Discovery Building Meeting and Event Spaces – Community

AUDIO

DESCRIPTION	FEE
Assistive listening Devices	No fee
Catchbox throwable Microphone	$122
Lapel microphone	$76
Wireless handheld	$76
Wired handheld	$23
PA Speaker with stand	$127
Press Feed	$46
Board Room table top microphones	$23

CAMERA EQUIPMENT & RECORDING

DESCRIPTION	FEE
Forum Built-in Camera	$12/hr Minimum charge of $35; Max charge of $70
Orchard View Built-in Camera	$12/hr Minimum charge of $35; Max charge of $70
Portable Camera, Lumens PTZ Camera (Pan, Tilt, Zoom)	$12/hr Minimum charge of $35; Max charge of $70
360 Web Conference Camera	$12/hr Minimum charge of $35; Max charge of $70
Camera Operator	$75/hr regular rate $87/hr overtime rate
Camera Platform	$46
Video Recording (Raw file only, no editing)	$12/hr Minimum charge of $35

PROJECTION & DISPLAY

DESCRIPTION	FEE
Projection in 1260	$98
Built-in Projector in Forum	Included in Room Fee
Built-in Projector in Orchard View	Included in Room Fee
Built-in Projector in Board Room	Included in Room Fee
Built-in Projector in Teaching Labs	Included in Room Fee
70" LED TV on Stand	$173 Half day/ $242 Full day
70" Interactive TV on Stand	$173 Half day/ $242 Full day
55" Confidence Monitor	$173 Half day/ $242 Full day
Whiteboard	$23
Flip Chart with markers	$23
PosterBoard (46"x46" display area, double sided)	$40
Stick Stand Sign Holder	Up to 10: No Fee 11-15: $29 16-20: $35 21+: $40

COMPUTER/DATA

DESCRIPTION	FEE
PC Laptops	$115 Half day/ $184 Full day
Wired Ethernet Connection	$52

EVENT

DESCRIPTION	FEE
Chairs - Black Folding	$1
Coat Rack (includes about 40 hangers)	No Fee
Power - Power Round Strip	$6
Stage Section (6x8)	$46
Cocktail Table	$23 each
Clothed Registration Table	$13

STAFF

DESCRIPTION	FEE
Dedicated AV Staff	$75/hr regular rate $87/hr overtime rate

- *Discovery Building euipment and services are subject to availability.*
- *Additional setup fees may apply.*
- *Half day is up to 4 hours; Full day is more than 4 hours*
- *Overtime rate is service before 8am or service time requested for more than 8 hours.*

Discovery Building

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DiscoveryEvents@discovery.wisc.edu

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Room	ROOM SPECS			CAPACITY BY ROOM SETUP					RATES	
	Floor	Sq. Ft	Default	Lecture	Conference	Classroom	Boardroom	Reception	Half Day (2-4 hrs)	Full Day (4-8 hrs)
LARGE EVENT ROOMS										
H.F. DeLuca Forum	1	3,774	Classroom, Lecture, Conference	300	192	128	–	300	**$681**	**$1,362**
Orchard View	3	2,056	Classroom ($50 set up fee applies for other set ups)	90	72	36	20	120	**$593**	**$1,186**
ATRIUM SPACES										
Entire Open Court	1		As Is	Varies by setup		–	–	625	**$1,632**	**$3,265**
Open Court - Main	1	3,953	As Is	Varies by setup		–	–	250	**$736**	**$1,472**
Open Court - West	1	400	As Is	Varies by setup		–	–	50	**$461**	**$922**
Open Court - East	1	2,000	As Is	Varies by setup		–	–	100	**$461**	**$922**
Open Court - Central	1	2,314	As Is	Varies by setup		–	–	100	**$461**	**$922**
Mesozoic Garden - East	1		As Is	Varies by setup		–	–	80	**$461**	**$922**
CONFERENCE ROOMS										
Boardroom	2	662	Boardroom	–	–	–	22	–	**$362**	**$724**
Small Conference Room	1	444	Boardroom	–	–	–	14	–	**$142**	**$284**

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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 additional to room fees and security fees. Additional custodial fees may apply on Sundays depending on the length of request and spaces reserved.