



OLBRICH GARDENS ROOM SET-UP Atrium

❖ Event: _____

❖ Date of Event: _____

❖ Rental Time: _____ ❖ Event Time: _____

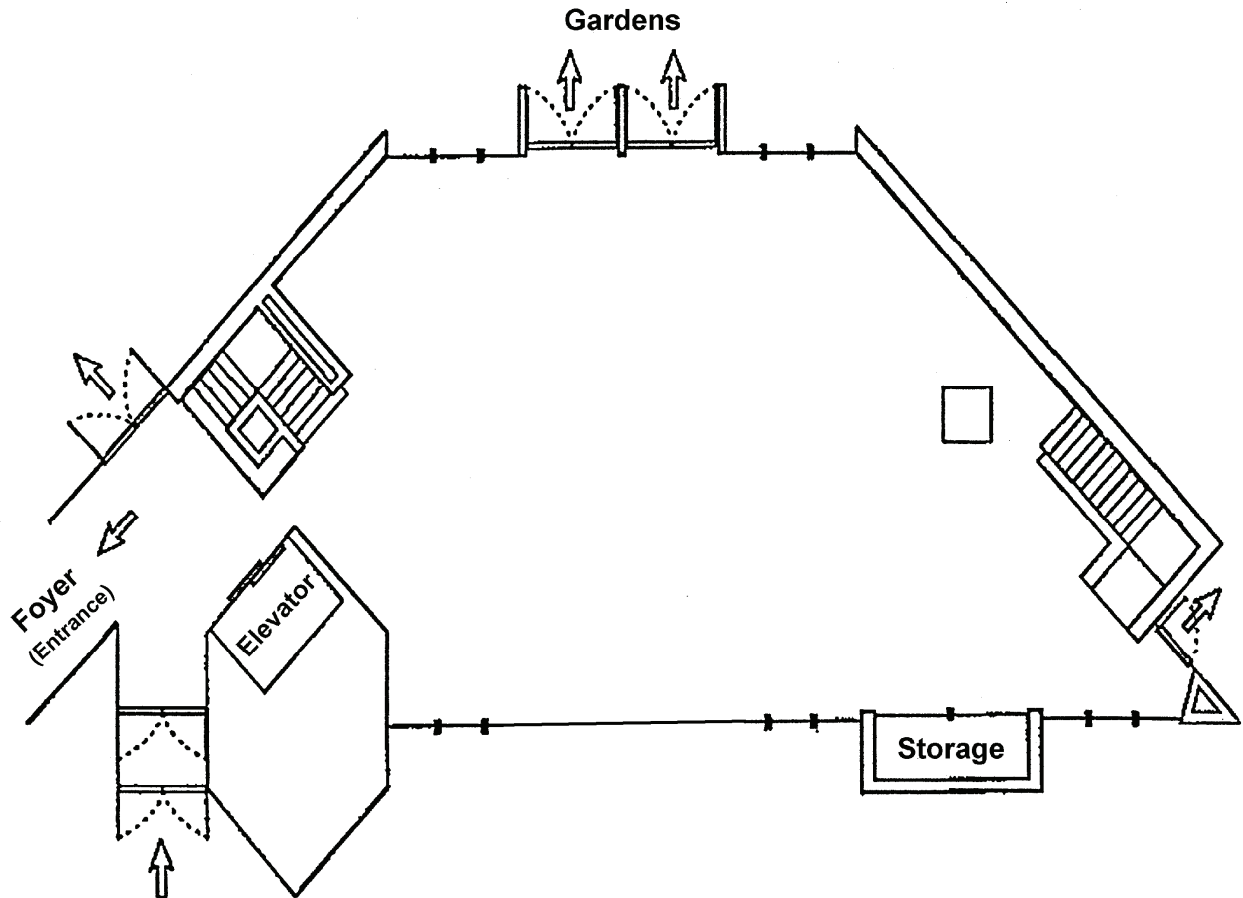
❖ Number of Guests: _____

❖ Food Caterer: _____ ❖ Bar Caterer: _____

Please Note: Tablecloths are not available through the Gardens.

- | | | |
|---|---|--|
| <input type="checkbox"/> Chairs _____
<input type="checkbox"/> Tables
(5) 10'x30" _____
(10) 6'x30" _____
(8) 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 or kitchen rental.</i>
<input type="checkbox"/> Kitchen (\$30 w/o catered event) | <input type="checkbox"/> Slide Projector (\$25)
<i>Please provide your own slide carousel.</i>
<input type="checkbox"/> Projector Cart (\$15)
<input type="checkbox"/> Projector Screen (\$15 or free with rental of A/V equipment)
<input type="checkbox"/> Flip Chart Stands (\$10 ea.)
Dry Erase Boards (2) _____
<i>Please provide your own paper & pens.</i> | <input type="checkbox"/> Risers (\$25 ea.)
4'x8'x1' with steps
<input type="checkbox"/> TV/VCR/DVD (\$25)
<i>32" color monitor/VCR/DVD on a 6' tall stand.</i>
<input type="checkbox"/> Piano
<i>Wurlitzer Upright on casters; tuning is your responsibility.</i>
<input type="checkbox"/> Wooden Easels (3) (free)
<input type="checkbox"/> Floor Podium (free)
<i>built in microphone system</i> |
|---|---|--|

Special Needs: _____



35' x 46'

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