



OLBRICH GARDENS ROOM SET-UP Upstairs Meeting Room

❖ Event: _____

❖ Date of Event: _____

❖ Rental Time: _____ ❖ Event Time: _____

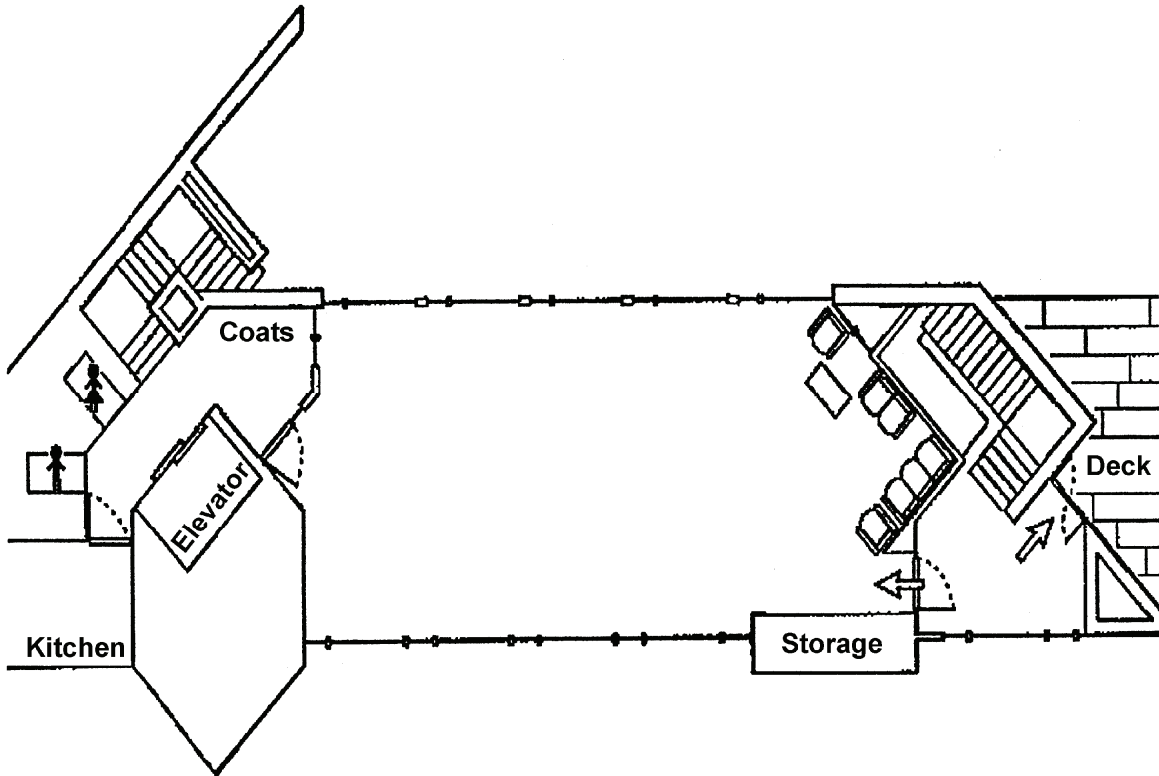
❖ Number of Guests: _____

❖ Food Caterer: _____ ❖ Bar Caterer: _____

Please Note: Tablecloths are not available through the Gardens.

- | | | |
|---|---|---|
| <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Kitchen (\$30 w/o catered event) | <input type="checkbox"/> Flip Chart Stands (\$10 ea.) |
| <input type="checkbox"/> Tables _____
(12) 6' x 2.5" | <input type="checkbox"/> Slide Projector (\$25)
<i>Please provide your own slide carousel.</i> | <input type="checkbox"/> Dry Erase Boards (2) _____
<i>Please provide your own paper & pens.</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"/> Projector Cart (\$15) | <input type="checkbox"/> Floor Podium (free)
<i>built in microphone system</i> |
| | <input type="checkbox"/> Projector Screen (\$15 or free with rental of A/V equipment) | <input type="checkbox"/> TV/VCR/DVD (\$25)
<i>32" color monitor/VCR/DVD on a 6' tall stand.</i> |
| | | <input type="checkbox"/> Wooden Easels (3) (free) |

Special Needs: _____



20.5' x 42.5'

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