



## OLBRICH GARDENS ROOM SET-UP Evjue Commons

❖ Event: \_\_\_\_\_

❖ Date of Event: \_\_\_\_\_

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

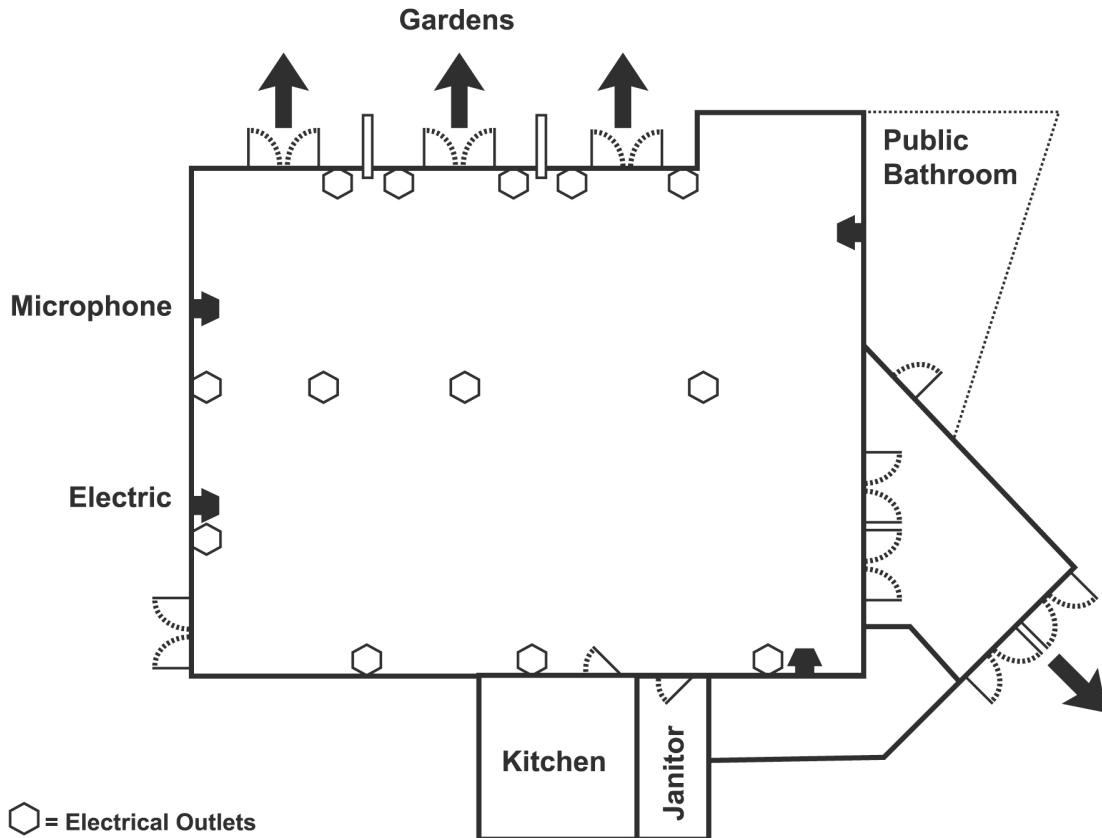
❖ Number of Guests: \_\_\_\_\_

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

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Chairs _____<br><input type="checkbox"/> Tables<br>(10) 10' _____<br>(10) 6' _____<br>(20) 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"/> TV/VCR/DVD (\$25)<br><i>60" SMART TV (dvd/vcr) on 6' tall stand.</i><br><input type="checkbox"/> Flip Chart Stands (\$10 ea.)<br>Dry Erase Boards (3) _____<br><i>Please provide your own paper &amp; pens.</i><br><input type="checkbox"/> Projector Cart (\$15)<br><input type="checkbox"/> Projector Screen (6' or 8') (\$15)<br><i>WiFi access; renter should provide own laptop and LCD projector.</i> | <input type="checkbox"/> Risers (\$25 ea.)<br>4' x 8' x 1' with steps<br><input type="checkbox"/> Microphone (select one) (free)<br><input type="checkbox"/> Handheld Cordless<br><input type="checkbox"/> Lavalier Cordless<br><input type="checkbox"/> Standard<br><input type="checkbox"/> Microphone Stand (free)<br><input type="checkbox"/> Floor Podium (free)<br><input type="checkbox"/> Wooden Easels (3) (free) _____<br><input type="checkbox"/> Extension Cord (free)<br><input type="checkbox"/> Piano<br><i>Wurlitzer Upright on casters; tuning is your responsibility.</i> |
|--|--|---|

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



46' x 63'

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