



OLBRICH GARDENS ROOM SET-UP Evjue Commons

❖ Event: _____

❖ Date of Event: _____

❖ Rental Time: _____ ❖ Event Time: _____

❖ Number of Guests: _____

❖ Food Caterer: _____ ❖ Bar Caterer: _____

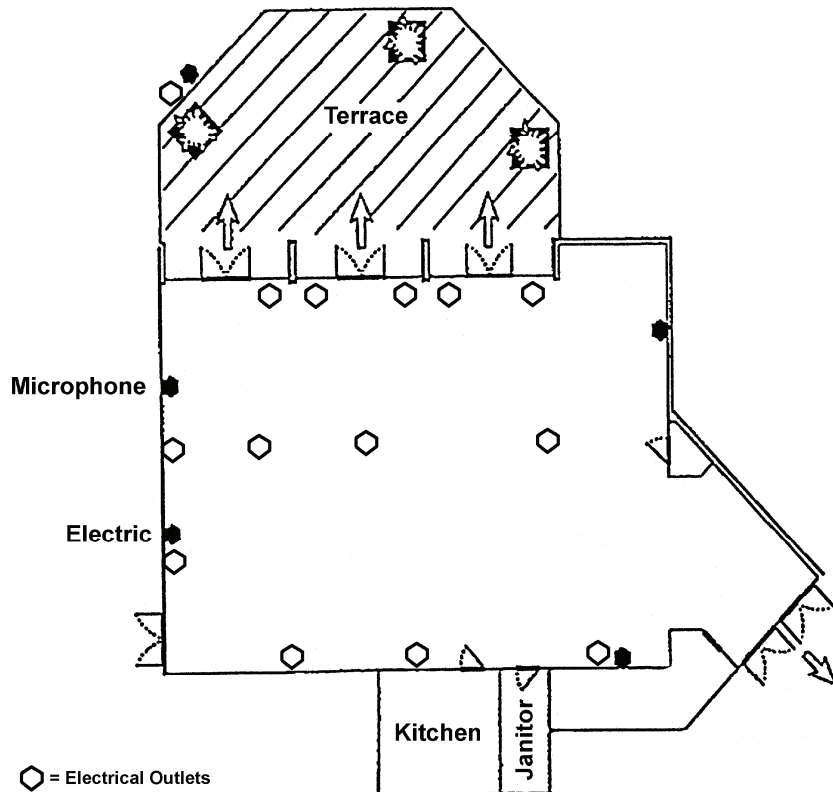
Please Note: Tablecloths are not available through the Gardens.

- Chairs _____
- Tables
 - (10) 10' _____
 - (10) 6' _____
 - (24) 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 or kitchen rental.*
- Kitchen (\$50 w/o catered event)

- Slide Projector (\$25)
 - Please provide your own slide carousel.*
- Projector Cart (\$15)
 - (free with rental of A/V equipment)*
- Projector Screen (6' or 8') (\$15)
- TV/VCR/DVD (\$25)
 - 32" color monitor/VCR/DVD on a 6' tall stand.*
- Flip Chart Stands (\$10 ea.)
 - Dry Erase Boards (3) _____
 - Please provide your own paper & pens.*

- Risers (\$25 ea.)
 - 4' x 8' x 1' with steps*
- Microphone (select one) (free)
 - Handheld Cordless
 - Lavalier Cordless
 - Standard
- Microphone Stand (free)
- Floor Podium (free)
- Wooden Easels (3) (free) _____
- Extension Cord (free)
- Piano
 - Wurlitzer Upright on casters; tuning is your responsibility.*

Special Needs: _____



46x63

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