



# 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.*

- Chairs \_\_\_\_\_
- Tables  
(5) 10'x30" \_\_\_\_\_  
(10) 6'x30" \_\_\_\_\_  
(8) 5' round \_\_\_\_\_

*Holds a maximum of 8 chairs per table.*

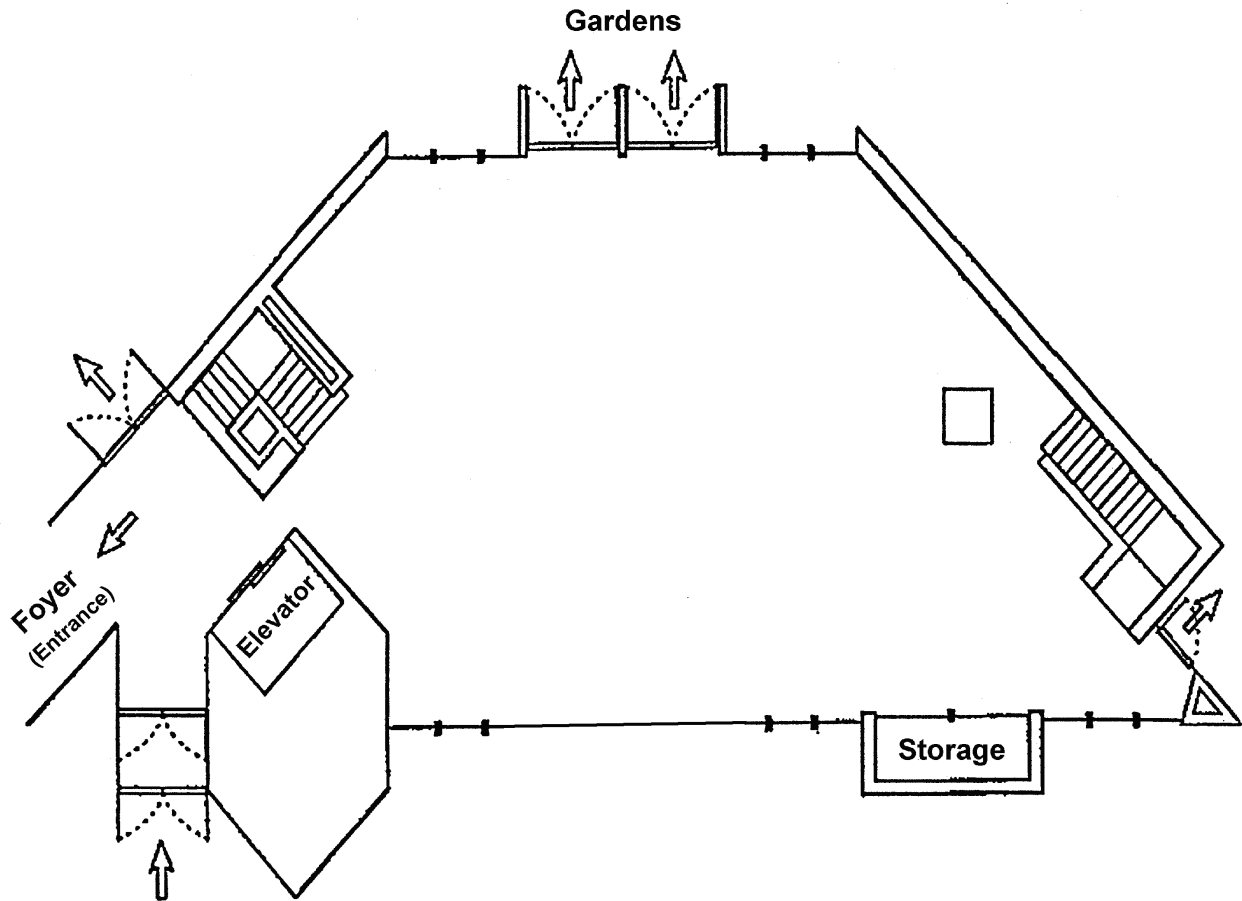
- Coffee Makers (55c)  
*1 lb. of coffee makes 55c & takes 1 hour to perk. No filters are needed. Available with catered event.*

- Flip Chart Stands (\$10 ea.)  
Dry Erase Boards (2) \_\_\_\_\_  
*Please provide your own paper & pens.*

- Projector Cart (\$15)
- Projector Screen (\$15)  
*WiFi access; renter should provide own laptop and LCD projector.*

- Risers (\$25 ea.)  
4'x8'x1' with steps
- TV/VCR/DVD (\$25)  
*46" SMART TV (dvd/vcr) on 6' tall stand.*
- Piano  
*Wurlitzer Upright on casters; tuning is your responsibility.*
- Wooden Easels (3) (free)
- Floor Podium (free)  
*Built in microphone system.*

Special Needs: \_\_\_\_\_



35' x 46'

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