

In-House Event Rental Extras

Must be completed at least 1 month prior to event

Rentor: _____

Event Date: _____

| Misc. Rentals | Qty | Size | Comment | Fee |
|------------------------------|-----|-------------|--|--------------------------|
| Room Dividers / Mobile Racks | 6 | 63x85 (max) | Mobile, Black Curtain, Adjustable (In 120, takes 6 to divide catering expansion from office) | \$5 each for any above 2 |

\$0

| Equipment | Qty | Size | Comment | Fee |
|--------------------------------|------|----------|---|------|
| Photography backdrop rig | 1 | 8'wx10'h | | \$20 |
| Photography lights / umbrellas | 2 | | | \$20 |
| Photography backdrop fabric | 3 | 10'x15' | Backdrops - Black included in above (green, white, red at cost); <i>Users typical provide their own</i> | \$20 |
| Projector Screen | 1 | 80" | | \$10 |
| Projector | 1 | | In-house rental; Outside rental = \$50 with \$40 refund | \$10 |
| Speakers/Karaoke Machine | 2 | | In-house rental; Outside rental = \$50 with \$40 refund | \$10 |
| Disco light | 1 | | | \$10 |
| Mic with Stand | 4; 1 | | In-house rental; Outside rental = \$50 with \$40 refund | \$10 |
| Tascam Mobile Recorder | 1 | | Included in podcast studio rental; Outside rental = \$50 with \$40 refund | \$0 |

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| Linens | Qty | Size | Comment | Fee |
|---|------|--------|---------------|-----------|
| Tablecloths - Dbl (Black) | | 90x156 | Rounded edge; | \$10 each |
| Covers two 24"x60" (or 18"x60") tables end to end; To floor; Seats 8 formal dining or buffet; | | | | |
| Covers pack of four 24"x60" (or 18"x60"); 1/2 length; Seats 8 casual dining | | | | |
| Tablecloths (Blue) | | 90x78 | Square edge; | \$5 each |
| Covers pack of two 24"x60" (or 18"x60"); 1/2 length; Seats 4 casual dining | | | | |
| Covers one 36"x36" high top; 2/3 length slightly uneven; Seats 4 formal dining | | | | |
| Covers one 36"x36" high top; 3/4 length even; Seats 3 formal dining (when up against wall) | | | | |
| Tablecloths (White) | | 52x90 | Square edge; | \$5 each |

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|--|------|-------|--------------|----------|
| Covers single table vendor size; Backless for supplies; Clips included | | | | |
| Covers one 24"x60" (or 18"x60") tables; Knee length; Seats 4 casual | | | | |
| Tablecloths (Green) | | 52x52 | Square edge; | \$5 each |
| Covers one 36"x36" high top; 1/4 length even; Seats 4 casual dining | | | | |
| Covers one 36"x36" round; 1/2 length even; Seats 4 casual | | | | |

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| Small scale and arts rentals | Qty | Size | Comment | Fee |
|---|-----|-------|--|----------|
| Black Gallery chairs (moved to 118) | 80 | | Stacking, Armless, square, smaller scale | \$1 each |
| Chairs - White (required for all art and messy events) | 26 | | Armless, Art stains??? (will fit 3 per table w/ 72" tables; 2 will fit under 48"; not to be used with 55 and 60" tables) | \$1 each |
| Folding tables (extra serving, seating, arts or children) | 10 | 48x24 | Requires table cloth for formal; Used for art /kids events (max 4 seats using black Gallery chairs or white art chairs) | \$3 each |

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