



EVENT FACILITY USE GUIDELINES

Threshold is a carefully curated and tended space designed to offer a sense of well-being. We offer you our best we can so you can have the most fulfilling experience at Threshold. Much care is put into keeping spaces clean, accessible, and welcoming. The building is a multiple-use facility that includes co-working, tenants, and other events. We appreciate everyone's consideration and respect for all those sharing the space. We invite you to see yourself as a partner in making this space as useful and comfortable to others as you would like it for your own event. We ask that you carefully read the rules and guidelines that we have put into place and abide by them to insure that all goes well for everyone.

EVENT SPACES

The HUB Community Room (1000 sq ft)

Capacity: 100 in chairs lecture-style, Up to 60 seated at tables.
Hours: When building is open (see below)

EMBODY Workshop (400 sq ft)

Capacity: 40 in chairs lecture-style, up to 20 seated at tables.
Hours: When building is open (see below)

The FRONT ROOM (345 sq ft)

Capacity: 30 in chairs lecture-style, 20 seated at tables.
Hours: 6pm-closing (see below)

BUILDING AND 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

USE of EVENT SPACES GENERAL NOTES

See our Event Space Description & Rental Rates document for detailed instructions for space rental procedures.

- A staff member will welcome and orient you to the space & be on site or on call for the duration of the event.
- There must be a designated contact person for the duration of the event who will be held responsible for the conduct of the guests.
- Events must begin and end at the times designated in the reservation, or fees may be incurred. (Extra staff time that is needed is charged at \$50/hr.)
- During your event, use is restricted to the spaces you have rented for your event, not the whole building. Please refrain from entering other spaces and do not use the hallways to gather, as others may be occupying different rooms.

PARKING

- Threshold has no dedicated parking lot.
- Ample street parking is available directly on Atwood Avenue and along nearby neighborhood side streets.
- The only restriction for Atwood parking M-F is 4-5:30pm on our side of the street and 7-8:30am on the opposite side.
- Parking in the driveway along our building can be used for loading and unloading and is offered, with permission, to people with mobility limitations.
- We can pursue potential arrangements with local establishments for limited parking at their locations.

FOOD AND DRINK

- Events with food or beverages require that the Service Kitchen be rented.
- Threshold users are allowed to bring in food or hire any local caterer.
- Threshold does not have a dedicated caterer, and we can assist you with a list of recommendations.
- Caterers must also understand and abide by Threshold's Facility Use Guidelines.
- Upon request we can supply a list of our preferred caterers and vendors.
- It is the event's designated host's responsibility to adhere to food safety standards. Threshold is not liable for food-borne illnesses contracted at events.
- Consumption of alcohol is allowed, as long as it is not being sold to the public. If your event will be selling alcohol, event hosts are required to hire the services of a bartender or caterer with a valid liquor license a copy of which shall be provided to Threshold at least one week prior to your event.
- Guests drinking alcohol must be over the age of 21. Responsible alcohol consumption is expected, and the renter is responsible for making sure guests are consuming alcohol safely.
- Table coverings must be used for any event involving food/drink, art activities, or any other activity that may stain or damage tables.
- We offer mats to insulate our table tops that you may use. Please request if you or your caterer will need them.

KITCHEN USE & AMENITIES

- The Service Kitchen is conveniently located next to the Hub Community Room.
- The Threshold Kitchen is not a commercial kitchen, however it is a spacious, well-designed and well-equipped kitchen for all your event needs: staging, storing, warming, chilling, and serving prepared foods.
- Please respect kitchen wares as they are the personal property of Threshold.
- *Kitchen rental is required* if you are bringing in food/beverages or using a caterer.
- The kitchen offers a large fridge, a stove/oven, large microwave, purified water and plenty of counter space for food prep and staging.
- Our Kitchen can be used in two ways:
 - 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).
 - All-inclusive Kitchen Use includes 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.
- Note: Basic Kitchen Users are required to bring in everything they need and are not allowed to use any of the all-inclusive kitchen provisions. Use of Threshold kitchen wares, without rental, will result in a charge against your damage deposit.
- Overnight storage of food is only allowed with permission.

- Countertops and kitchen table are sensitive to heat. Use of mats (we can provide) trivets or hot pads under hot plates, slow cookers, or dishes of hot food is required.
- Amenities: Coffee-maker & mugs (up to 25), tablecloths and cloth napkins (in assorted colors) are available for rent. Please bring your own coffee and/or tea to consume.

USE of the PATIO

The outdoor patio can be used by events that rent the HUB Community Room. When the HUB is not in use the patio can be used by events using other spaces only by permission.

- The Patio is NOT available if it is raining, excessively hot or cold, or there is snow on the ground.
- Patio doors are NOT to be propped open - to avoid energy loss and prevent bugs from entering the building.
- Two metal tables and eight metal chairs, along with three benches, are available for outdoor seating.
- No indoor furniture can be taken out to the patio.
- Outdoor lighting can be turned on by plugging in the cord into an outlet in the back of the external HUB wall.
- Please take care not to harm plants in the garden and boxes.
- Please take down umbrellas if you opened them.
- The fire pit is not available for use.
- Please keep noise levels down as neighbors are close by.

FURNISHINGS

Setup by staff as requested is included in event rental cost.

- 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.

MUSIC

In consideration of our neighbors, all amplified music must end by:

- 11:00 PM on Friday and Saturday • 10:00 PM Sunday - Thursday

DECORATIONS

- The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any surface. Painters tape is the *ONLY* kind of tape allowed.
- The use of smoke/fog machines, confetti, glitter, sequins, or tinsel is prohibited.
- Traditional candles are not permitted. Battery operated LED candles are acceptable, and can be rented from Threshold.
- We have stepstool and an extension ladder that are available for your use by request.
- NO LIVE FIRE is allowed in, or around the building.

MEETING/AV EQUIPMENT

Screen will be put up and taken down by Threshold staff.

- When you use the projector, do *not* turn it off before it cools down. Once cool, be sure to turn it off.
- We have cords and surge protectors. Please make sure to take your own if you brought any, and do not take ours, which are labelled.

STORAGE

- Threshold has VERY limited storage space.
- Event supplies can only be brought at your scheduled set-up time and must be removed by the end of your clean-up time.
- If you need to store food and/or other items before or after your scheduled event time please speak to us to make special arrangements. We will do our best to accommodate you, and additional charges may apply.
- For multiple day events that might require overnight storage, the same applies.

NO SMOKING

Smoking is not allowed in the building, on the patio, or within 30 feet of the exterior walls of the building.

CHILDREN AT THRESHOLD

We want to be as family-friendly as possible and ask that if children and youth take part in your event, they be supervised at all times by an adult.

ANIMALS AT THRESHOLD

Licensed service animals are welcome to be in the space with their owners. Pets are not allowed in the building.

CLEANING

- Threshold expects all facility users to leave the spaces in a clean and orderly condition.
- All events serving food require a cleaning fee. The amount is based on the size of the event.
- Threshold requires you to remove all your personal belongings and decorations after an event.
- You may incur charges if extra cleaning is required beyond reasonable expectations.
- Supplies available in storage closet off the HUB:
 - Vacuum cleaner
 - Brooms & Dustbins
 - Mops & buckets
 - Sponges, rags, cleaning sprays

SECURITY/DAMAGE DEPOSIT

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.

CANCELLATIONS

- A \$30 non-refundable processing fee applies to all cancellations made after an invoice has been issued.
- 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.

EVERYONE WELCOME

Threshold is an inclusive gathering place that offers hospitality and respect to everyone. We welcome and celebrate diversity. People of all cultures, ethnicities, ages, gender identities, races, faith traditions, abilities, and perspectives are embraced with kindness here. We are committed to building and growing a dynamic culture of creativity in which variety is an enriching experience. We look forward to seeing you step over the Threshold and join us in building a strong fabric of connection and discovery.



THRESHOLD

EVENT FACILITY USE AGREEMENT

Please initial or check each line item and sign below. Thank you.

If printing to fill out and sign, please use [this single page](#).

___ I have read and agree to abide by Threshold's Event Facility Use Guidelines.

DISCLAIMER

___ Threshold is not responsible for loss, theft or damage to personal property. Any items left after an event will be placed in lost and found for one week, and then be donated or disposed of off-site.

INCLEMENT WEATHER

___ In the event of inclement weather, Threshold reserves the right to close the building and re-schedule events on a case-by-case basis.

USER AGREEMENT

Please return a signed copy of this page of this agreement page with your room use confirmation and payment. Keep a copy for your reference. You will be notified if Guidelines change. Threshold reserves the right to end any event or facility use if these guidelines are not followed.

Facility User Name (please print) _____

Facility User Signature _____ Date _____

This signed agreement will be valid and kept on file for 1 year from the date of signature.
Thank you. We are delighted to have your event at Threshold!

A Place for Community, Creativity, & Well-Being
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