



WISCONSIN INSTITUTE FOR LAW  
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330 E. Kilbourn Ave., Suite 725,  
Milwaukee, WI 53202-3141  
414-727-WILL  
Fax 414-727-6385  
www.will-law.org



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Tel: 303.292.2021

March 8, 2024

Chancellor Jennifer Mnookin  
Interim Chief Brent Plisch  
Dean Christina Olstad  
Vice Chancellor Nancy Lynch  
Event Coordinator Kyle Nachtigall  
University of Wisconsin-Madison  
Madison, WI 53706

*Re: Upcoming Event on March 13, 2024 – Michael Knowles at Wisconsin Union*

Chancellor Mnookin, Chief Plisch, Dean Olstad, Vice Chancellor Lynch, and Mr. Nachtigall:

We represent the student organization Young Americans for Freedom (YAF), which is the Wisconsin chapter of Young America's Foundation. YAF educates students, provides educational and social opportunities, and promotes traditional conservative values. Among other things, YAF invites world-class conservative speakers to UW-Madison. For example, YAF has recently hosted nationally known speakers Ben Shapiro and Matt Walsh.

On March 13, 2024, YAF will host Daily Wire commentator and author Michael Knowles. In preparation for this event, UW's Wisconsin Union sent a confirmation memorandum detailing the location of the event and the costs. As expected, UW will charge YAF for stage setup and table skirting, which are ordinary costs. YAF has paid these in the past, and will of course pay for these reasonable costs.

Unfortunately, UW is also attempting to add costs for "security." These costs are both unusual and extraordinary. According to the confirmation memorandum, UW will charge YAF the amounts of \$1,874.04 for six police officers, \$442.84 for one police supervisor, \$433.73 for "CSC Personnel," \$600 for a metal detector, \$106 for a

security guard supervisor, \$97.08 for four more security guards, and \$101.20 for “miscellaneous personnel.” Incredibly, UW even purports to charge YAF (a non-profit student organization) \$223.84 in “sales tax” for these security services.<sup>1</sup>

In total, UW claims that YAF owes \$4,271.17 for security services at the upcoming Knowles event. These charges are unlawful, and YAF will not pay them. Please confirm your understanding of this as soon as possible, and that YAF’s Knowles event will nevertheless proceed, to avoid further legal action. If you decline to do so, we outline below why UW and its personnel will be liable for injunctive relief and monetary damages.

First, UW has never charged YAF for security before, and this event presents no unusual or unique circumstances. On November 6, 2023, for instance, YAF hosted Ben Shapiro. For that event, UW charged YAF only for theater equipment, a stagehand, a house manager, and four ushers. The invoice dated November 11, 2023, specifically indicated that UW would not charge YAF for any security fees. For the Matt Walsh event on October 24, 2022, the confirmation memorandum contained a line item for one security guard, but also included over \$480 in discounts, thereby eliminating any charge for security. In short, UW’s insistence that YAF pay \$4,271.17 in security costs is unprecedented.

Second, UW hosts multiple leftwing speakers—some of whom are very controversial—but there is no indication that UW has ever charged security fees for these events. On February 17, 2022, UW [hosted](#) Chelsea Manning, who was convicted of twenty federal crimes for leaking 750,000 classified documents—including sensitive battlefield reports—to WikiLeaks. There is no indication that UW charged for security. On October 28, 2022, UW hosted Sen. Elizabeth Warren, who was campaigning for Democratic candidates and, according to the [Daily Cardinal](#), speaking with “hundreds of students.” Again, there is no indication that anyone was charged for security. And finally, according to WILL’s own public records requests, UW-Madison did not charge controversial author Nikole Hannah-Jones (author of the historically inaccurate 1619 Project) for security in 2022—in fact, UW-Madison actually *paid* her \$55,000.

Third, for the Knowles event, UW is relying on a subjective “risk assessment worksheet” prepared by UW staff. We were unable to find any UW policy or regulation tying the imposition of security costs to the so-called “estimated risk points.” The UW assessment cites no state law or regulation.<sup>2</sup> Moreover, UW’s assessment of Mr. Knowles as a security risk is based on vague and subjective

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<sup>1</sup> Given this obvious error, we strongly urge UW to consult with the Wisconsin Department of Revenue on when to collect sales taxes under state law.

<sup>2</sup> In fact, UW’s imposition of the standards in this risk assessment, and their adoption of them, appear to clumsily rely on unpromulgated regulations, in violation of Wis. Stat. ch. 227.

standards, such as whether his presence poses “significant security/safety problems,” or if there have been “significant problems at performers’ recent performances at other venues.” The UW assessment did not document any of these “problems.” Perhaps UW is attributing to Knowles the vandalism that occurred at the October 2022 Matt Walsh event. After that event, UWPD obtained video footage of individuals vandalizing public property. Yet UW has chosen not to prosecute or otherwise punish the perpetrators, and UWPD has refused to release public records related to the incident to YAF. It would be truly unjust if YAF were charged for security for its events because UW has adopted a policy of looking the other way—and thereby encouraging—leftwing violence and vandalism.

All of these issues raise significant constitutional concerns. UW’s unwritten policy that it sometimes charges (and sometimes does not charge) for security costs is unconstitutionally vague. Policies must have clear guidelines, be narrowly drawn and reasonable, and contain definite standards. Whatever UW’s policy is, it does not meet any of these standards. *See generally Forsyth Cnty. v. Nationalist Movement*, 505 U.S. 123, 131–33 (1992). Moreover, nothing in UW’s unwritten policies demonstrates compliance with its legal duty to prevent school officials “from encouraging some views and discouraging others through the arbitrary application of fees.” *Id.* at 133. This fact alone dooms UW’s policy here. “The success of a facial challenge on the grounds that an ordinance delegates overly broad discretion to the decisionmaker rests not on whether the administrator has exercised his discretion in a content-based manner, but whether there is anything in the ordinance preventing him from doing so.” *Id.* at 133, n.10.

In fact, UW apparently believes that Knowles’s speech presents more of a security concern exactly because of the *content* of his speech, and the public reaction to that speech. But a policy like UW’s is invalid if it “ties the amount of the fee to the content of the speech.” *Id.* at 137. Not only is this a content-based restriction, which is unconstitutional, but it amounts to a shameful heckler’s veto. Government actors cannot charge speakers or groups more merely because the content of their speech “may require more police protection than less controversial speech.” *Cent. Fla. Nuclear Freeze Campaign v. Walsh*, 774 F.2d 1515, 1525 (11th Cir. 1985). Moreover, the First Amendment is violated when speech is regulated based on the “expected reaction of the applicant’s audience.” *Matal v. Tam*, 582 U.S. 218, 249 (2017) (Kennedy, J., concurring).

Importantly, because UW has apparently charged only conservative speakers, and not leftwing speakers, this also presents the serious issue of unconstitutional viewpoint discrimination. “[T]he First Amendment forbids the government to regulate speech in ways that favor some viewpoints or ideas at the expense of others.” *Members of City Council v. Taxpayers for Vincent*, 466 U.S. 789, 804 (1984). Here, UW’s security costs unconstitutionally infringe on the freedom of speech.

As you likely know, universities have repeatedly been sued, and lost, based on conduct just like this. *See, e.g., Coll. Republicans of the Univ. of Wash. v. Cauce*, No. C18-189-MJP, 2018 WL 804497, at \*2 (W.D. Wash. Feb. 9, 2018) (enjoining enforcement of security fee policy that did not require administrators to rely on objective factors, and instead allowed administrators to consider the public reaction to speech). The University of Washington settled this case by paying \$122,500 in legal fees and rescinding its security-fee policy.<sup>3</sup>

In one case that directly involved YAF, the University of California, Berkeley was sued for imposing inconsistent and unreasonable security fees. The University ultimately settled with YAF by paying \$70,000 in attorney fees and agreed to revise campus policies for hosting speakers. *See Young Am.'s Found. v. Napolitano*, No. 17-CV-02255-MMC, 2018 WL 1947766, at \*9 (N.D. Cal. Apr. 25, 2018).

It would be unfortunate to add UW to this ignominious list.

Before we need to proceed any further, however, we urge you to reconsider your attempt to charge YAF security fees, as well as your overall policy on such fees. As in the past, YAF will not pay these fees, because they are neither lawful nor constitutional. If you do not change course, YAF reserves its right to seek relief through a lawsuit filed in federal court. And to be clear, to the extent that the event does not proceed due to YAF's refusal to pay these security charges, such an injury is sufficient to satisfy Article III's standing requirement. Please also be aware that individual UW actors may be personally liable for their involvement in these constitutional violations, and that you may be liable for attorney fees pursuant to 42 U.S.C. § 1988.

Thank you for your time and consideration.

Sincerely,

Daniel P. Lennington  
Deputy Counsel  
Wisconsin Institute for Law & Liberty

James L. Kerwin  
William E. Trachman  
Mountain States Legal Foundation

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<sup>3</sup> <https://legal-forum.uchicago.edu/print-archive/when-speech-isnt-free-rising-costs-hosting-controversial-speakers-public-universities>.

# Risk Assessment Worksheet

The Wisconsin Union and UW-Madison are committed to producing safe, successful, and enjoyable events on campus. This Risk Assessment Worksheet is used as a guide to help determine the level of security, if any, needed for all large social events sponsored by Registered Student Organizations (RSOs). For many events, additional security and security fees will not be required. This risk assessment will be used at the RSO Pre-Event Meeting (at least one month prior to the RSO's event date) to make the final determination of security. Remember that this tool is only a guide. Union Management and/or UW Police may require security needs based on unforeseen circumstances.

Reservation Number: 1267119

Event Sponsor: Young Americans for Freedom (Your Organization) Co-Sponsor #1: The Study of Liberal Democracy (Any Organization helping you to plan or implement the event.)

Name of Event: Michael Knowles Co-Sponsor #2: \_\_\_\_\_

Date of Event: Day of Week: Wednesday Date: 3/13/2024 Location of Event: Tripp Commons - MU

Pre-Event Set Up Time: 4:00 PM Actual Event Start Time: 6:00 PM Event End Time: 9:00 PM

Name of Event Organizer Attending Pre-Event Meeting [YOUR NAME]: Harrison Wells

Contact Phone: [REDACTED] Contact Email: [REDACTED]

## EVENT QUESTIONS

What is the purpose of the event [check all that apply]:  
Competition ☐ Fundraiser ☐ Other: Lecture Dance ☐ Concert/Performance ☐ Dinner ☐ Film/Presentation ☐

Will you have a: Band ☐ DJ ☐ Other: Background

Name of Band/DJ/Performer: RSO supply

Admission Charge: YES / NO \$ NO Pre-sold Tickets: YES / NO YES

## SECURITY REQUIREMENTS: (Determined by Union Staff)

|  |                      |
|--|----------------------|
| <input type="checkbox"/> Maximum Attendance Allowed:           | Quantity: <u>250</u> |
| <input type="checkbox"/> All Music Off/Lights On BY This Time: | Time: <u>8:30</u>    |
| <input type="checkbox"/> RSO Volunteer Staff :                 | Quantity: <u>5</u>   |
| <input type="checkbox"/> Security Officers :                   | Quantity: <u>5</u>   |
| <input type="checkbox"/> Police Officers                       | Quantity: <u>2</u>   |
| <input type="checkbox"/> Wristbands                            | Quantity: <u>250</u> |
| <input type="checkbox"/> Event Staff Credentials               | Quantity: <u>10</u>  |
| <input type="checkbox"/> Security Walk Thru                    | Time: <u>4:00PM</u>  |

- ☐ Event Sponsor is Required to attend a Pre-Event Meeting prior to their next event.
- ☐ Event Sponsor is Not Required to attend a Pre-Event Meeting for the remainder of this academic year, provided that: a.) all sponsored events are similar in nature to this event. b.) no problems occur at any events sponsored by this organization in this academic year.

## SIGNATURES

The undersigned have discussed and agreed to the event security items stated above.

RSO Representative: \_\_\_\_\_ Date: 2/16/2024

Union Management: DAVID HUNT Date: 2/16/2024



## EVENT RISKS AND SUPPORT

**Please answer the following questions to assess ESTIMATED risk factors for your event. Definitions of key points can be found on Page #3. Answer all questions as accurately as possible. Use the total points below to find the SUGGESTED security level on the next page.**

|  |                     |    |
|--|---------------------|----|
| Significant security/safety problems <sup>1</sup> at event sponsor events (in last 2 years)? | YES (add 15 points) | 15 |
|  | SOME (add 5 points) |    |
|  | NONE (add 0 points) |    |

|   |                     |   |
|---|---------------------|---|
| General policy/procedure problems <sup>2</sup> at event sponsor events (in last 2 years)? | YES (add 6 points)  | 0 |
|   | SOME (add 3 points) |   |
|   | NONE (add 0 points) |   |

|  |          |                |   |
|--|----------|----------------|---|
| Estimated Event Attendance: <u>250</u> | 0-150    | (add 0 points) | 2 |
|  | 151-250  | (add 2 point)  |   |
|  | 251 -350 | (add 3 points) |   |
|  | 350-500  | (add 4 points) |   |
|  | 500+     | (add 5 points) |   |

|  |                |   |
|--|----------------|---|
| Who will be allowed to attend this event?  |                | 6 |
| <input type="checkbox"/> UW Madison  | (add 0 points) |   |
| <input type="checkbox"/> UW Madison and UW-System  | (add 1 point)  |   |
| <input type="checkbox"/> UW Madison [and 2 GUESTS] and UW-System [no guest]                  | (add 4 points) |   |
| <input checked="" type="checkbox"/> Open to the Public [ <i>special restrictions apply</i> ] | (add 6 points) |   |

|   |     |                |   |
|---|-----|----------------|---|
| Will this event attract unaccompanied minors? | YES | (add 5 points) | 0 |
|   | NO  | (add 0 points) |   |

|                         |                         |                |   |
|-------------------------|-------------------------|----------------|---|
| Is the performer known: | Nationally <sup>3</sup> | (add 8 points) | 8 |
|                         | Regionally <sup>4</sup> | (add 2 points) |   |
|                         | Locally <sup>5</sup>    | (add 0 points) |   |

|   |     |                 |    |
|---|-----|-----------------|----|
| Significant problems <sup>6</sup> at performers' recent performances at other venues: | YES | (add 10 points) | 10 |
|   | NO  | (add 0 points)  |    |

|  |                 |   |
|--|-----------------|---|
| Will Alcohol be served at the event?                                     |                 | 0 |
| <input type="checkbox"/> YES, open bar (Union Catering) *biergarten      | (add 12 points) |   |
| <input type="checkbox"/> YES, cash bar (Union Catering) *biergarten      | (add 4 points)  |   |
| <input type="checkbox"/> YES, other [ie. Stiftskeller, Brat Stand, etc.] | (add 2 points)  |   |
| <input checked="" type="checkbox"/> NO                                   | (add 0 points)  |   |

|   |     |                |   |
|---|-----|----------------|---|
| Advertising must contain the line: "Attendance is Limited to UW-System Students, Faculty, and Staff; as well as Wisconsin Union Members." | YES | (add 0 points) | 4 |
| Will all of the promotions you send out have this disclaimer?   | NO  | (add 4 points) |   |

\*\*\* See definitions and additional notes on Page 3 & 4 of this document.

## Security Requirements Based On Total Risk Points

### Rathskeller & Terrace Events

| Risk Points  | Risk Level  | # Building Event Staff | # UWPB Officers | # Prof Security | # Trained Volunteers <sup>6</sup> |
|--------------|-------------|------------------------|-----------------|-----------------|-----------------------------------|
| 41 to 50 Pts | Significant | 2 or more              | 3 or more       | 5 or more       | 10                                |
| 31 to 40 Pts | Elevated    | 1                      | 2               | 3 to 4          | 8                                 |
| 21 to 30 Pts | Moderate    | 0                      | 0               | 2               | 5                                 |
| 11 to 20 Pts | Some        | 0                      | 0               | 0               | 2                                 |
| 0 to 10 Pts  | Low         | 0                      | 0               | 0               | 1                                 |

### Tripp Commons, Main Lounge, Varsity Hall III Events

| Risk Points  | Risk Level  | # Building Event Staff | # UWPB Officers | # Prof Security | # Trained Volunteers <sup>6</sup> |
|--------------|-------------|------------------------|-----------------|-----------------|-----------------------------------|
| 41 to 50 Pts | Significant | 2 or more              | 3 or more       | 5 or more       | 1vol :: 50att                     |
| 31 to 40 Pts | Elevated    | 1                      | 2               | 4               | 1vol :: 50att                     |
| 21 to 30 Pts | Moderate    | 0                      | 0               | 3               | 1vol :: 50att                     |
| 11 to 20 Pts | Some        | 0                      | 0               | 2               | 1vol :: 50att                     |
| 0 to 10 Pts  | Low         | 0                      | 0               | 0               | 1vol :: 50att                     |

### Great Hall & Varsity Hall I/II Events

| Risk Points  | Risk Level  | # Building Event Staff | # UWPB Officers | # Prof Security | # Trained Volunteers <sup>6</sup> |
|--------------|-------------|------------------------|-----------------|-----------------|-----------------------------------|
| 41 to 50 Pts | Significant | 2 or more              | 4 or more       | 7 or more       | 1vol :: 50att                     |
| 31 to 40 Pts | Elevated    | 1                      | 2               | 6               | 1vol :: 50att                     |
| 21 to 30 Pts | Moderate    | 0                      | 0               | 4               | 1vol :: 50att                     |
| 11 to 20 Pts | Some        | 0                      | 0               | 2               | 1vol :: 50att                     |
| 0 to 10 Pts  | Low         | 0                      | 0               | 0               | 1vol :: 50att                     |

### Definitions

**Definition<sup>1</sup>:** "Significant security/safety problems at event sponsor prior events" would include, but not be limited to, instances such as: physical altercations, over-crowding or over venue fire capacity, damage/vandalism to property, or police calls to events.

**Definition<sup>2</sup>:** "General (policy/procedure) problems at event sponsor prior events" would include, but not be limited to, instances such as: failure to meet staffing requirements, intentional disregard for marketing and/or disclaimer language guidelines, event intentionally running past set ending time, alcohol carried into event, intentional disregard to decibel limits, failure to comply with any Union or University policies/procedures, failure to comply with RSO Code Of Conduct, failure to comply with all applicable campus/local/state ordinances/statutes/laws, etc.

**Definition<sup>3</sup>:** "National performers" are considered headlining performers who tour nationally, at festivals, etc. Also considered are the performers You Tube and MySpace number of "hits" per song, which are generally over 1,000,000.

**Definition<sup>4</sup>:** "Regional performers" are considered performers who tour in the Midwest, and may tour nationally, but at small-medium sized venues. Also considered are the performers You Tube and MySpace number of "hits" per song, which are generally 20,000-250,000.

**Definition<sup>5</sup>:** "Local performers" are considered performers from Madison, Milwaukee and the surrounding area that are known only in Wisconsin. Also considered are the performers You Tube and MySpace number of "hits" per song, which are generally under 10,000.

**Definition<sup>6</sup>:** "Significant problems at performers recent performances" would include, but not be limited to, instances such as: physical altercations, damage/vandalism to property, police calls to events, events over fire capacity for venue, performer behavior that

is dangerous to patrons and/or facilities, failure to abide by local safety ordinances, failure to comply with all applicable campus/local/state ordinances/statutes/laws, etc.

**Definition<sup>7</sup>:** **"Volunteers"** indicates members of sponsoring RSO who are properly event trained, sober, and in attendance specifically to staff a function of the event and not just to see the performer. Number of Volunteers is determined by needs of the event and based on venue.

### **Additional Notes**

***Additional Note #1: If your performers' contract indicates that they require security, that security will be in addition to the security needs that are determined from this form. Please discuss the security you will be providing based on this form with the performer or their representative.***

***Additional Note #2: If the event sponsors' similar events have had significant problems<sup>1</sup> or required professional security and/ or police presence in the last two years, then the Union may require higher levels of security than what is indicated by the raw Total Estimated Risk Points.***

***Additional Note #3: UW Police Department (UWPD) has ultimate authority for security on the UW-Madison campus. UWPD may require additional security above what is indicated on this risk assessment.***

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Wisconsin Union  
Memorial Union 800 Langdon St, 53706  
Union South 1308 West Dayton St, 53715  
Madison, WI

## Confirmation

| Group                                  | Reservation: 1267119               |
|--|------------------------------------|
| Harrison Wells                         | Event Name: YAF Event              |
| Young Americans for Freedom (YAF) - WU | Status: Confirmed - TITU           |
| United States                          | Phone: [REDACTED]                  |
|  | Email Address: [REDACTED]          |
|  | Event Coordinator: Kyle Nachtigall |
|  | Onsite Contact: Harrison Wells     |
|  | Email Address: [REDACTED]          |
| Bookings / Details                     | Quantity Price Amount              |

*Thank you for choosing the Wisconsin Union! For questions regarding your event, please contact:*

**Campus Event Services**

Phone: (608) 262-2511

Email: [events@union.wisc.edu](mailto:events@union.wisc.edu)

Hours: Monday-Friday, 8am-5pm

*If your event takes place during our business hours and you have questions or need assistance, come to the Campus Event Services Office in Room 335 at Union South or Room 2224 at Memorial Union. If your event takes place outside of our office hours, please go to the Information Desk on the first floor of either Memorial Union or Union South and ask for the building manager.*

*In order to accommodate as many requests as possible, Campus Event Services typically assigns rooms the week before an event. When you make an initial reservation, space for your function is confirmed, not a specific room. For your specific room location, please instruct your group to check the "Today in the Union" (TITU) screens at Union entrances or online.*

*Please note: final menu selections for full service catering are due 15 business days before your event date (custom menu and holiday season menus are subject to a different timeline - please check with your event planner). Past this deadline, please contact your event planner for alternative food and beverage options.*

### Wednesday, March 13, 2024

**7:00 AM - 11:00 PM YAF Event - Entrance Screening (Confirmed - Private ) Profile (2nd Floor)**

Custom Setup for 252

**1:00 PM - 10:00 PM YAF Volunteer & A/V Storage Room (Confirmed - TITU) Founder's Room (2nd Floor)**

Conference Room for 10

**1:00 PM - 5:15 PM CUSTOMER PREP BLOCK: YAF Speaker Event (Confirmed - Private ) Tripp Commons (2nd Floor)**

Custom Setup for 252

**4:00 PM - 10:00 PM Michael Knowles Green Room (Confirmed - TITU) Board Room (3rd Floor East)**

Conference Room for 10

**5:15 PM - 9:00 PM YAF Event (Confirmed - TITU) Tripp Commons (2nd Floor)**

**Bookings / Details****Quantity****Price****Amount**

Custom Setup for 250

WU - Event Schedule:

1:00 PM - 9:00 PM Event Schedule

*1:00pm: Access to storage/volunteer room & Tripp Commons begins**4:00pm: Security walkthrough with building manager**5:15pm: Doors open**6:00pm: Event begins / Program begins**7:00pm: Program ends**8:00pm: Anticipated time YAF students and staff will depart**9:00pm: Room usage ends**More detailed run of show to be provided*

WU - Event Supp Equipment MU:

5:15 PM - 9:00 PM Event Setup

Stage Section

2

\$10.00

\$20.00

*Stage Height: High - 24"**Stage sections are 6' x 8'*

AV Table Skirting

1

\$2.50

\$2.50

*Setup: please put a tablecloth on the AV table and leave a piece of Catering table skirting with it. Do not set the skirting up yet (AV will do that after cords are set). Do not use an overlay.*

WU - Event Support - AV (MU):

5:15 PM - 9:00 PM Audio Visual

WU - Operations Staff Services:

4:00 PM - 7:30 PM Security

Pre-Event Walk-Through Needed

1

*Building Manager Walk Through Time: 4:00pm**Event Start: 6:00pm**Music Off/Lights On: 8:30pm**Attendance: 252 seats with a MAX of 280 in the room**RSO Volunteers & Lanyards: 5**Wristbands: 252**Who will attend: UW students, staff, faculty staff, and the general public**Admission Charge: No**Special Notes: Security needs are being determined by UWPD. Sponsorship letter is on file.*

Police Officer(4.5 hours @ \$69.41/hr)

6

\$312.34

\$1,874.04

*Per officer, per hour. Minimum of two officers must be scheduled.*

Police Supervisor(4.5 hours @ \$98.41/hr)

1

\$442.84

\$442.84

*Per officer, per hour.*

Misc. CSC Personnel(5.5 hours @ \$78.86/hr)

1

\$433.73

\$433.73

*Per person, per hour. Four hour minimum per person.**K9*

OpenGate Shipping Cost

1

\$250.00

\$250.00

OpenGate Rental

1

\$300.00

\$300.00

OpenGate Set-up

1

\$50.00

\$50.00

Security Guard - Supervisor(4 hours @ \$26.50/hr)

1

\$106.00

\$106.00

*Per person, per hour. Four hour minimum per person.*

Security Guard(4 hours @ \$24.27/hr)

4

\$97.08

\$388.32

*Per person, per hour. Four hour minimum per person.*

Misc. CSC Personnel(4 hours @ \$25.30/hr)

2

\$101.20

\$202.40

*Per person, per hour. Four hour minimum per person.**Entrance Screeners*

**Bookings / Details**

|                                | Quantity | Price | Amount     |
|--------------------------------|----------|-------|------------|
| WU - Event Supp Equipment MU   |          |       | \$22.50    |
| WU - Operations Staff Services |          |       | \$4,047.33 |
| Subtotal                       |          |       | \$4,069.83 |
| WU - Sales Tax (5.5%)          |          |       | \$223.84   |
| Grand Total                    |          |       | \$4,293.67 |

By reserving space through Campus Event Services, the customer agrees to the following conditions:

1. The affixing of items to walls, floors, or ceilings of rooms and the taping, nailing or stapling to any surface is not allowed. We do not allow dance powder in any of our facilities. Patrons who violate these rules are responsible for any damage to the premises or equipment by members, guests, or outside groups contracted by the patron.
2. No outside food or beverage may be carried into meeting or event spaces. Our Catering, Deli and Restaurant divisions can provide for all of your food service needs. Due to University food policies, Union Catering cannot allow groups to take away leftover food from an event.
3. For questions regarding dietary specifications, please contact the Campus Event Services Office at 608-262-2511 to discuss your event prior to booking your venue and signing a contract.
4. To assure the best possible service, please have your catering order, audio/visual and room set-up arrangements confirmed no later than three weeks in advance. Your guaranteed food count is due no later than 10 business days in advance. If a guaranteed count is not received at least ten business days prior to your event, The original estimate will be ordered and you will be billed accordingly. On the day of your event, you will be charged for the guaranteed count or the actual number of guests served, whichever is greater.
5. Equipment and food cancellations must be made in writing no later than five business days prior to the event. Prices are subject to change, and are only guaranteed within 60 days prior to the scheduled function. All deposits are non-refundable and will be applied to your final bill. Arrangements for payment of services and products are required at the time of booking.
6. Groups having events are responsible for the payment of any and all charges incurred to have the event. If the group is receiving funding from an outside entity that does not cover the full cost of the event, the group is responsible for the remaining balance, specifically taxes incurred on an event but not paid by an outside entity. Following the event, the client will be invoiced and agrees to pay for any additional cost incurred between contract signing and the conclusion of the event.
7. Deposits for space are non-refundable and non-transferable should the event cancel or change dates. If the full amount of the deposit is not used the Wisconsin Union reserves the right to keep the remaining balance.

In consideration of the use of University of Wisconsin-Madison assigned facilities, the Signatory(s) agree to the following Terms and Conditions.

1. Statutes, Rules, Regulations: This Agreement is subject to the applicable statutes, rules and regulations and is bound thereby. The Signatory(s) further agrees that, in presenting any performance, lecture, meeting, or other function it shall conform to, comply with, and abide by all the laws of the United States and the State of Wisconsin, the rules and regulations of all jurisdictional governmental boards and bureaus, including the regulations of the Fire Department. Failure to comply with this provision will be grounds for termination of the event.
2. Supervision and Conduct: The Signatory(s) shall be responsible for the supervision and control of its agents, employees, guests and contractors and their activities on University premises.
3. Damages: The Signatory(s) agrees not to damage, destroy, or deface any property of the University and agrees to be responsible for the cost of repair or replacement of any University property damaged, destroyed, or defaced by those in attendance.
4. Guest Property: The University will not assume any responsibility for the damage or loss of any merchandise or articles left in the University facilities prior to, during or following a function.

**Bookings / Details****Quantity****Price****Amount**

5. Rental Schedule Charges: Room rental and service charges will be determined in accordance with appropriate University rental schedules. The assigned space will be made available at the time designated on the reservation. The Signatory(s) will be responsible for vacating the space at the designated time.

6. Fire Restriction: In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Table or chairs cannot be moved so as to block aisles or fire exits.

7. Security: Police and/or security personnel may be required for certain functions, as determined by the University. Charges for this service will be the responsibility of the Signatory(s).

8. Alcohol: Alcoholic beverages must be served by University personnel and must comply with applicable State and University regulations. At the discretion of the University, access to beverage service may be restricted in a variety of ways. Special arrangements such as "beer gardens" which require extra personnel for checking ID's, etc., are at the expense of the Signatory(s). Behavior that interferes with the decorous conduct of events will be grounds for termination of beverage service at the discretion of the facilities' staff.

9. Smoking: Smoking is not allowed at any time within University facilities.

10. ADA Compliance: Compliance with applicable provisions of the Americans with Disabilities Act (ADA) is required for events held in University facilities.

11. Cancellations: Late cancellations or a "no show" for a scheduled facility use may be grounds for termination or restriction of use privileges.

12. Termination: In the event of unforeseen occurrences or the failure of any or all of the Signatory(s) to comply with any covenant or term of this Agreement, the University shall have the right to immediately terminate this Agreement by verbal notice to Signatory(s) representative. The Signatory(s) may terminate this Agreement in advance of its actual commencement of occupancy upon written notice to the University. In the event of such termination, the Signatory(s) shall be refunded the use fee, prorated according to any actual occupancy and use.

13. Liability: If the Signatory(s) organization is part of the University, the organization may be responsible to the University for property damages or loss caused by the organization's officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of the University premises.

14. Programs for Minors: Criminal Background Checks and Reporting Adults using or accessing University facilities as part of a multi-day program for minors or a program for minors that involves an overnight stay must have passed a criminal background check within the past two years. Signatory(s) shall only permit its employees, affiliates, or volunteers to use or access University facilities as part of the program if they have passed a criminal background check pursuant to Part VI of the UW-Madison Criminal Background Check Policies and Procedures. It is Signatory's responsibility to independently conduct these checks. The criminal background check must include a check of a national criminal background check database. The background check must demonstrate that the individual has no convictions or pending criminal charges that are substantially related to working or volunteering in a program for minors, including but not limited to, those that would render the individual unsuitable for regular contact with children. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses. Signatory acknowledges that University employees, certain independent contractors, and certain volunteers who are performing services on behalf of the University and under its direction and control are required to report observed or suspected child abuse or neglect, including threatened abuse or neglect, in accordance with Wisconsin Executive Order #54 and University policy.

15. This event is subject to the definition of "Program" in the UW-Madison Minor Protection and Adult Leadership Policy, and as such, by entering into this agreement Lessee hereby warrants that its employees and agents shall fully comply with the UW-Madison Minor Protection and Adult Leadership Policy, a copy of which is provided herewith and/or is available at the following URL: <<https://kb.wisc.edu/page.php?id=69407>>.

If the Signatory(s) organization is not a part of the University, it agrees to indemnify and hold harmless, assume liability for and defend, the State of Wisconsin, the Board of Regents of the University of Wisconsin System and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, commissions or wrongful conduct of the signatory organizations' officers, employees, agents, guests and contractors in connection with their operations,



**Bookings / Details****Quantity****Price****Amount**

activities, occupancy or use of the University premises.

Signatures required only for events including admission charges, catering, room rentals, or charges for special equipment.

Signature of Authorized Representative \_\_\_\_\_; Date \_\_\_\_\_;

Please print name: \_\_\_\_\_

Relationship to Dept/Organization \_\_\_\_\_

**PAYMENT METHODS:**

-Email: Funding strings must be emailed to events@union.wisc.edu.

- Phone: Credit card information can be communicated via phone directly with our financial specialist at (608) 265-6797.

- In Person: Payments may be made in person at the Memorial Union Accounting Office located on the Fourth Floor, between 8 am to 4 pm, Monday through Friday.

- Mail: Checks and Funding Strings can be sent to:  
Memorial Union Accounting, 800 Langdon Street, Madison, WI 53706.

**PAYMENT TYPES:**

- Checks payable to The Wisconsin Union
- Mastercard/Visa/Discover/American Express.
- UW Internal Work Order or funding string:

\_\_\_\_\_  
Dept Fund Prog Project Acct IWO



Wisconsin Union  
Memorial Union 800 Langdon St, 53706  
Union South 1308 West Dayton St, 53715  
Madison, WI

## Invoice

| Group              | Invoice Number: WU40021         |
|--------------------|---------------------------------|
| Harrison Wells     | Invoice Date: 11/14/2023        |
| Wisconsin YAF      | Due Date: 12/14/2023            |
| 333 E. Campus Mall | Event Name: Speaker Ben Shapiro |
| Madison, WI 53725  | Reservation No.: 176031         |
| United States      | Internal Work Order 8737        |
|                    | WI Union Contact: Zane Enloe    |

| Bookings / Details | Quantity | Price | Amount |
|--------------------|----------|-------|--------|
|--------------------|----------|-------|--------|

Thank you for your recent use of the Wisconsin Union facilities and services.

We appreciate your business! If you have specific questions about the charges on this invoice, please contact the Accounting Department at (608) 265-6797.

### Payment Methods:

-Email: Funding strings must be emailed to [events@union.wisc.edu](mailto:events@union.wisc.edu).

- Phone: Credit card information can be communicated via phone directly with our financial specialist at (608) 265-6797. UW-Madison purchasing cards are not permitted - please send your funding string via email.

- In Person: Payments may be made in person at the Memorial Union Accounting Office (800 Langdon St. Rm. 4187) located on the fourth floor (west wing), between 8 am to 4 pm, Monday through Friday.

- Mail: Checks and Funding Strings can be sent to:  
Memorial Union Accounting, 800 Langdon Street, Madison, WI 53706

### Monday, November 6, 2023

10:00 AM - 10:00 PM Speaker Ben Shapiro (Confirmed - Private ) Play Circle

Event Support - Equipment (MU):

10:00 AM - 10:00 PM Event Setup

|                               |   |         |         |
|-------------------------------|---|---------|---------|
| Covered Table (Black Overlay) | 2 | \$10.00 | \$20.00 |
|-------------------------------|---|---------|---------|

|                    |  |  |          |
|--------------------|--|--|----------|
| Less 100% Discount |  |  | -\$20.00 |
|--------------------|--|--|----------|

Location: Center of room

THEATER ROOM USAGE AND FEES:

|                                      |   |          |          |
|--------------------------------------|---|----------|----------|
| Load-In/Strike Day: Play Circle FY24 | 1 | \$100.00 | \$100.00 |
|--------------------------------------|---|----------|----------|

|                    |  |  |           |
|--------------------|--|--|-----------|
| Less 100% Discount |  |  | -\$100.00 |
|--------------------|--|--|-----------|

Used as the staging location for processing protesters removed from Shannon Hall

7:00 PM - 8:30 PM Speaker Ben Shapiro (Confirmed) Shannon Hall

Event Support - Equipment (MU):

10:00 AM - 10:00 PM Event Setup

Operations Staffed Services:

10:00 AM - 10:00 PM Security

|   |   |         |          |
|---|---|---------|----------|
| Building Managers(5 hours @ \$18.00/hr) | 6 | \$90.00 | \$540.00 |
|---|---|---------|----------|

## Bookings / Details

| Quantity | Price | Amount |
|----------|-------|--------|
|----------|-------|--------|

|   |      |            |             |
|---|------|------------|-------------|
| Less 100% Discount  |      |            | -\$540.00   |
| CSC Contracted Services   | 1    | \$4,092.24 | \$4,092.24  |
| Less 100% Discount  |      |            | -\$4,092.24 |
| Police Supervisor(5 hours @ \$98.41/hr)   | 1    | \$492.05   | \$492.05    |
| Less 100% Discount  |      |            | -\$492.05   |
| Per officer, per hour.  |      |            |             |
| Police Officer(5 hours @ \$69.41/hr)  | 6    | \$347.05   | \$2,082.30  |
| Less 100% Discount  |      |            | -\$2,082.30 |
| Per officer, per hour.  |      |            |             |
| Police Officer(1 hours @ \$78.86/hr)  | 1    | \$78.86    | \$78.86     |
| Less 100% Discount  |      |            | -\$78.86    |
| Per officer, per hour.  |      |            |             |
| THEATER ROOM USAGE AND FEES:  |      |            |             |
| Event Day: Shannon Hall FY24  | 1    | \$3,300.00 | \$3,300.00  |
| Less 50% Discount   |      |            | -\$1,650.00 |
| For any day that includes an audience event/performance, up to 12 hours. Includes house sound system (console, room PA, clear com), and house lighting system (console & rep plot). Does not include labor.                         |      |            |             |
| THEATER PRODUCTION:   |      |            |             |
| 10:00 AM - 10:00 PM Resources   |      |            |             |
| THEATER EQUIPMENT:  |      |            |             |
| 10:00 AM - 10:00 PM Resources   |      |            |             |
| Microphone, wireless FY24   | 2    | \$100.00   | \$200.00    |
| Less 50% Discount   |      |            | -\$100.00   |
| 2 wireless for Q&A in orchestra   |      |            |             |
| Sound System Input/Output FY24  | 5    | \$12.00    | \$60.00     |
| Less 50% Discount   |      |            | -\$30.00    |
| Used for each item that is plugged into the sound system. Inputs include microphone, DI box, iPod, phone, or other device provided by customer, etc. Outputs include monitor feeds, audio feed to customer's recording device, etc. |      |            |             |
| 5 system inputs: 2 house mics, preshow music, output to their streaming service   |      |            |             |
| Actual: dual lecturn, wedge, music, stream feed, press box  |      |            |             |
| Ethernet, hard-wired FY24   | 1    | \$20.00    | \$20.00     |
| THEATER PRODUCTION LABOR:   |      |            |             |
| 10:00 AM - 10:00 PM Resources   |      |            |             |
| FY24 Stagehand standard labor, hourly   | 30.5 | \$21.00    | \$640.50    |
| Labor is charged per hour, per person.  |      |            |             |
| Actual: 2 crew @ 10 hours, 2 crew @ 3 hours, 1 crew @ 4.5 hours   |      |            |             |
| THEATER FRONT OF HOUSE:   |      |            |             |
| 10:00 AM - 10:00 PM Resources   |      |            |             |
| FY24 House Manager Labor(4.5 hours @ \$19.00/hr)  | 1    | \$85.50    | \$85.50     |
| Labor is charged per hour per person.   |      |            |             |
| 2 house managers from 5:00 - 9:30   |      |            |             |
| Actual: 1 house manager from 4:00 - 8:30  |      |            |             |
| Zane served as the lead house manager - no charge for full time staff   |      |            |             |
| FY24 Usher Labor(4.5 hours @ \$18.00/hr)  | 4    | \$81.00    | \$324.00    |
| Labor is charged per hour per person.   |      |            |             |
| Est: 8 ushers from 5:30 - 9:00  |      |            |             |
| Actual: 4 ushers from 4:00 - 8:30   |      |            |             |

|                                |          |
|--------------------------------|----------|
| Event Support - Equipment (MU) | \$0.00   |
| Operations Staffed Services    | \$0.00   |
| THEATER EQUIPMENT              | \$150.00 |
| THEATER FRONT OF HOUSE         | \$409.50 |
| THEATER PRODUCTION LABOR       | \$640.50 |

|                             | Quantity | Price | Amount     |
|-----------------------------|----------|-------|------------|
| THEATER ROOM USAGE AND FEES |          |       | \$1,650.00 |
| Subtotal                    |          |       | \$2,850.00 |
| WU - Sales Tax (5.5%)       |          |       | \$156.75   |
| Grand Total                 |          |       | \$3,006.75 |

Payment methods accepted:

- Checks payable to The Wisconsin Union (please include your reservation ID on the "for" line)
- Mastercard/Visa/Discover/American Express
- UW Internal Work Order or funding string:

\_ \_ \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - \_ \_ \_ - \_ \_ \_  
 Dept Fund Prog Project Acct IWO





Wisconsin Union  
Memorial Union 800 Langdon St, 53706  
Union South 1308 West Dayton St, 53715  
Madison, WI

## Confirmation

| Group                             | Reservation:      | 159819                 |
|-----------------------------------|-------------------|------------------------|
| Harrison Wells                    | Event Name:       | 2022 YAF Speaker Event |
| Young Americans for Freedom (YAF) | Status:           | Confirmed              |
| United States                     | Phone:            | [REDACTED]             |
|                                   | Email Address:    | [REDACTED]             |
|                                   | WI Union Contact: | Kayla Deschamps        |

| Bookings / Details | Quantity | Price | Amount |
|--------------------|----------|-------|--------|
|--------------------|----------|-------|--------|

*Thank you for choosing the Wisconsin Union! For questions regarding your event, please contact:*

*Campus Event Services  
Phone: (608) 262-2511  
Email: [events@union.wisc.edu](mailto:events@union.wisc.edu)  
Hours: Monday-Friday, 8am-5pm*

*If your event takes place during our business hours and you have questions or need assistance, come to the Campus Event Services Office in Room 335 at Union South or Room 2224 at Memorial Union. If your event takes place outside of our office hours, please go to the Information Desk on the first floor of either Memorial Union or Union South and ask for the building manager.*

*In order to accommodate as many requests as possible, Campus Event Services typically assigns rooms the week before an event. When you make an initial reservation, space for your function is confirmed, not a specific room. For your specific room location, please instruct your group to check the "Today in the Union" (TITU) screens at Union entrances or online.*

*Please note: final menu selections for full service catering are due 15 business days before your event date (custom menu and holiday season menus are subject to a different timeline - please check with your event planner). Past this deadline, please contact your event planner for alternative food and beverage options.*

Sponsorship Needed (Due Date: 9/23/2022 Completed On: 9/23/2022)

*Approved by Jen 9/23/22*

*For outside groups that require a sponsorship, this is a reminder to confirm that the appropriate sponsorship letter is on file.*

RSO Pre-Event Meeting Reminder (Due Date: 10/3/2022 Completed On: 10/3/2022)

*A Pre-Event meeting for your RSO Lottery Event must be scheduled at least one month prior to your event date.*

+Will there be a speaker?

YES

+Name of speaker

Matt Walsh

+Is speaker from UW-Madison?

NO

+Is the speaker paid?

Yes

+Other appearances for speaker

**Bookings / Details****Quantity****Price****Amount**

Yes

+Open to the public?

Yes

+Security concerns?

Yes

## Additional info/notes

This is our large speaker event of the semester. We will need the room from 12-4 for set up then from 4:15 for a movie screening and 5:45-8:00 for our speaker event.

## Campus building/room pref?

Yes

List your campus room pref

Bascom 272, Humanities 3650, Soc Sci 6210

## Campus AV needs

Yes

**Monday, October 24, 2022****10:00 AM - 8:00 PM 2022 YAF Speaker Event: Prep Room (Confirmed: Not Displayed) Class Of 1924 Reception Room (4th Floor)***Memorial Union*

Setup: Tables/Chairs for 30

Event Support Notes:

AIRWALL CLOSED

Mostly cleared room

Please provide (2) 6ft mighty lite tables to be set against the wall, and a stack of 10 chairs in the room

Group will use this room for getting ready, storage, and a small meet and greet between Matt Walsh and YAF members

**10:00 AM - 6:00 PM CUSTOMER SET UP BLOCK for 2022 YAF Speaker Event (Confirmed: Not Displayed) Great Hall (4th Floor)***Memorial Union*

Setup: Custom Diagram for 400

Event Support Notes:

please match setups with the 6:00 PM Great Hall booking

**10:00 AM - 8:00 PM 2022 YAF Speaker Event (Confirmed) Great Hall Foyer***Memorial Union*

Setup: Tables/Chairs for 1

Production- Equipment:

6:00 PM - 11:30 PM Production: Event Setup

Covered Table (Black Overlay) 1st Complimentary

1

\$15.00

\$15.00

Less 100% Discount

-\$15.00

*LOCATION: Registration Table with (2) chairs in the Foyer*

UPDATED MU Stanchion

4

*place is Great Hall Foyer to assist with line management*

Covered Table (Black Overlay)

1

\$15.00

\$15.00

*LOCATION: Great Hall Foyer - Merchandise Table***4:00 PM - 4:15 PM Pick Up for Harrison Well (Approved Order) MU Catering Pickup***Memorial Union*

Setup: None for 1

Pickup Orders(MU/US):

4:00 PM - 4:15 PM Pick up order for 1

| Bookings / Details         | Quantity | Price   | Amount  |
|----------------------------|----------|---------|---------|
| Bottled Water (serves 12)  | 1        | \$14.00 | \$14.00 |
| Less 20% Discount          |          |         | -\$2.80 |
| <i>Served by the dozen</i> |          |         |         |

**4:00 PM - 6:00 PM 2022 YAF Documentary Screening (Confirmed) Multicultural Greek Council Room (4th Floor)***Memorial Union*

Setup: Theater Seating for 100

Event Support Notes:

PLEASE KEEP BACK MGC DOORS LOCKED

This is a free ticketed event. No registration table is needed, a volunteer from the group will check tickets at the front door

Production- AV:

3:30 PM - 6:30 PM Audio Visual

|   |   |          |           |
|---|---|----------|-----------|
| UPDATED Meeting Room Projection Package | 1 | \$225.00 | \$225.00  |
| Less 100% Discount                      |   |          | -\$225.00 |

*This charge is for the rental of projectors in non-large room spaces (ie: non-Varsity Hall, Great Hall, Tripp Commons, or Main Lounge).*

*Package includes: Video Unit (Data Projector & Screen OR Flat Screen TV), Audio Speakers, AV Cart, Extension Cord, Power Strip, and AV Support. Package does not include a Laptop.*

*Computer outputs are VGA or HDMI.*

*client bringing own laptop (Mac)*

|                     |   |  |  |
|---------------------|---|--|--|
| UPDATED Mac Adaptor | 1 |  |  |
|---------------------|---|--|--|

*If item is not returned the group will be assessed a \$50 replacement fee.*

**5:30 PM - 8:00 PM 2022 YAF Non-Ticketed Waiting Room (Confirmed: Not Displayed) Capitol View (4th Floor)***Memorial Union*

Setup: Tables/Chairs for 50

Event Support Notes:

Mostly cleared room, but line the perimeter walls with chairs (just as many as can fit)

This room will be used as a waiting space for non-ticketed guests. Group will begin letting non-ticketed guests around 6:20 PM

**6:00 PM - 8:00 PM 2022 YAF Speaker Event (Confirmed) Great Hall (4th Floor)***Memorial Union*

Setup: Custom Diagram for 400

Event Schedule:

10:00 AM - 4:00 PM Client and Media Set Up Time

4:00 PM - 5:45 PM Group showing Film in MGC Room

4:30 PM Building Manager / RSO Volunteer Meeting

5:45 PM Matt Walsh Arrives at Memorial Union

*will be dropped off at loading dock and escorted either by a Union employee or UWPD to Great Hall*

5:45 PM - 6:15 PM Matt Walsh meeting and greet in RR

*Matt Walsh will meet with Wisconsin YAF members, local alumni, supporters, and YAF staff in Reception Room*

6:00 PM - 6:30 PM Doors Open

*This is a free ticketed event through eventbrite. Waiting room for non-ticketed guests will be Capitol View*

6:30 PM Matt Walsh Introduction by YAF

6:40 PM Matt Walsh Speech

6:50 PM - 7:50 PM Matt Walsh Q&amp;A

8:00 PM - 8:00 PM Event End - Audience is ushered out

8:05 PM - 8:30 PM Client Clean Up

Event Support Notes:

Media and filming in attendance (Abbson Production Company)

## Bookings / Details

## Quantity

## Price

## Amount

AIRWALL CLOSED BETWEEN RECEPTION ROOM AND GREAT HALL

Group will not be allowing bags, signs, etc. Anyone with a bag would need to return the bag to their car or home

Group is bringing own podium

No readmission permitted

## Production- Equipment:

6:00 PM - 11:30 PM Production: Event Setup

UPDATED Stick Stand

4

*place in front of stage for client to place - the client will be printing reserved signs for the first (2) rows in Great Hall*

UPDATED AV Skirting

2

\$10.00

\$20.00

Less 75% Discount

-\$15.00

*Setup - please put a piece of Catering table skirting on the table with a tablecloth NOT an overlay*

*PLEASE PROVIDE 2 AV TABLE IN THE BACK OF ROOM FOR PRODUCTION COMPANY NEAR ETHERNET PORT  
(confirmed with event support that 400 chairs could still fit in room)*

## Production- AV:

6:00 PM - 11:30 PM Audio Visual

UPDATED Wireless Microphone (Handheld)

1

\$66.00

\$66.00

Less 80% Discount

-\$52.80

*Type: Floor Stand*

*For Q & A*

UPDATED Podium

1

*GROUP IS BRINGING OWN PODIUM, BUT IT'S FINE IF GREAT HALL PODIUM STAYS ON THE STAGE AS BACK UP*

UPDATED Wireless Microphone (Handheld)

2

\$66.00

\$132.00

Less 80% Discount

-\$105.60

*Type: Podium*

UPDATED Internet Connection (Networked)

1

*Please indicate to CESO if you are requesting a static IP address*

*this is for production company*

## Production- Staffed Services:

6:00 PM - 11:30 PM Event Staff

UPDATED Pre-Event Walk Through Needed

1

*BUILDING MANAGER WALK-THROUGH TIME:*

*Admission Charge:*

*Attendance:*

*Who will attend:*

*Wristbands:*

*RSO Volunteers:*

*RSO Lanyards:*

*Doors Open:*

*Music Off/Lights On:*

*Special Notes:*

*Advertising must contain the line:*

*"Attendance is Limited to UW-System Students, Faculty, and Staff; as well as Wisconsin Union Members."*

*4:30pm*

*no*

*400*

*Open to the Public*

*16*

*16*

*6:00pm*

*8:00pm*



**Bookings / Details**

|  | Quantity | Price    | Amount   |
|--|----------|----------|----------|
| UPDATED Security Guard(4 hours @ \$23.30/hr)<br><i>Per person, per hour. 4 hour minimum per person.</i>  | 4        | \$93.20  | \$372.80 |
| <i>THIS IS RATE INCLUDES WANDING</i>   |          |          |          |
| UPDATED Theatrical Lighting (Stage Wash)   | 1        | \$110.00 | \$110.00 |
| Less 75% Discount  |          |          | -\$82.50 |
| <i>This provides basic lighting for your stage. The stage wash is only available for the north wall of Varsity Hall II and the center stage of Great Hall. This does not include any refocusing of the lights, special Gel colors, or an operator for lighting cues.</i> |          |          |          |
| Pickup Orders(MU/US)   |          |          | \$11.20  |
| Production- AV   |          |          | \$39.60  |
| Production- Equipment  |          |          | \$20.00  |
| Production- Staffed Services   |          |          | \$400.30 |
| Subtotal   |          |          | \$471.10 |
| Sales Tax (5.5%)   |          |          | \$25.91  |
| Grand Total  |          |          | \$497.01 |

By reserving space through Campus Event Services, the customer agrees to the following conditions:

1. The affixing of items to walls, floors, or ceilings of rooms and the taping, nailing or stapling to any surface is not allowed. We do not allow dance powder in any of our facilities. Patrons who violate these rules are responsible for any damage to the premises or equipment by members, guests, or outside groups contracted by the patron.
2. No outside food or beverage may be carried into meeting or event spaces. Our Catering, Deli and Restaurant divisions can provide for all of your food service needs. Due to University food policies, Union Catering cannot allow groups to take away leftover food from an event.
3. For questions regarding dietary specifications, please contact the Campus Event Services Office at 608-262-2511 to discuss your event prior to booking your venue and signing a contract.
4. To assure the best possible service, please have your catering order, audio/visual and room set-up arrangements confirmed no later than three weeks in advance. Your guaranteed food count is due no later than 10 business days in advance. If a guaranteed count is not received at least ten business days prior to your event, The original estimate will be ordered and you will be billed accordingly. On the day of your event, you will be charged for the guaranteed count or the actual number of guests served, whichever is greater.
5. Equipment and food cancellations must be made in writing no later than five business days prior to the event. Prices are subject to change, and are only guaranteed within 60 days prior to the scheduled function. All deposits are non-refundable and will be applied to your final bill. Arrangements for payment of services and products are required at the time of booking.
6. Groups having events are responsible for the payment of any and all charges incurred to have the event. If the group is receiving funding from an outside entity that does not cover the full cost of the event, the group is responsible for the remaining balance, specifically taxes incurred on an event but not paid by an outside entity. Following the event, the client will be invoiced and agrees to pay for any additional cost incurred between contract signing and the conclusion of the event.
7. Deposits for space are non-refundable and non-transferable should the event cancel or change dates. If the full amount of the deposit is not used the Wisconsin Union reserves the right to keep the remaining balance.

In consideration of the use of University of Wisconsin-Madison assigned facilities, the Signatory(s) agree to the following Terms and Conditions.

1. Statutes, Rules, Regulations: This Agreement is subject to the applicable statutes, rules and regulations and is bound thereby. The Signatory(s) further agrees that, in presenting any performance, lecture, meeting, or other function it shall conform to, comply with, and abide by all the laws of the United States and the State of Wisconsin, the rules and

**Bookings / Details****Quantity****Price****Amount**

regulations of all jurisdictional governmental boards and bureaus, including the regulations of the Fire Department. Failure to comply with this provision will be grounds for termination of the event.

2. Supervision and Conduct: The Signatory(s) shall be responsible for the supervision and control of its agents, employees, guests and contractors and their activities on University premises.

3. Damages: The Signatory(s) agrees not to damage, destroy, or deface any property of the University and agrees to be responsible for the cost of repair or replacement of any University property damaged, destroyed, or defaced by those in attendance.

4. Guest Property: The University will not assume any responsibility for the damage or loss of any merchandise or articles left in the University facilities prior to, during or following a function.

5. Rental Schedule Charges: Room rental and service charges will be determined in accordance with appropriate University rental schedules. The assigned space will be made available at the time designated on the reservation. The Signatory(s) will be responsible for vacating the space at the designated time.

6. Fire Restriction: In compliance with local fire codes, the maximum room occupancy may not exceed the designated room capacity. Table or chairs cannot be moved so as to block aisles or fire exits.

7. Security: Police and/or security personnel may be required for certain functions, as determined by the University. Charges for this service will be the responsibility of the Signatory(s).

8. Alcohol: Alcoholic beverages must be served by University personnel and must comply with applicable State and University regulations. At the discretion of the University, access to beverage service may be restricted in a variety of ways. Special arrangements such as "beer gardens" which require extra personnel for checking ID's, etc., are at the expense of the Signatory(s). Behavior that interferes with the decorous conduct of events will be grounds for termination of beverage service at the discretion of the facilities' staff.

9. Smoking: Smoking is not allowed at any time within University facilities.

10. ADA Compliance: Compliance with applicable provisions of the Americans with Disabilities Act (ADA) is required for events held in University facilities.

11. Cancellations: Late cancellations or a "no show" for a scheduled facility use may be grounds for termination or restriction of use privileges.

12. Termination: In the event of unforeseen occurrences or the failure of any or all of the Signatory(s) to comply with any covenant or term of this Agreement, the University shall have the right to immediately terminate this Agreement by verbal notice to Signatory(s) representative. The Signatory(s) may terminate this Agreement in advance of its actual commencement of occupancy upon written notice to the University. In the event of such termination, the Signatory(s) shall be refunded the use fee, prorated according to any actual occupancy and use.

13. Liability: If the Signatory(s) organization is part of the University, the organization may be responsible to the University for property damages or loss caused by the organization's officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of the University premises.

14. Programs for Minors: Criminal Background Checks and Reporting Adults using or accessing University facilities as part of a multi-day program for minors or a program for minors that involves an overnight stay must have passed a criminal background check within the past two years. Signatory(s) shall only permit its employees, affiliates, or volunteers to use or access University facilities as part of the program if they have passed a criminal background check pursuant to Part VI of the UW-Madison Criminal Background Check Policies and Procedures. It is Signatory's responsibility to independently conduct these checks. The criminal background check must include a check of a national criminal background check database. The background check must demonstrate that the individual has no convictions or pending criminal charges that are substantially related to working or volunteering in a program for minors, including but not limited to, those that would render the individual unsuitable for regular contact with children. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses. Signatory acknowledges that University employees, certain independent contractors, and certain volunteers who are performing services on behalf of the University and under its direction and control are required to report observed or suspected child abuse or neglect, including threatened abuse or neglect, in accordance with Wisconsin Executive Order #54 and

**Bookings / Details****Quantity****Price****Amount**

University policy.

15. This event is subject to the definition of "Program" in the UW-Madison Minor Protection and Adult Leadership Policy, and as such, by entering into this agreement Lessee hereby warrants that its employees and agents shall fully comply with the UW-Madison Minor Protection and Adult Leadership Policy, a copy of which is provided herewith and/or is available at the following URL: <<https://kb.wisc.edu/page.php?id=69407>>.

If the Signatory(s) organization is not a part of the University, it agrees to indemnify and hold harmless, assume liability for and defend, the State of Wisconsin, the Board of Regents of the University of Wisconsin System and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, commissions or wrongful conduct of the signatory organizations' officers, employees, agents, guests and contractors in connection with their operations, activities, occupancy or use of the University premises.

Signatures required only for events including admission charges, catering, room rentals, or charges for special equipment.

Signature of Authorized Representative ; Date 10/20/22;

Please print name: Harrison Wells

Relationship to Dept/Organization Chairman, Wisconsin YAF

**PAYMENT METHODS:**

-Email: Funding strings must be emailed to [events@union.wisc.edu](mailto:events@union.wisc.edu).

- Phone: Credit card information can be communicated via phone directly with our financial specialist at (608) 265-6797.

- In Person: Payments may be made in person at the Memorial Union Accounting Office located on the Fourth Floor, between 8 am to 4 pm, Monday through Friday.

- Mail: Checks and Funding Strings can be sent to:  
Memorial Union Accounting, 800 Langdon Street, Madison, WI 53706.

**PAYMENT TYPES:**

- Checks payable to The Wisconsin Union
- Mastercard/Visa/Discover/American Express.
- UW Internal Work Order or funding string:

-- Dept -- Fund -- Prog -- Project -- Acct -- IWO --