

**In-House Event Rental Extras;****Completed at least 2 weeks prior to event date****\*All items are subject to availability****Rentor:** \_\_\_\_\_**Event Date:** \_\_\_\_\_

Updated

2/24

Equipment	Qty	Size	Comment	Fee
Photography backdrop rig	1	8'x10'	Needed if backdrop needed in freestanding location	\$20
Photography umbrella lights	2 Sets		With cord covers	\$20
Photography fabric backdrop	1	8'x10'	Black backdrop on rod (yellow or red, additional \$20)	\$20
Projector Screen	1	80D		\$10
Speakers/Karaoke Machine	2		In-house rental	\$20
Mic with Stand	4; 1		In-house rental	\$10

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

Linens	Qty	Size	Comment	Fee
Tablecloths	....	90x156	Rounded edge; Covers two 24"x60" tables end to end, to floor ... Covers pack of four 24"x60", 1/2 length	\$10 each
Tablecloths (Rect. Large) ... Can be used as backdrops	....	90x78	Square edge; Covers pack of two 24"x60"; 1/2 length or one full length	\$7 each
Tablecloths (Rect. Small)	....	52x90	Square edge; Covers pack of two 24"x60", 1/2 length ... Covers one 24"x60" table, full length (vendor style)	\$7 each
Tablecloths (Square Small)	....	52x52	Square edge; Covers one 36"x36" high top lap length or longer on rounds	\$7 each
Tablecloths (Square Large)	....	70x70	Square edge; Covers one 36"x36" high top; longer length ... ... Covers pack of two 24"x48" in square, lap length	\$7 each

Misc. Rentals	Qty	Size	Comment	Fee
Black small chairs (used in 118 for extra or arts)	30	15x15	Stacking, Armless, square, smaller scale	\$1 each
Folding tables (big group, arts or kids)	10	48x24	Requires table cloth for formal; Used for art /kids events (max 4)	\$5 each
Room Dividers / Mobile Racks	4	63x85	Mobile, Black or Grey Curtain, Adjustable	\$5 each