

Conference Center Services and Equipment Rate Schedule



Rates last updated November 1, 2009. Prices subject to change.

University of Wisconsin-Extension
Conference Center Rates

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1. Rates for Meeting Spaces and support materials

Generally, with the exception of certain special purpose rooms listed below, **there is no charge** for the use of ECC meeting rooms, distance education rooms, auditorium, or dining rooms. However, charges generally do apply for catering services, audiovisual support, special set-ups, and teleconferencing. In some cases, cancellation fees may be assessed.

Usage charges for special purpose rooms:

Lounges and Reception Areas

- Alumni Lounge at The Pyle Center: \$300 per function or \$450 all day
- AT&T Lounge at The Pyle Center: \$200 per function or \$300 all day
- Robert P. Lee Lounge at The Pyle Center: \$200 per function or \$300 all day
- Rooftop Terrace at The Pyle Center: \$400 per function*
- Main Dining Room at The Lowell Center: \$ Fees vary.

Note: All fees for the above lounges and reception areas are nonrefundable and must be pre-paid prior to the event in order to guarantee the space. If your group is assigned to one of the above lounge spaces for a lunch or break, there will be no charge to the group.

**Rooftop Terrace Rain Check Policy:*

Even though we'd like to guarantee perfect weather, there are times when conditions beyond our control make it necessary to move an event indoors. But that doesn't mean you've missed the opportunity to experience the Rooftop Terrace when the weather is beautiful. Should your event need to be relocated due to inclement weather, we have a rain check policy that allows you to re-book another event on the Rooftop Terrace at no charge, given that it is held before the season ends the year following your original event.

Small groups or programs with restricted budgets may use the reception areas located on the second and third floor of The Pyle Center, the lower-level dining rooms in The Pyle Center, and the lounges at The Lowell Center at no charge—although a special-event charge may be assessed in certain situations.

Computer Lab (Room 209 at The Pyle Center)

- 20 computers, plus instructor's console:
Half day \$360, Full day \$720, Evening \$360
- Each additional computer (up to 10 computers):
Half day \$18, Full day \$36, Evening \$18
- UW Staff Training (up to 20 computers):
Half day \$180, Full day \$360, Evening \$180

Computer Lab Cancellation Charges

Cancellations due to low enrollment will not be charged (24 hour advance notice required). For cancellations for any other reasons, the following charges will apply:

- 0-30 days in advance notice: \$360
- 31-120 days in advance notice: \$180
- 121+ days in advance notice: No Charge

Distance Education Room 235 (The Pyle Center)

- \$200 presentation package required to reserve this space.

Meeting Room Set-Up Charges

Our goal is to be as flexible as possible when accommodating meeting room set-up requests. We are generally able to offer a variety of possibilities—e.g., classroom or workshop, lecture, U-shape, herringbone, hollow-square, circle, etc. In some cases, however, rooms are more permanently configured in what we consider “standard” and optimum for the particular space. Still other rooms may have fixed-furniture arrangements that can’t be modified at all.

Typically, there is no charge to the customer for initial room set up. However, when a group requests something drastically different from the “permanent standard”, or they want to make a major mid-day change in room set-up—a re-set fee may apply. For further details, please call the ECC Scheduling Department at (608) 262-0881.

Charges for conference room support materials

Tables, chairs and filtered water are provided at no charge.

Additional items listed below, are charged on *per room/per day* basis:

- Standard flip chart: \$15 for first; \$10 for each additional (see also special packages)
- Post-IT Note flip chart \$25 each (special order)
- Poster boards 4' x 6': \$20.00 each
- Floor podium: \$25 each
- Table lectern: \$10 each
- Easel: \$10 each
- Registration table (only for non-registered groups): \$10 each
- Clothed and skirted speaker table: \$20.00 each
- Exhibit/Display table: \$ 20.00 each
- Sales table: \$50.00 each

2. Rates for Multimedia Services

Costs for A/V Equipment and Support, Distance Learning Services and other Instructional Communication and Multimedia Services vary according to the type of work, schedule, location, and other factors. For details please refer to the price list at: <http://www.uwex.edu/ics/ims/rates.htm>.

3. Catering and Food Services Rates

The UW-Extension Conference Centers offers a full array of food and beverages for meals, receptions, and breaks. Our catering menu is designed to please every palate and includes options to suit every budget. For governmental groups that qualify, we offer many choices that are priced to meet the per-diem rates for travel costs. Descriptions and pricing for all our food and catering services and policies, **including details about our special packages** designed to simplify conference planning, are provided in the ECC Full Catering Menu and Polices online at: www.conferencing.uwex.edu/catering/cateringmenu.pdf

Please remember: No food or beverages may be carried into or out of UW Extension Conference Centers. If food or beverage is brought into the facility, the program will be charged for the amount of food/beverage brought in.

4. Lodging Rates

The Lowell Center Guest Rooms

The Lowell Center has 81 overnight guest rooms. Guests may have the choice of rooms with two European double beds or one queen bed. One 2-room suite is available for longer stays. All rooms are non-smoking. Overnight guests receive complimentary continental breakfast and parking (one car per guest room). Swimming pool, sauna, and exercise rooms are available.

***Overnight Room Rates:**

Single occupancy: \$89.00 per night

Double occupancy: \$99.00 per night

Note: *Rates increase* on special weekends and during special events such as UW Parents' Weekends, Commencement, etc. Please check with Front Desk staff for rates and availability of suites. * *Prices subject to change.*

State Per-Diem Room Rates (for qualified individuals/groups):

Single occupancy: \$70.00 per night

Double occupancy: \$80.00 per night

Overnight room reservations may be made by calling (866) 301-1753 or on-line at http://www.conferencing.uwex.edu/lodging_reservations.cfm.

Payment may be made in cash, or by personal check, MasterCard, VISA, Discover, or American Express.

5. Parking Rates

Reserved Parking

Conference participants attending events at The Pyle Center, The Lowell Center, and certain other campus locations may apply for reserved parking by submitting a Reserved Parking Request Form. Enrollees of programs handled by ECC Registrations Department will receive a request form along with their program confirmation. Program coordinators of small groups not registered by ECC Registrations Department may also wish to send parking reservation cards to participants. Otherwise, request forms are available by calling the Front Desk of The Pyle Center at (608) 262-1122, or online at www.conferencing.uwex.edu/parking.pdf.

Reserved Parking Request Forms should be completed and returned with payment at least ten (10) days before the event. Upon receipt by ECC, a parking permit will be mailed to the enrollee.

Public Parking

Several parking garages, surface lots, and on-street parking spaces are located within a short walk of the UW-Extension Conference Centers. Most city and campus lots operate on a first-come, first-served basis, but some have limited visitor permits (see Reserved Parking below). Garages may be either metered or gated with attendants. Rates are generally 1.10 per hour. Rates for parking meters on the street also vary, but are generally \$0.25 per 15 minutes. Many meters have a two-hour limit. Public parking on campus is operated by the UW. For details, please visit: http://conferencing.uwex.edu/location_park.cfm.

Parking for Our Overnight Guests

Overnight guests staying at The Lowell Center may receive complimentary parking (one car per guest room) upon request. Parking needs should be indicated when making room reservations.

Parking for Persons with Disabilities

Generally, drivers with State of Wisconsin disabled permits or DIS and VET plates may park in the disabled parking stalls near the conference centers (unless signs indicate UW disabled permits are required) and at the meters (if over 30 minutes) without paying an additional fee. Customers with special needs are encouraged to contact their program coordinator to make arrangements.

6. Rates for Registration Services

The Extension Conference Centers offer registration services to conference planners and participants. Basic and Optional Registration Services are provided for a fee. The Basic Registration Service rate is **\$16.50 per person** and includes:

- Receive registrations, provide information, answer questions, and act as liaison between participants and departments
- Provide data entry of program information and enrollments
- Mail confirmations, inserting parking and other information (up to 1 oz.) as requested
- Process credit card payments with MasterCard, VISA, or American Express
- Deposit all conference fee payments into the appropriate University account
- Process cancellations and refunds
- Telephone registrants regarding cancelled programs
- Provide enrollment management by maintaining waiting lists for filled programs
- Include on-site registration services to check-in registrants, verify registration information, and distribute classroom materials in any of our three Conference Centers plus the UW Memorial Union and the Wisconsin Historical Society
- Provide service up to one hour without additional charge between 7:45 a.m., and 4:30 p.m., Monday through Friday. Some limitations might be necessary due to staff availability. An additional fee for overtime registration service is charged by the hour.
- Update roster data (substitutions, corrections, etc.)
- Provide name tags including pin-on badge holders
- Provide one roster per person for up to 100 attendees
- Provide completion reports for CEUs to be distributed by the planner at end of each program
- Process computerized closing report
- Generate invoices for any attendees with a balance due

Rates for Optional Registration Services include an additional fee to the Basic rate. Those rates will vary depending on the selected optional services. For questions or details concerning our Registration Services, please contact Anne Howaniek, Registration and Student Records Manager, at (608) 262-6696, or anne.howaniek@ecc.uwex.edu.

7. Rates for Contracted Conference, Meeting and Event Planning Services:

UW-Extension Conference Centers has hosted continuing education and professional development events for nearly 50 years. We provide not only the space needed to produce successful events, we also offer comprehensive conference planning services for events of all sizes held either within or outside of our own facilities.

Services range from initial conceptualization through coordination and implementation of all matters including website design/management, budgeting, contracts, registrations, space rental, equipment, media services, travel & guest room arrangements, catering, printing, promotions, transportation, and more.

Fees vary for conference planning services depend on the size, nature, and duration of the event. For more information, please contact:

Patti Thompson, Conference Planning Manager
The Pyle Center
702 Langdon Street
Madison, WI 53706
Phone: (608) 262-5514
E-mail: patti.thompson@ecc.uwex.edu.

For more information, please contact:

The University of Wisconsin-Extension Conference
Centers Scheduling Department
(608) 262-0881

Or visit:

www.conferencing.uwex.edu