the designated time.
10. Police and/or security personnel may be required for certain functions, as determined by the University. Charges for this service will be the responsibility of the booking party.
11. Alcoholic beverages must be served by University personnel and must comply with applicable State and University regulations. At the discretion of the University, access to beverage service may be restricted in a variety of ways. Special arrangements such as "beer gardens" which require extra personnel for checking ID's, etc., are at the expense of the booking party. Behavior that interferes with the decorous conduct of events will be grounds for termination of beverage service at the discretion of the facilities' staff. Permission from the Wisconsin Union through a pre-event risk assessment is required in order for Registered Student Organizations to have alcohol at the event.
12. Late cancellations or a "no show" for a scheduled facility use may be grounds for termination or restriction of use privileges.

Contact Campus Event Services

Memorial Union, #2224
Union South, #335M
p. 608-262-2511
e. events@union.wisc.edu
Mon – Fri: 8:30am – 4:30pm



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