



## CMC Fitchburg Facility Rental Policies

Location: 5256 Verona Rd., Fitchburg, WI

### Building Purpose & Use

CMC Fitchburg (CMCF) is a subsidiary of the Catholic Multicultural Center and is the primary location of the Culinary Creations Catering (CCC) foodservice employment training program. Culinary Creations Catering is a social enterprise that trains individuals with barriers to employment to gain the skills for successful employment in food service or other customer service industries. It is therefore the sole food and catering provider for all events held in the facility.

### Hours of Operation

CMCF is available to the public for rental Tuesday – Sunday, 7am – 10pm. With approval, events may be held past 10pm at an additional cost (see Facility Rental Rates).

### Minimum & Maximum Capacity

CMCF is able to host events for 50 – 200 people in the *Banquet Hall*. We can also host smaller meetings between 5 – 20 people in our *Conference Room*.

### Facility Rental Rates

	Banquet Hall	Conference Room
<b>Weekdays before 5pm</b>		
Tuesday-Friday half days (1-4 hours):	\$250	\$50
Tuesday-Friday full days (4-8 hours):	\$500	\$85
<b>Weekday Evenings</b>		
Tuesday-Thursday evenings 5-9pm:	\$350	\$75
Fridays 5 – 10pm:	\$500	\$100
<b>Weekends</b>		
Half day (1 – 4 hours) before 5pm:	\$350	\$75
Full day (5 – 8 hours) before 5pm:	\$500	\$100
Saturday/Sunday evenings 5-10pm:	\$500	\$100
<b>Extended Hours</b>		
All events must conclude by midnight. No exceptions.	\$100/hour	\$50/hour

## Rental Discounts

- ◆ Diocese of Madison and Catholic parish events will receive a 50% discount on facility rental fees.
- ◆ Other nonprofit organizations (501(c)3) and community organizations serving the local area near the facility will receive a 20% discount on facility rental fees.
- ◆ For events with food orders that meet or exceed the facility rental fee, the facility rental fee will be reduced by 50%.

Discounts do not apply to food and catering costs.

## Catering Policies

Menus for all occasions are available. Food orders must be placed and confirmed 30 days prior to events with 100+ attendees; 14 days prior for 50 – 99 attendees, and 7 days prior for events below 50.

Food orders must be placed and confirmed in writing. Customers can place an order in one of three manners:

1. CCC website: [cmcmadison.org/catering-order](http://cmcmadison.org/catering-order)
2. Email to Catering Manager: [tom@cmcmadison.org](mailto:tom@cmcmadison.org)
3. Completing a food order form during meeting with Catering Manager

Please see Culinary Creations Catering Service document for more information.

## Payments

A 50% deposit must be received within 7 business days of an event being scheduled in order to confirm and maintain the reservation. Full payment is due on the day of the event. An invoice for all services rendered will be provided. Payments can be made to the Catholic Multicultural Center either by check or credit card.

## Cancellations

Cancellations by the sponsor more than 30 days before the scheduled event will receive 100% return of the deposit. Cancellations between 15 – 30 days before the event will receive 50% of deposit. Events cancelled within 2 weeks of the event will forfeit the deposit.

## Guest Info & Policies

**No Smoking:** CMCF is a smoke free facility. For the health of all guests, guests choosing to smoke outdoors are asked to refrain from doing so near entrance doorways. All cigarette butts and smoking related remnants must be disposed of in the proper receptacles.

**Parking Lot:** Guests must only park in marked parking stalls. The stalls near the kitchen door are reserved for kitchen staff and catering van. No beverages from event are allowed to be consumed in the parking lot.

**Outside Food or Beverages:** All food and beverages served during an event must be purchased through our Culinary Creations Catering. Exceptions may be made for culturally relevant foods, but

approval must be obtained prior to the event. A \$150 fee will be charged if outside food or beverages are distributed without approval.

**Decorations:** Only approved decorations are allowed in the facility. (Please ask facility manager for list of approved decorations.) No glitter, confetti, or other loose materials are allowed to be spread on tables or floors. Decorations may not be nailed, pinned, or likewise fastened directly to walls or ceiling. Only tape provided by the facility will be allowed for hanging decorations. Please inform facility manager if hanging decorations is necessary.

**Clean Up:** Event sponsors are responsible for ensuring the hall is left in a reasonable condition. Trash and recyclables should be deposited in the appropriate receptacles. All materials and items brought into the facility for the event should be removed. If the facility is left damaged or in a disorderly condition, future use of the facility by responsible party or organization will be restricted or denied.

**Personal Property:** The CMCF is not responsible for lost or stolen items of guests or attendees of events held in the facility. If CMCF staff should find an item of value left after an event, we will contact the sponsor and it will be the sponsor's responsibility to make arrangements for the reclamation of the item(s). Such items not claimed after 30 days will be disposed.

**Liability:** Sponsor/Renter agrees to indemnify and hold the CMC and Our Lady Queen of Peace Parish, its employees, volunteers, officers and insurers harmless from any and all damages to persons or property arising from the negligent or willful acts of the sponsor's guests, agents, employees and contractors.