



THRESHOLD

EVENT SPACE DESCRIPTIONS RATES • AMENITIES • SERVICES

WELCOME TO THRESHOLD

Threshold is an innovative center that brings together entrepreneurship and community, offering coworking and event space for rent, as a venue for exceptional gatherings, performances, workshops, retreats, classes, meetings, art shows, and celebrations.

Located on the vibrant near east side of Madison, the 4,300 square foot building is a uniquely restored and re-envisioned 100+ year-old auto-shop, with beautiful architectural details throughout, including exposed brick walls, high-arched wooden ceilings, large windows and skylights, brightly colored rooms, practical concrete or terrazzo floors, and a beautiful patio garden. Threshold is a fully accessible building and offers wifi.

Along with our love of beauty, we keep our event spaces flexible and practical, and our reservation process easeful and clear to support the successful fulfillment of your event. We encourage both diversity of users and uses of Threshold, and are committed to building partnerships with other organizations and groups in the community.

We publish a [calendar of events](#) on our website and help promote events that are open to the public on our [Facebook Page](#) and our monthly newsletter, [The SPOKE](#).

Threshold: For Community. By Community!

EVENT SPACES

The HUB Community Room (1000 sq ft) Capacity: Up to 100 in chairs lecture-style; up to 60 seated at tables. The HUB is located in the back of our building with a large doorway, direct access to the service kitchen, and to the enclosed garden patio. It features high-arched ceilings with wooden beams, lots of natural light, and our signature bright orange wall. *Ideal for: workshops, meetings, board retreats, movies, performances, art shows, movement classes, personal events, and ceremonies.*

EMBODY Workshop (400 sq ft) Capacity: Up to 50 in chairs lecture-style; up to 20 seated at tables. EMBODY has two entry ways, large windows, exposed brick walls, high ceilings with exposed beams and a wonderful array of industrial furnishings along one wall that offers a reading library, yoga mats and cushions. *Ideal for: meetings, smaller workshops and presentations, movement classes, meditation, art classes and more intimate personal events.*

The FRONT ROOM (345 sq ft) Capacity: 30 in chairs lecture-style, 20 seated at tables. The FRONT ROOM has one entry ways, large storefront windows allowing for plenty of natural light, durable concrete floors, exposed brick walls and high ceilings with exposed beams. *Ideal for: Smaller workshops, meetings, art events, and gatherings.*

BUILDING EVENT HOURS

WEEKDAYS (M-TH): 8 AM -10 PM
Staffed 9 AM - 3 PM
Building access begins 7:30 AM*

WEEKENDS: 8:30 AM -11 PM
Staffed for specific events.
Building access begins 8 AM*

* unless special arrangements are made

FURNISHINGS

- Included furnishings:
 - Chairs - up to 100 chairs (black upholstered, stackable chairs, no armrests)
 - Wooden top tables: circular tables (48" diameter), rectangular tables (72" x 18")
 - Bright orange, metal stools in two heights: 4 standard chair height and 4 bar stool height
- Additional furnishings (Cocktail tables, risers, sofas, etc) may be rented and brought into the space with prior agreement. If rented from outside vendor/s a 15% surcharge will apply.
- Setup by staff as requested is included in event rental cost.

HOW TO RESERVE AN EVENT OR MEETING AT THRESHOLD

1. Please review our Event Planning Information sheet, the [Facility Use Guidelines](#). We welcome any questions you may have. Email, call or stop by, we'd love to meet you in person! Our office hours are 9am-3pm M-F and by appointment.
2. Please fill out a [reservation request](#) (linked on website).
3. Threshold staff will get back to you with questions or a total cost estimate as soon as possible, or no longer than 24-48 hours during the week, or 48-72 hours if your rental request arrives on a weekend.
4. If your event includes any food or beverage, there will be a kitchen charge.
5. Once confirmed payment may be made online, or via check, made out to Threshold. Checks can be mailed to us or dropped in our secure mail box to the left our front door at 2717 Atwood Ave., Madison, WI 53704.
6. Finalizing the scheduling of your event at Threshold *requires ALL the following*:
 - Payment in full. If your event is more than 4 months away, and is over \$500.00 you may pay in two installments: ½ paid immediately, the balance is due 2 months in advance.
 - A signed copy of the [User Agreement form](#).
 - The filled out and signed [Security/Damage Deposit credit card authorization form](#) (or a check made out to Threshold).

PUBLIC and ORGANIZATIONAL EVENTS HOURLY RATES

Available for events such as: Retreats, Workshops, Meetings, Performances, etc.

For PERSONAL EVENT PACKAGES, please see below.

For WEDDING PACKAGES, please see below.

The HUB Community Room

Weekdays M-Th \$40/hr

Weekends F-Sun \$50/hr

EMBODY Workshop

Weekdays M-Th \$30/hr

Weekends F-Sun \$40/hr

The FRONT ROOM

Weekdays M-F \$30/hr

6 PM - 10 PM

Weekend Sat-Sun \$40/hr

8 AM - 11 PM

Overnight storage is NOT included. For multi-day events that might require overnight storage, please inquire with us directly.

PERSONAL EVENT WEEKEND PACKAGE RATES

Available for events such as: Birthday Parties, Reunions, Showers, etc.

For WEDDING PACKAGES, please see below.

5 hour minimum

\$550 flat fee for 1-5 hours

Additional Hours

\$50/hr @add'l hour

Includes:

- Hub Community Room and Embody Workshop
- Basic kitchen use and cleaning assistance fee
- All other amenities are additional, per our published rates.

FULL WEEKEND PACKAGE

Two day minimum, 8-5pm

- 20% off the above rates for day-only use (until 5pm). Overnight storage is NOT included, but can be arranged.
- Special pricing for full weekend use (2-3 days, including evenings) will be negotiated on a case by case basis.

WHOLE BUILDING, FULL-DAY PACKAGE

Available Friday after 6pm, Saturday and/or Sunday. Other days may be negotiated.

Single Day \$1500

Saturday & Sunday \$2500

Friday evening, Saturday & Sunday \$3000

Includes:

- The Hub Community Room (Patio, weather permitting), the Embody Workshop, and the Front Room
- All-inclusive kitchen use and cleaning assistance fee
- For multi-day events, the overnight fee to leave your room set up at the end of the day is included.
- All other amenities are additional, per our published rates.

The Living Room \$250/day

- Is available as an add-on private space for consultations, small meetings, or bodywork sessions.

WEDDING PACKAGES

WEDDING CEREMONIES (up to 3 hours, includes set-up/clean-up, additional hours \$50/hr)

40-90 people attending	\$450
Fewer than 40 people attending	\$300

Includes:

- Hub Community Room (and Patio, weather permitting)
- Cleaning assistance fee
- Kitchen use and all other amenities are additional, per our published rates.

WEDDING RECEPTIONS (up to 6 hours, includes set-up/clean-up, additional hours \$50/hr)

40-60 people attending	\$1000
Fewer than 40 people attending	\$800

Includes:

- Hub Community Room and Embody Workshop (and Patio, weather permitting)
- All-inclusive kitchen use and cleaning assistance fee
- All other amenities are additional, per our published rates.

WEDDING CEREMONY & RECEPTION (up to 8 hours, includes set-up/clean-up, add'l hours \$50/hr)

40-60 seated at tables, or up to 90 people if not at tables	\$1200
Fewer than 40 people attending	\$1000

Includes:

Hub Community Room and Embody Workshop (and Patio, weather permitting)

- Hub Community Room and Embody Workshop (and Patio, weather permitting)
- All-inclusive kitchen use and cleaning assistance fee
- All other amenities are additional, per our published rates.

For Wedding Packages, a down payment of 50% is required to reserve the space. The remaining 50% balance is due two (2) months prior to your event date. Our cancellation policy applies to the *entire* cost, not just the first payment.

KITCHEN USE

If your event includes any food or beverages for your guests, there will be a kitchen charge.

Basic Kitchen Use only includes use of countertop and table, stove, oven, microwave, refrigerator, hot water kettle and purified water (small filter faucet on right side of sink).

- Up to two hours of use (including setup/cleanup) - \$35/day, Multiple-Day events: \$20/added day
- 2+ hours of use (including setup/cleanup) - \$50/day, Multiple-Day events: \$25/added day

All-inclusive Kitchen Use Covers all the above plus: place settings and silverware (up to 25 complete sets), glassware and mugs/cups, serving utensils, serving ware, flower vases, cloth kitchen towels.

Tablecloths are an additional fee.

- \$100/day, Multiple-Day events: additional days: \$50/day

A LA CARTE KITCHEN AMENITIES

Table Linens - \$5 ea

Cloth Napkins - \$1 ea

Place Settings - \$5 ea (if adding to the basic use, no charge if you have paid for all-inclusive use)

- Includes: dinner plate, bread plate, soup/salad bowl, water glass, stemless wine glass, flatware, cloth napkins

Water Pitcher and 15 cups (we have filtered water) - \$5/day

Coffee Maker - \$15/day, includes up to 25 mugs.

- Please bring your own coffee and/or tea to consume.

LED Candles:

- \$5/ 12 tealights/day
- \$1 larger candle/day

MEETING / AV EQUIPMENT

Comprehensive Meeting/AV Equipment Package includes all items listed below

- \$50/day, Multiple-Day events: additional days: \$25/day

Projector and Screen - \$35/day, includes a portable small table that can hold the projector and a computer

Microphone and Bluetooth Speaker - \$10/day

Whiteboard and Markers - \$10/day

Easels - \$5 each/day (available: 4 metal, adjustable easels, 12 wooden art-display easels)

ART HANGING SYSTEM

A customized wall-mounted rail and rod system is available in the HUB.

- \$50/event up to 5 days, additional days: \$10/day

Art display in other spaces may be available with prior agreement and customized cost.

CLEANING ASSISTANCE FEE

required for all events

Small groups: up to 10 people - \$20/event

Medium groups: 11-40 people - \$40/event

Large groups: above 40 people - \$80/event

RESERVATION CONFIRMATION & DEPOSITS

The Security/Damage Deposit is requested for each event or event series and is intended to assure that you observe and comply with our guidelines and policies. It will be used to cover any expenses that result from failure to do so and/or damage to Threshold property. In addition future room use privileges may be revoked at our discretion.

STEPS TO COMPLETE YOUR RESERVATION

Finalizing the scheduling of your event at Threshold *requires ALL the following:*

1. Payment in full. We will send you an invoice from our QuickBooks service which you can pay by credit or debit card, or send in a check.
 - If your event is more than 4 months away, and is over \$500.00 you may pay in two installments: ½ paid immediately, the balance is due 2 months in advance.
2. A signed copy of the [User Agreement](#) form.
3. A signed copy of the [Security/Damage Deposit](#) form.

Thank you for having all your items completed in a timely manner.

GENERAL INFORMATION ABOUT RESERVATIONS

- We hold reservation requests that have not been finalized for up to five (5) business days. If we receive another request within those 5 days, for the same date/time you requested, we will notify you. Should this occur, you will have 24 hours to finalize your rental request, otherwise it will be released.
- Additional time beyond what had been reserved can be added at the beginning or end of your event, by request and only with our agreement, as other scheduled events may prohibit the addition of time. If the additional hour/s are available, payment in full for that additional time is required before we can extend the time-frame of your event.
- Reservations will be accepted no more than 18 months prior to event date.
- Threshold will supply a W-9 upon request.
- We reserve the right to decline any rental request when we feel it is not a good match for Threshold.

SECURITY / DAMAGE DEPOSIT DETAILS

- Security/Damage Deposits will be used if there is damage to the Threshold facility or property, items are missing, or the agreed upon timeframe of your rental is exceeded. The security/damage deposit is *NOT* intended for, nor will it be used toward the payment of original room-use fees.
- The amount of the Security/Damage Deposit is dependent on the total rental fee, with a minimum of \$200. Security/Damage Deposits made be made in the form of a debit/credit card authorization form or as a separate check.
- Security/Damage Deposit authorization forms and checks will be voided and securely shredded no later than 21 days after the event. If the security/damage deposit is charged, you will be notified with an itemized list of deductions.

CANCELLATIONS

- A \$30 non-refundable processing fee applies to all cancellations.
- Any cancellations made after the renter has been invoiced will be subject to a \$30.00 processing fee.
- Finalized reservations canceled fewer than 14 days prior to the event date will result in forfeiture of all rental fees.
- Finalized reservations canceled between 14 and 60 days of the event date will result in forfeiture of 50% of the entire rental fee, plus the \$30.00 processing fee.
- Finalized reservations canceled more than 60 days prior to the event will be fully refunded, minus the \$30.00 processing fee.