



OLBRICH GARDENS ROOM SET-UP Atrium

- ❖ Event: _____
- ❖ Date of Event: _____
- ❖ Rental Time: _____ ❖ Event Time: _____
- ❖ Number of Guests: _____
- ❖ Food Caterer: _____ ❖ Bar Caterer: _____

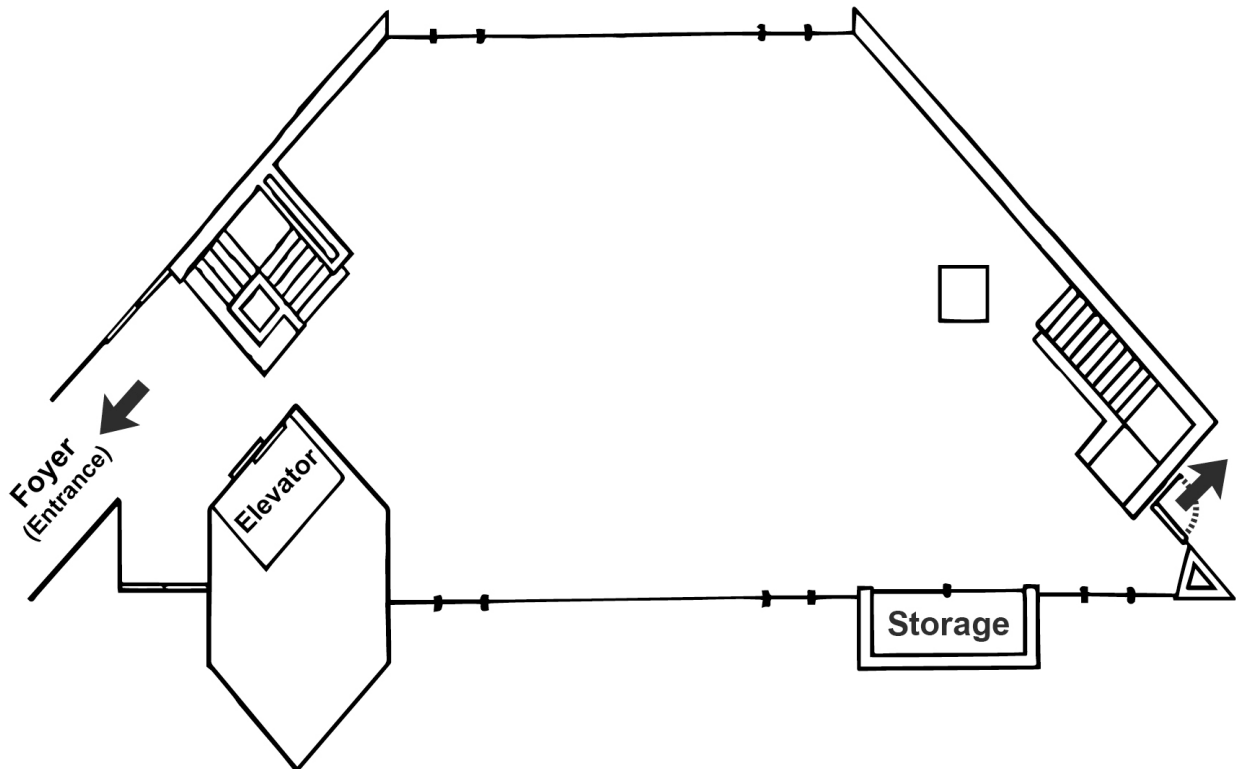
Please Note: Tablecloths are not available through the Gardens.

- Chairs _____
- Tables _____
- (5) 10'x30" _____
- (10) 6'x30" _____
- (8) 5' round _____
- Holds a maximum of 8 chairs per table.*

- Flip Chart Stands (\$10 ea.)
- Dry Erase Boards (2) _____
- Please provide your own paper & pens.*
- Projector Cart (\$15)
- Projector Screen (\$15)
- WiFi access; renter should provide own laptop and LCD projector.*

- Risers (\$25 ea.)
- 4'x8'x1' with steps
- TV/VCR/DVD (\$25)
- 46" SMART TV (dvd/vcr) on 6' tall stand.
- Piano
- Wurlitzer Upright on casters; tuning is your responsibility.*
- Wooden Easels (3) (free)
- Floor Podium (free)
- Built in microphone system.*

Special Needs: _____



35' x 46'

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