



## OLBRICH GARDENS ROOM SET-UP Atrium

❖ Event: \_\_\_\_\_

❖ Date of Event: \_\_\_\_\_

❖ Rental Time: \_\_\_\_\_ ❖ Event Time: \_\_\_\_\_

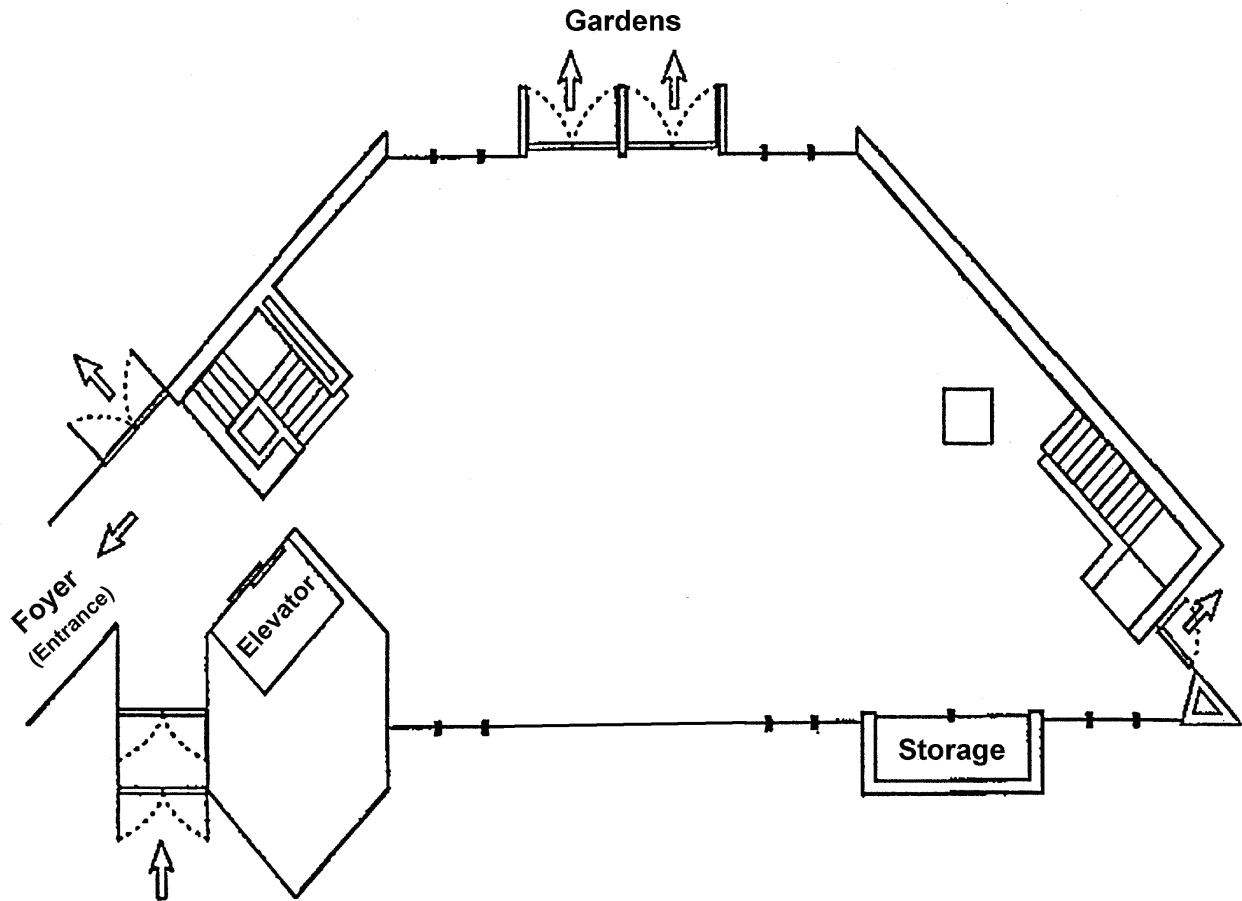
❖ Number of Guests: \_\_\_\_\_

❖ Food Caterer: \_\_\_\_\_ ❖ Bar Caterer: \_\_\_\_\_

*Please Note: Tablecloths are not available through the Gardens.*

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| <input type="checkbox"/> Chairs _____<br><input type="checkbox"/> Tables<br>(5) 10'x30" _____<br>(10) 6'x30" _____<br>(8) 5' round _____<br><i>Holds a maximum of 8 chairs per table.</i><br><input type="checkbox"/> Coffee Makers (55c)<br><i>1 lb. of coffee makes 55c &amp; takes 1 hour to perk. No filters are needed. Available with catered event.</i> | <input type="checkbox"/> Flip Chart Stands (\$10 ea.)<br>Dry Erase Boards (2) _____<br><i>Please provide your own paper &amp; pens.</i><br><input type="checkbox"/> Projector Cart (\$15)<br><input type="checkbox"/> Projector Screen (\$15)<br><i>WiFi access; renter should provide own laptop and LCD projector.</i> | <input type="checkbox"/> Risers (\$25 ea.)<br>4'x8'x1' with steps<br><input type="checkbox"/> TV/VCR/DVD (\$25)<br><i>46" SMART TV (dvd/vcr) on 6' tall stand.</i><br><input type="checkbox"/> Piano<br><i>Wurlitzer Upright on casters; tuning is your responsibility.</i><br><input type="checkbox"/> Wooden Easels (3) (free)<br><input type="checkbox"/> Floor Podium (free)<br><i>Built in microphone system.</i> |
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Special Needs: \_\_\_\_\_



35' x 46'

*May return by fax to (608) 246-4719.*