



OLBRICH GARDENS ROOM SET-UP Evjue Commons

❖ Event: _____

❖ Date of Event: _____

❖ Rental Time: _____ ❖ Event Time: _____

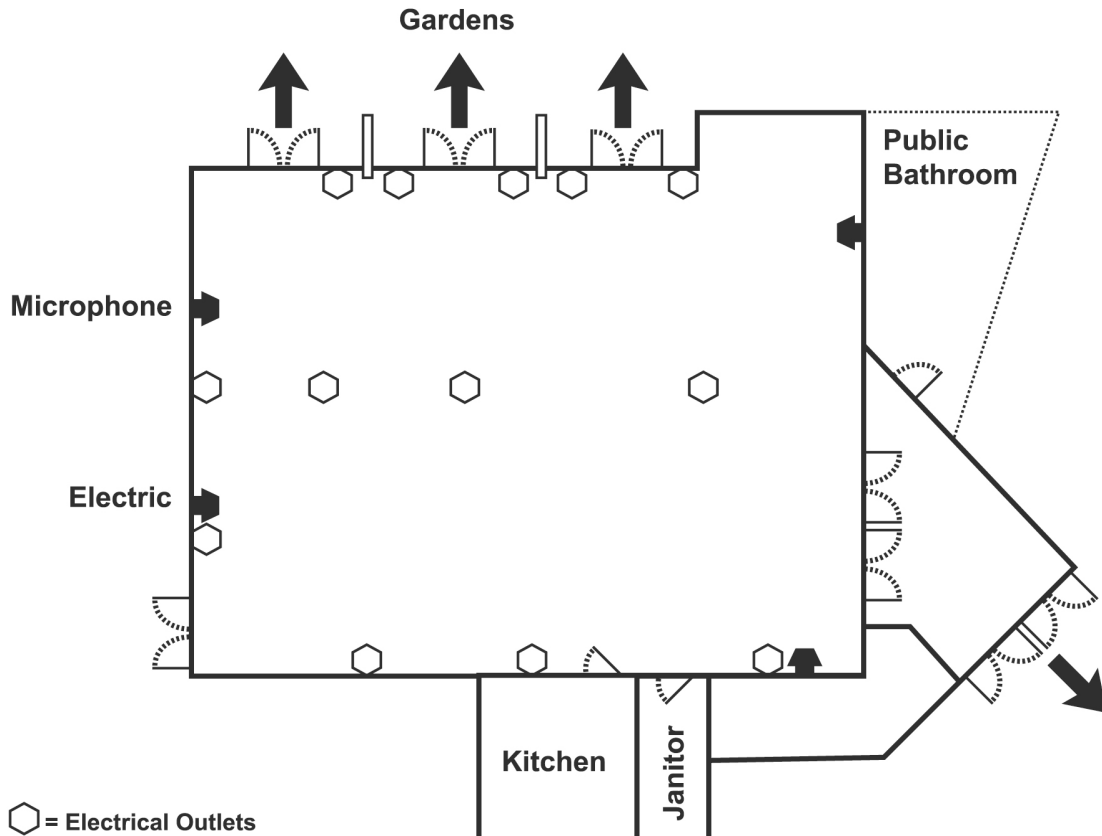
❖ Number of Guests: _____

❖ Food Caterer: _____ ❖ Bar Caterer: _____

Please Note: Tablecloths are not available through the Gardens.

- | | | |
|--|--|---|
| <input type="checkbox"/> Chairs _____
<input type="checkbox"/> Tables
(10) 10' _____
(10) 6' _____
(20) 5' round _____
<i>Holds a maximum of 8 chairs per table.</i>
<input type="checkbox"/> Coffee Makers (55c)
<i>1 lb. of coffee makes 55c & takes 1 hour to perk. No filters are needed. Available with catered event.</i> | <input type="checkbox"/> TV/VCR/DVD (\$25)
<i>60" SMART TV (dvd/vcr) on 6' tall stand.</i>
<input type="checkbox"/> Flip Chart Stands (\$10 ea.)
Dry Erase Boards (3) _____
<i>Please provide your own paper & pens.</i>
<input type="checkbox"/> Projector Cart (\$15)
<input type="checkbox"/> Projector Screen (6' or 8') (\$15)
<i>WiFi access; renter should provide own laptop and LCD projector.</i> | <input type="checkbox"/> Risers (\$25 ea.)
4' x 8' x 1' with steps
<input type="checkbox"/> Microphone (select one) (free)
<input type="checkbox"/> Handheld Cordless
<input type="checkbox"/> Lavalier Cordless
<input type="checkbox"/> Standard
<input type="checkbox"/> Microphone Stand (free)
<input type="checkbox"/> Floor Podium (free)
<input type="checkbox"/> Wooden Easels (3) (free) _____
<input type="checkbox"/> Extension Cord (free)
<input type="checkbox"/> Piano
<i>Wurlitzer Upright on casters; tuning is your responsibility.</i> |
|--|--|---|

Special Needs: _____



46' x 63'

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