



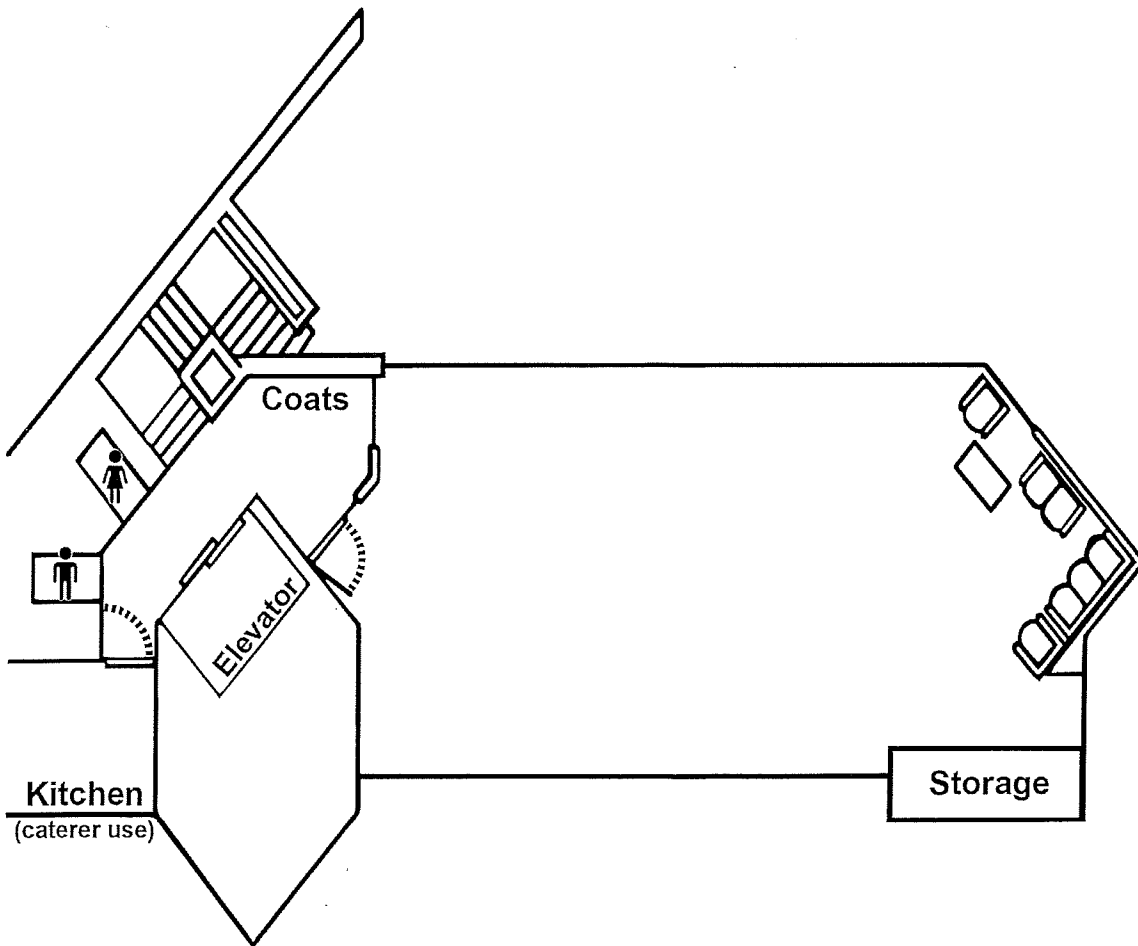
# OLBRICH GARDENS ROOM SET-UP Upstairs Meeting Room

- ❖ 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"/> Projector Screen and A/V Cart (\$30)<br><i>WiFi access; renter should provide own laptop and LCD projector.</i> | <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"/> Tables (12) 6' x 2.5" |  | <input type="checkbox"/> Floor Podium (free)  |
|  |  | <input type="checkbox"/> TV (\$25)<br><i>60" SMART TV (dvd/vcr) on 6' tall stand.</i>   |
|  |  | <input type="checkbox"/> Easels (3) (free)  |

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



20.5' x 42.5'

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