



# CMC Fitchburg

## Facility Rental Policies

Location: 5256 Verona Rd., Fitchburg, WI

Phone: 608-278-1615

### 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 Monday – Saturday, 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 30 – 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

### Weekends

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

### **Extended Hours**

All events must conclude by midnight. \$100/hour \$50/hour  
 No exceptions.

## 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 for the Banquet Hall, the facility rental fee will be waived. For the Conference Room, a food order of \$100 will waive the facility fee.
- ❖ 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. Menus can be viewed on our website. Customers can place an order in one of three manners:

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

## Payments

A security deposit of \$150.00 for the rental of the Banquet Hall must be received within 7 business days of an event being scheduled in order to confirm and maintain the reservation. (No security deposit is necessary for rental of Conference Room.) Assuming no rule violations or damage to the facility, the deposit will be credited to the final bill. A final invoice will be sent after the event and must be paid within 30 days to avoid a \$15 late fee.

In the event of damage to the property or rule violations (please see Guest Info & Policies), the security deposit will be forfeited and the responsible party will be billed for any cleaning or repairs that exceed the security deposit amount.

## Cancellations

Cancellations by the sponsor more than 14 days before the scheduled event will receive 100% return of the security deposit. Cancellations between 8 – 14 days before the event will receive 50% of deposit. Events cancelled within 1 week of the event will forfeit the deposit.

## Guest Info & Policies

**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. The security deposit will be forfeited if this policy is not followed.

**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 directly in front of 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.

**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, the security deposit will be forfeited and 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 of or donated.

**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.

Updated: 3/18/2019