

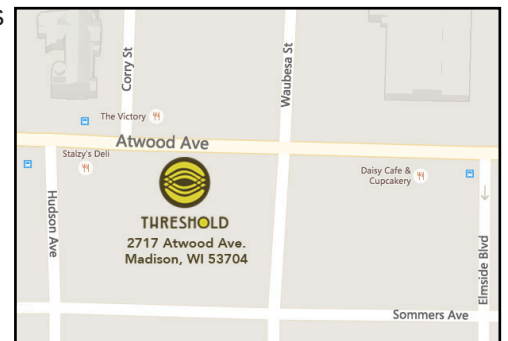


THRESHOLD: A PLACE FOR CREATIVITY, COMMUNITY & WELL-BEING

FACILITY USE AND EVENT PLANNING INFORMATION

FACILITY OVERVIEW

Located on the vibrant near east side of Madison, Threshold is an innovative center that brings together creative businesses and the community. The 4,300 square foot building is a uniquely restored and re-envisioned 100-year-old auto body shop, with beautiful architectural details throughout including exposed brick walls, high-arched wooden ceilings and elements dating back to its original use. Threshold consists of a beautiful multi-tenant workplace for diverse businesses and retailers that share a focus on creativity, collaboration and well-being. It offers a variety of events and workshops that are open to the public. Threshold is a fully accessible building.



Threshold also features rental spaces for the public; the community room (HUB), the EMBODY Workshop, the Service Kitchen and Open Circle Studio. Free WIFI and publicity in social media are available along with space rental.

A rich variety of events that are open to the public – gatherings, workshops, classes, performances, retreats, shows, etc. – are featured on the [Threshold website](#) and highlighted in our monthly newsletter, [The Threshold SPOKE](#).

Threshold is a fully accessible building.

DESCRIPTION OF SPACES AVAILABLE FOR RENT:

1) [The HUB](#) is a 950 square foot community gathering room with four large windows and doorways leading to the service kitchen and out to our enclosed garden patio. The room has concrete floors and high ceilings with exposed wood beams and is adjacent to the service kitchen and a coat room. It can accommodate up to 90 people when set up lecture style or up to 50-60 people seated at round tables (5-6 per table). It is ideal for events such as workshops, meetings, retreats, gatherings, personal events and ceremonies, movies, performances, art shows, movement and more.

2) [EMBODY Workshop](#) is a 400 square foot studio space that has two entry ways, two large windows allowing for plenty of natural light, durable concrete floors, exposed brick walls and high ceilings with exposed beams. This room is available for classes, smaller workshops,

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meetings, presentations, art events and more intimate personal events. It can accommodate up to 40 people seated in chairs or 20-25 seated at round or rectangular tables.

3) [Our Service Kitchen](#) is conveniently located next to the HUB. The kitchen houses a fridge, stove, microwave, sink with purified water and plenty of counter space for staging meals. Cookware, dishes and flatware are not included in the normal rental fee of this space so please plan on bringing your own equipment for meal preparation and service. Special arrangements can be made to use Threshold's cookware, dishes and flatware. Prior arrangements must be made before the event and are subject to availability.

4) [Open Circle Studio](#) is a 300 square foot room with a large store front window and beautiful furnishings. It is available for small group meetings and one-on-one sessions. For more information and scheduling, email info@atthreshold.com or call 608-220-8849.

[HOW TO RESERVE A SPACE AT THRESHOLD](#)

When contacting us, please be ready to answer the following questions when you make a reservation request. You are welcome to make a [reservation request online](#) as well.

- **Date(s)** of your event
- **Exact meeting /event time** (and start and end date if this is a recurring class or meeting)
- **Set up and clean up time needed in addition to your event time** (at least a 1/2 hour prior to event start and at least a 1/2 hour after event end will be included in your total room use fees)
- **Type of event** (meeting, workshop, class, party, etc.)
- **Is the event private or open to public?**
- **Title** of your meeting/event
- **Number of people attending**
- **Room set-up** details (how many tables and chairs and in what configuration)
- **Host name and information** – who is responsible for the reservation and their phone number/email

- **The person responsible for payment** – name of the organization & address, if applicable
- **Contact person and information** – who is the person in charge of event details during the event or meeting should we need to contact them?
- **Will there be music/entertainment** – soft background, DJ, live music, or other entertainment?
- **Will you be serving beer/wine?**
- **Will you be serving food? If using a caterer, please provide their name.**
- **AV equipment** – Will you be using your own or will you be renting it from Threshold?
- **Will you need any other equipment**, and if so, what will you need? Or, will you be bringing in equipment, and if so, what will you be bringing?

SPACE RATES AND FEES

The HUB Community Room

Weekdays Weekends
(Mon-Thurs) (Fri-Sun)

up to 3 hours:	\$40/hr	\$46/hr
above 3, up to 7 hours:	\$36/hr	\$42/hr
above 7, up to 10 hours:	\$34/hr	\$40/hr
above 10 hours:	\$32/hr	\$38/hr

Kitchen Use: Fees apply, see below.

EMBODY Workshop Room

Weekdays Weekends
(Mon-Thurs) (Fri-Sun)

up to 3 hours:	\$30/hr	\$36/hr
above 3, up to 7 hours:	\$28/hr	\$34/hr
above 7, up to 10 hours:	\$26/hr	\$32/hr
above 10 hours:	\$24/hr	\$30/hr

Kitchen Use: Fees apply, see below.

Note: *If you would like to rent both the HUB & EMBODY Workshop, please inquire about special arrangements and rates.*

Open Circle Studio

Weekdays & Weekends: \$20/hr

Kitchen Use: Fees apply, see below.

Service Kitchen

up to 2 hours:	\$25 per event
above 2 hours, up to 8 hours:	\$50 per event
above 8 hours:	\$100 per event

Cleaning up after your event:

You have the option to clean the space yourself – no fees. If you would rather pay for cleaning, the cost is \$80.

HOURS OF OPERATION

Weekdays (Mon-Thurs): Events can be held from 8:00 a.m. until 9:00 p.m. and the building is available starting at 7:30 a.m. Building must be vacated by 10:00 p.m. in respect for our neighbors.

Weekends (Fri-Sun): Events can be held from 8:30 a.m. until 10:00 p.m. and the building is available starting at 8:00 a.m. Building must be vacated by 11:00 p.m. in respect for our neighbors.

EQUIPMENT AVAILABLE

Each room is equipped with tables, chairs, and wi-fi internet access. Extension cords and power strips are also available. AV and other presentation equipment is available for rent and includes a projector, a screen and a microphone/speaker. Easels, an erasable white board and markers are also available. Tablecloths for both round and rectangular tables can also be rented. Rental of kitchen and serving ware, vases, electric candles and various other items can be negotiated. All equipment and items should be requested when reserving your room and are subject to availability.

PARKING

Threshold offers street parking only. Parking is available along Atwood Avenue and side streets. Note: there is no parking on the north side of Atwood Avenue (across the street from Threshold) from 7:00 a.m.-8:30 a.m., and on the south side (Threshold side) of the street from 4:00 p.m.-6:30 p.m. Parking is not allowed along the side of the building or in the lot behind the building except by special permission and prior arrangements. Temporary loading/unloading is permitted by the back gate of Threshold except for during the winter months when the back patio is closed.

SERVICE KITCHEN USE

Rental of the Service Kitchen is **required** when serving food at an event. The Service Kitchen is adequate for storing, warming,

chilling and serving prepared food. Rental of the Service Kitchen does not include use of Thresholds utensils, cookware, dishware, flatware or water pitchers. Threshold does not supply any disposable cups, plates, serving ware or napkins. You must bring in all of your own utensils, pots and pans, linens, place settings, silverware, glassware and beverage containers. Special arrangements can be made to use Threshold's cookware, dishes and flatware, but prior arrangement must be made before the event and is subject to availability. Also, overnight storage of food is only allowed with prior arrangement.

CATERING

The Service Kitchen can be used to store, warm or chill prepared food. While Threshold users are allowed to bring in prepared food, facility users alternatively can hire one of Threshold's approved caterers including Bunkey's Catering, Willy Street Co-Op, Elizabeth Crawford Catering, Dobhan, La Donia Cafe, Slide Food Cart & Catering, and Underground Catering. If using a different caterer than above, please make arrangements with Threshold for the caterer to see the space prior to the event and provide proof of insurance.

POTLUCK EVENTS

Potluck events are allowed at Threshold. It is the facility user's responsibility to adhere to food safety standards. Help ensure that the food at your potluck is safe by following the safety guidelines listed at www.publichealthmdc.com. Threshold is not liable for food-borne illnesses contracted at potluck events.

Note: *If you are selling food at your event and it is advertised or open to the general community, a Temporary Restaurant permit is required (unless you are using a licensed caterer on site).* Please contact the Public Health Department for Madison and Dane County if you have food safety or permit requirement questions at 608-243-0330. Download a Temporary Food Establishment Permit Application at www.publichealthmdc.com. If your event is ended by Health Inspector officials, you will not receive a refund of room use fees.

ALCOHOLIC BEVERAGES

Threshold does not hold a liquor license. Alcohol can be served to your invited guests but cannot be sold on the premises without a liquor license. Alcohol may be provided and sold by a caterer with a liquor license. If you are planning to sell alcohol beverages at your event, event hosts may be required to supply their own liquor license.

EQUAL OPPORTUNITY

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of a protected status. This policy covers eligibility for and access to service delivery in all of our programs contracted and services provided directly.

Threshold insures that no otherwise qualified person, based on protected status, shall be excluded for participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service or activity which we provide. This includes, but is not limited to, program eligibility, treatment by staff, communication of program information, access to facilities and/or program activities, assignment of program participants to staff within a program, outreach, intake and admissions, assignment to facilities or referrals to other services, assessment/evaluations, disciplinary actions and terminations from programs.

If you need accommodation relating to a disability in order to access any program or service offered by our facility, please contact management with at least three business days notice.

User Agreement (RETURN WITH YOUR SPACE USE CONFIRMATION AND PAYMENT)

Keep a copy for your reference. Regulations may change; you will be notified.

Name (Event Host & Organization):

Title of Event:

Space(s) Rented:

Dates & Times (including setup and cleanup):

Extras (equipment, cleaning services, etc.):

Cost:

HOURS OF OPERATION

Weekdays (Mon-Thurs): Events can be held from 8:00 a.m. until 9:00 p.m. and the building is available starting at 7:30 a.m. Building must be vacated by 10:00 p.m. in respect for our neighbors.

Weekends (Fri-Sun): Events can be held from 8:30 a.m. until 10:00 p.m. and the building is available starting at 8:00 a.m. Building must be vacated by 11:00 p.m. in respect for our neighbors.

You are required to schedule at least 1/2 hour for setup before your event starts and at least 1/2 hour to clean up after your event ends. Setup and clean up time should be included in your total reservation time.

All events must end on time.

RESERVATIONS & DEPOSITS

- All reservations are made through Threshold Staff. No reservations or contracts will be accepted from persons under the age of 21. Reservations will be accepted no more than 18 months prior to event date.
- A signed user agreement must be submitted. If the cost of the space rental is \$200 or lower, then the entire rental fee is due with the signed User Agreement. If the cost of the space rental is over \$200, at least 50% of the rental cost needs to accompany the signed User Agreement. \$50 of the rental fee will be non-refundable to cover administrative costs.
- The remaining balance is due 30 days before the event unless the event is within 30 days and the entire rental fee is due with the signed User Agreement.
- A separate \$100 Security/Damage Deposit check is required for all events with more than 20 guests. If the cost of rental is above \$1000,

then 10% of the cost of the rental is required as a Security/Damage Deposit.

- Security/Damage Deposit checks will be held until after the event and destroyed no later than 3 days after the event. If damage does occur or items are missing, costs will be deducted and the remaining balance will be returned along with an explanation of any deductions within 21 days of the event. If damage or missing items exceed the cost of the Security/Damage Deposits, you will be billed as necessary. Security/Damage Deposits may not be credited toward space use fees.

Mail User Agreement and payments to this address:

Threshold
2717 Atwood Ave
Madison, WI 53704

Please make checks payable to Threshold.

CANCELLATIONS

- Reservations cancelled less than 7 days prior to the event date will result in forfeiture of all fees. The Security/Damage Deposit will be returned unless full payment for the rental has not been paid.
- If you cancel within 14 days of the event date, you will forfeit 50% of your space fees only (not the Security/Damage Deposit).
- If you cancel within 30 days of the event date, you will forfeit 25% of your space fees only (not the Security/Damage Deposit).
- If cancellation occurs more than 30 days prior to the event date, all fees and Security/Damage Deposit (excluding the \$50 non-refundable booking fee) will be fully refunded.

RULES & REGULATIONS

- Threshold is a multi-use community center.

Please be aware that there may be other events, meetings or activities taking place elsewhere in the building.

- The facility user who signed the contract must be on premises for the duration of the event and will be held responsible for the conduct of the guests.
- Responsible alcohol consumption is expected. Hosts and organizers are responsible for making sure guests are consuming alcohol safely and moderately.
- Event guests must be respectful of our residential neighbors. Police may be called if guests are disrupting the neighbors. Please keep this in mind as you create your guest list.
- ALL guests must keep outside noise to a minimum and amplified music to a reasonable level (exterior noise readings should not exceed 58 decibels). All amplified music must end by 10:00 p.m. on Friday and Saturday in consideration of our neighbors (9:00 p.m. on Sunday-Thursday).
- Smoking is not permitted anywhere at Threshold. No smoking within 20 feet of any entry door. There is not an outdoor designated smoking area.

DECORATING

- The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any wall, door, ceiling or other surface.
- Painters' tape and wall hangers using 3M Command Strips are allowed to affix decorations and need to be removed with care.
- A ladder is available with prior notice.
- Candles and any use of fire are not allowed. Battery operated LED candles are recommended as an alternative (and can be rented from Threshold).
- Table coverings must be used for any event involving food, art activities or any other activity that may harm our tables.
- A hanging system for art is available in the HUB. Users need to make prior arrangements to learn its proper use and request the number and type of hanging rods and brackets

needed.

- The use of smoke/fog machines, confetti, sequins or tinsel is prohibited.

DELIVERIES & STORAGE

- Staff must be informed of any expected deliveries. Items may be delivered the day before if prior arrangement is made.
- Overnight storage of any equipment or other belongings is not permitted, unless prior arrangement is made. **Threshold is not responsible for any equipment or belongings left in the building.**

SERVICE KITCHEN

- The Service Kitchen is required when serving food at an event.
- The Service Kitchen is equipped for storing, warming, chilling and serving prepared food.
- There is purified drinking water available from a special spout on the right of the kitchen sink.
- Rental of the Service Kitchen does not include use of Thresholds utensils, cookware, dishware, flatware or water pitchers.
- You must bring in all of your own linens, utensils, pots and pans, place settings, silverware, glassware, beverage containers, and dish towels.
- Special arrangements can be made to use Threshold's cookware, dishes and flatware, but prior arrangements must be made before the event and are subject to availability.
- Threshold does not supply any disposable cups, plates, serving ware or napkins.
- Any food, condiments or bags in the cabinets or drawers are strictly for Threshold use.
- Overnight storage of food is only allowed with prior arrangement.
- Threshold does not have a coffee maker available for use.
- **Note: Counter tops are sensitive and need to be protected if using hot plates, slow cookers or serving hot food.**

AFTER EVENT CLEAN-UP

- Threshold expects all facility users to leave the spaces in a clean and orderly condition.
- If you opt to pay the \$80 cleaning fee, you still need to comply with the items below marked with an *.
- Chairs need to be stacked on dollies found in the storage/mechanical room on the left side of the HUB.
- Tables should be left standing.
- Floors must be vacuumed or swept, and spills cleaned in all spaces used. Vacuum, brooms and mops are located in the storage/mechanical room.
- * All tables and chairs must be wiped off and cleaned of any spills or food residue. Cleaning supplies are located under the kitchen sink.
- * Groups using the Service Kitchen must clean all surfaces and appliances. Make sure all appliances are turned off, including vent fan/light.
- * All trash and recyclable bins in HUB, EMBODY and kitchen must be emptied and placed in garbage and recycling containers outside the building at the far end of the driveway.
- * All cardboard boxes must be broken down and placed in recycling bin (see above).
- Trash and recycling bins need to be lined with clean bags that can be found under the kitchen sink.
- * Remove all your decorations and personal belongings.
- **Threshold is not responsible for personal or other belongings and items left behind.**
- Failure to comply with these requirements and any damages will be deducted from the Security/Damage Deposit or billed as necessary (a minimum of \$80 cleaning fee).

COMPLIANCE

- Individuals, groups or organizations using Threshold facilities must comply with these terms and all other applicable rules and policies. Failure to comply could result in the forfeiture of your Security/Damage Deposit and future space use privileges.
- Threshold reserves the right to end any event or facility use if these rules and policies are not followed.

I have read and will comply with Threshold's Facility User Agreement:

Facility User signature: _____ Date: _____

Facility User name: _____

(please print legibly)