



# OLBRICH GARDENS ROOM SET-UP Atrium

❖ Event: \_\_\_\_\_

❖ Date of Event: \_\_\_\_\_

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

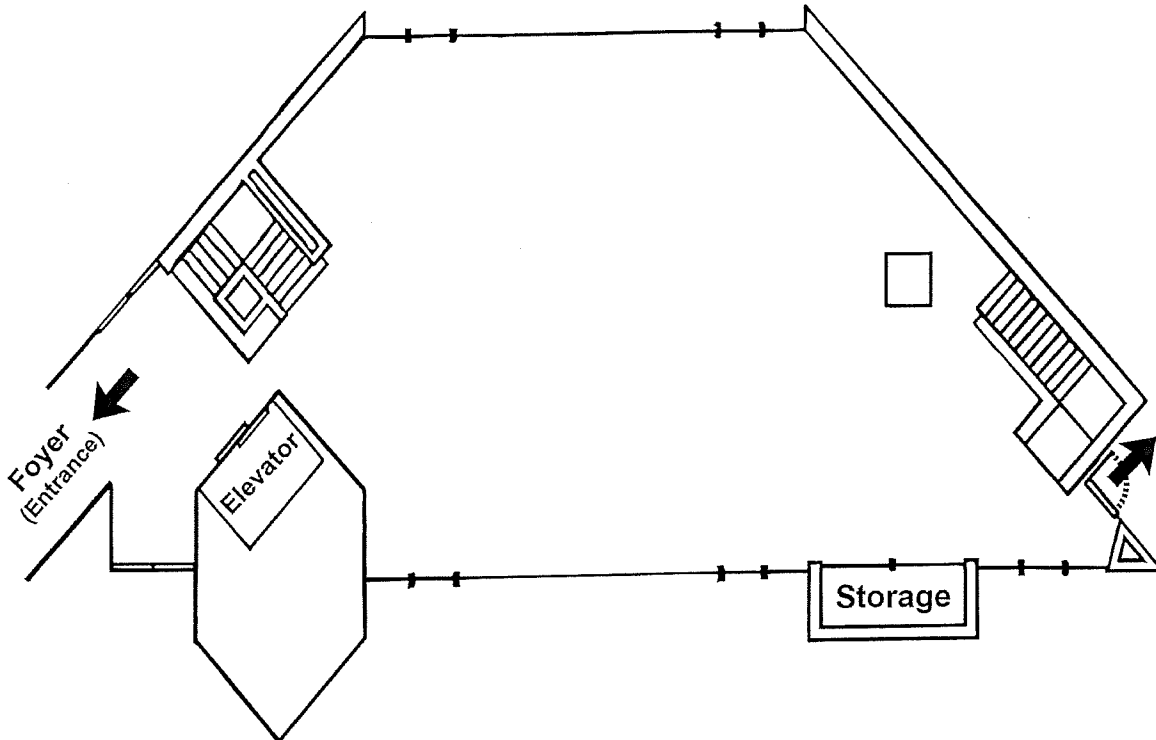
❖ Number of Guests: \_\_\_\_\_

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

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Chairs _____  | <input type="checkbox"/> Flip Chart Stands (\$10 ea.)<br>Dry Erase Boards (2) _____<br><i>Please provide your own paper &amp; pens.</i>         | <input type="checkbox"/> Risers (\$25 ea.)<br>4'x8'x1' with steps   |
| <input type="checkbox"/> Tables<br>(5) 10'x30" _____<br>(10) 6'x30" _____<br>(8) 5' round _____<br><i>Holds a maximum of 8 chairs per table.</i> | <input type="checkbox"/> Projector Screen and A/V Cart<br>(\$30)<br><i>WiFi access; renter should provide own<br/>laptop and LCD projector.</i> | <input type="checkbox"/> TV (\$25)<br>60" SMART TV on 6' tall stand.                                      |
|  |   | <input type="checkbox"/> Piano<br><i>Wurlitzer Upright on casters; tuning is<br/>your responsibility.</i> |
|  |   | <input type="checkbox"/> Easels (3) (free)  |
|  |   | <input type="checkbox"/> Floor Podium (free)<br><i>Built in microphone system.</i>                        |

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



35' x 46'

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