



UW Conferences & Events

UNIVERSITY OF WISCONSIN-MADISON

Discovery Building
330 N Orchard St, Madison, WI 53714

Audiovisual Services

Audiovisual equipment may be added to or removed from your contract by contacting your event coordinator. To assure the best possible service, please have your AV needs and special setup arrangements confirmed three weeks in advance. Please submit any additions to or removals from your AV equipment no later than 10 business days prior to your event. Requests received with fewer than 10 days' notice may result in an additional fee if we are able to accommodate your request. With our prior approval, you may supply your own audiovisual equipment for use in the facilities, provided that we cannot guarantee, and are not responsible for, the operation or functionality of such equipment or any damage that may occur to the equipment in connection with its use or presence in the facilities.

Catering

All on-site catering is provided by Steenbock's on Orchard. Any food and beverage service (including alcoholic beverage service) provided in the WARF-owned portions of the facilities is to be arranged through Steenbock's on Orchard catering. Please contact steenbocksevents@foodfightinc.com or 608.514.1922. No outside food or beverages may be brought into the Discovery Building.

Commercial Photo and Film

Projects involving commercial photo and film (such as photo/film taken for publications, catalog shoots, commercial videos and the like) please contact Tricia Nolan at University Marketing (tricia.nolan@wisc.edu or 608-265-9005) to review campus commercial use policies and location agreements. She will work with the Discovery Events team at the Discovery Building to set guidelines for your project.

Non-Commercial Photo and Film for Personal and Class Use

No approval is required, please adhere to the following guidelines:

- Photo/film sessions are limited to the first floor;
- Photo/film sessions are limited to a maximum of 2 hours;
- You are not permitted to take photo/film of other visitors.

- You can expect other visitors in any area at any time, photo/film sessions do not take priority over other visitor activities.
- You can expect other events to be taking place at any time, photo/film sessions do not take priority over other events.
- You are not permitted to stanchion off an area for exclusive use.
- In the event you would like to apply to reserve an area for exclusive use, an additional application process and fee is required.
- Identifying building logos, including restaurants and all entities may not be included in any photo/film.

Decorations

Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the facility with tape, sticky adhesive or any material that will damage the surface or leave markings. Banners or posters are not allowed to be hung on the outside of the building. Prohibited items include but are not limited to: confetti, glitter, silly string, helium balloons and rice.

Fire Restriction

In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Tables or chairs cannot be moved so as to block aisles or fire exits.

Guest Property

We assume no responsibility for the damage or loss of any merchandise or articles left in the facilities prior to, during or following a reservation.

Smoking

Smoking is not allowed at any time within the facilities.

Supervision and Conduct

Each client shall be responsible for the supervision and control of their agents, employees, guests and contractors and their activities in the facilities.