

In-House Event Rental Extras

Rentor: _____

Updated 11/22

Must be completed at least 2 weeks prior to event date

Event Date: _____

*All items are subject to availability

Misc. Rentals	Qty	Size	Comment	Fee
Room Dividers / Mobile Racks	4	63x85 (max)	Mobile, Black Curtain, Adjustable	\$5 each for any above 2

\$0

Equipment	Qty	Size	Comment	Fee
Photography backdrop rig	1	8'hx10'w	Only used if backdrop needed somewhere without rod hooks	\$20
Photography lights / umbrellas	2			\$20
Photography backdrop with fabric	1	8'hx10'w	Backdrops - Black included with rental (yellow or red, add additional \$20)	\$20
Projector Screen	1	80"		\$10
Speakers/Karaoke Machine	2		In-house rental	\$10
Mic with Stand	4; 1		In-house rental	\$10

\$0

\$0

\$0

\$0

\$0

\$0

* Additional pipe-and-drape included with rental of Gallery Catering Extension

Linens	Qty	Size	Comment	Fee
Tablecloths - Dbl (Black)	90x156	Rounded edge;	\$10 each

\$0

Covers two 24"x60" tables end to end; To floor; formal dining or buffet

Covers pack of four 24"x60"; 1/2 length

Tablecloths	90x78	Square edge;	\$5 each
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\$0

Covers pack of two 24"x60"; 1/2 length or one full length

Tablecloths	52x90	Square edge;	\$5 each
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\$0

Covers single table vendor size full length; Backless for supplies; Clips included

Covers one 24"x60" table; 1/2 length

Tablecloths	52x52	Square edge;	\$5 each
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\$0

Covers one 36"x36" high top or round; 1/2 length

Tablecloths	70x70	Square edge;	\$5 each
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\$0

Covers one 36"x36" high top or round; full length

Covers pack of two 24"x48" in square

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")	\$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)	\$5 each

\$0

\$0

\$0