



OLBRICH GARDENS ROOM SET-UP Evjue Commons

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

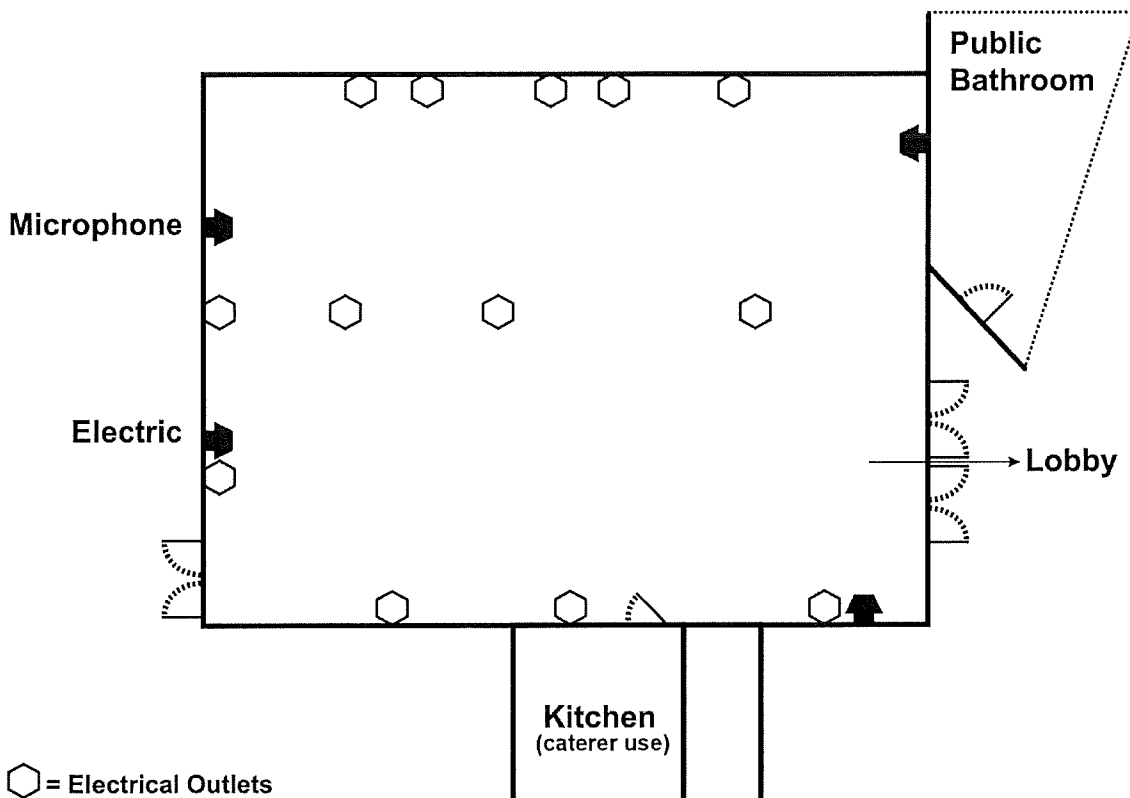
Please Note: Tablecloths are not available through the Gardens.

- ☐ Chairs _____
- ☐ Tables _____
- (10) 10' _____
- (10) 6' _____
- (20) 5' round _____
- Holds a maximum of 8 chairs per table.*

- ☐ TV (\$25)
65" SMART TV on 6' tall stand.
- ☐ Flip Chart Stands (\$10 ea.)
- ☐ Dry Erase Boards (3) _____
Please provide your own paper & pens.
- ☐ Projector Screen (8') and A/V
Cart (\$30)
*WiFi access; renter should provide own
laptop and LCD projector.*

- ☐ Risers (\$25 ea.)
4' x 8' x 1' with steps
- ☐ Microphone (select one) (free)
- ☐ Handheld Cordless
- ☐ Lavalier Cordless
- ☐ Standard
- ☐ Microphone Stand (free)
- ☐ Floor Podium (free)
- ☐ Easels (3) (free) _____
- ☐ Piano
*Wurlitzer Upright on casters; tuning is
your responsibility.*

Special Needs: _____



46' x 63'

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