



UW Conferences & Events

UNIVERSITY OF WISCONSIN-MADISON

Discovery Building
330 N Orchard St, Madison, WI 53715

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 14 business days prior to your event. Requests received with fewer than 14 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 private-owned portions of the building 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 the Office of Strategic Communication contact.strategiccommunication@wisc.edu or 608-265-9005 to review campus commercial use policies and location agreements. They will work with the Discovery Events team discoveryevents@discovery.wisc.edu at the Discovery Building to set guidelines for your project.

Non-Commercial Photo and Film for Personal and Class Use

Film or Photos with use of Lighting Equipment:

- The setting up of professional lighting equipment for film or photos requires an event space reservation.

Casual or Personal Photos:

- Intended for sessions 30 minutes or less
- Photo/film sessions are limited to the first floor;
- You are not permitted to take photo/film of other visitors.
- 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.

Max Capacity

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.