Area(s) reserved

Entire Main Level

Atrium

Please indicate on the map how you would like tables, chairs, etc. set up for your event.

If your event requires additional tables, chairs, etc. please inquire about a specialty set-up.

description		# ava	ailable
8	8' rectangular table		[6]
3	3' rectangular table		[4]
60"	standard 60" round table (seats 8)		[2]
h	black folding chairs		[30]
50"	50" wrought iron tables with chairs (seats 6)*		[9]
	60" table tops for wrought iron tables (seats 7) *		[9]
J	serpentine tables (60" long)		[4]
©	small wooden table (29" diameter / 32" height)		[1]
G	garbage can		[4]
piano	upright piano (\$25 fee; cannot be used in the Swanson Galler	y)	[1]
$\overline{}$	easels		[3]
bench	7' wooden benches**		[9]
Р	Podium		[1]

Please mark what audio visual equipment you will use for your event. We recommend you come in to run through any audio/visual you will be using during your event.

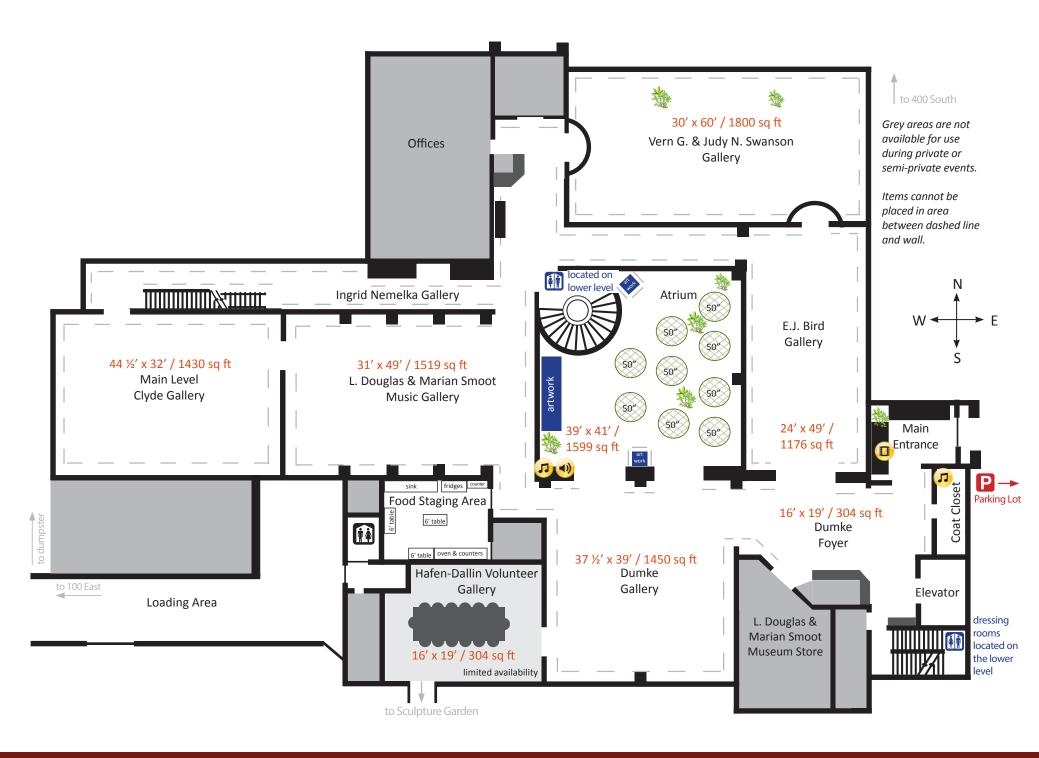
- flat screen [rentee provides slideshow in Auto-repeatable DVD/CD format]
 - CD player* [rentee provides CD]
 - iPod* [rentee provides iPod; SMA provides cable]
 - microphone with stand* microphone with podium*

*speakers in Atrium, Dumke Gallery and Foyer; Wi-Fi throughout Museum.

This floorplan must be approved by the Event Coordinator at least one week before your event.				
Event Title	Date			
Rentee Signature	Date			
Staff Signature	Date			
Audio/Visual check scheduled on				
MM/DD/YYYY	Time			

* wrought iron tables and chairs for use only in the Atrium

** benches can be repositioned as needed on the map and will be moved by Event Hosts



Please indicate on the map how you would like tables, chairs, etc. set up for your event.

If your event requires additional tables, chairs, etc. please inquire about a specialty set-up.

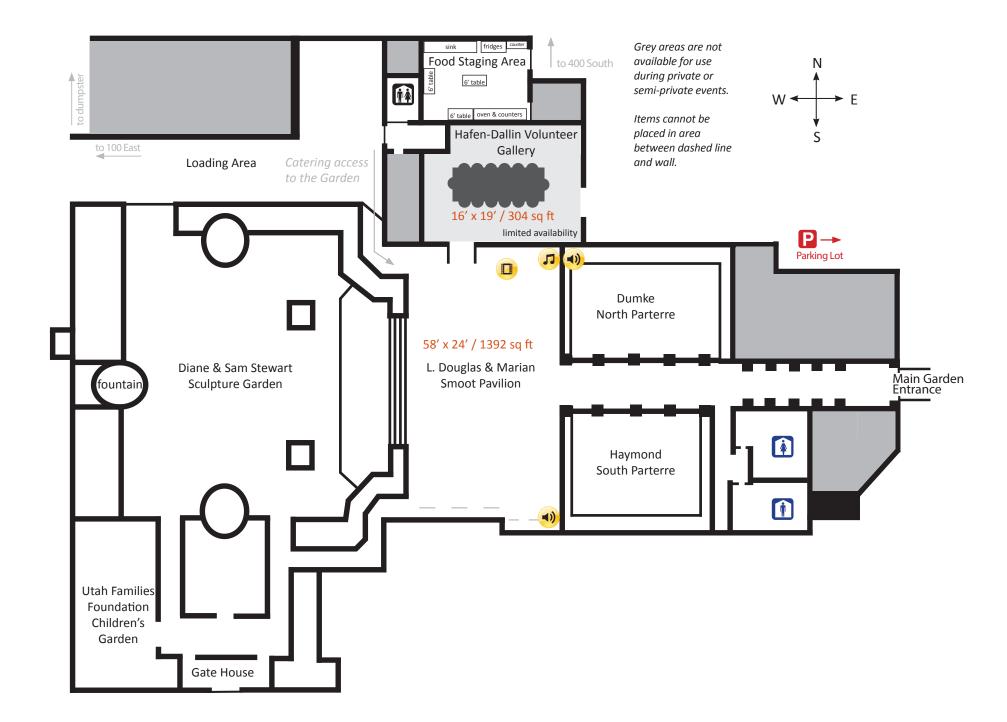
available description 8 8' rectangular table [4] 3' rectangular table [2] 60" standard 60" round table [3] black folding chairs [30] 60" 60" wrought iron tables with chairs (seats 6)* [5] serpentine tables (60" long) [4] small wooden table (29" diameter / 32" height) [1] garbage can [2] easels [3] **Podium** [1]

* Wrought iron tables and chairs can only be placed in the Pavillion or on brick landing.

	Screen [renter provides laptop; SMA provides cable]			
	CD player* [renter provides CD] iPod* [renter provides iPod; SMA provides cable]			
	microphone with stand* microphone with podium*			
*speakers in the Pavillon; Wi-Fi available				

Bridal Party will be using the Lower Level restrooms to change at _____ . time

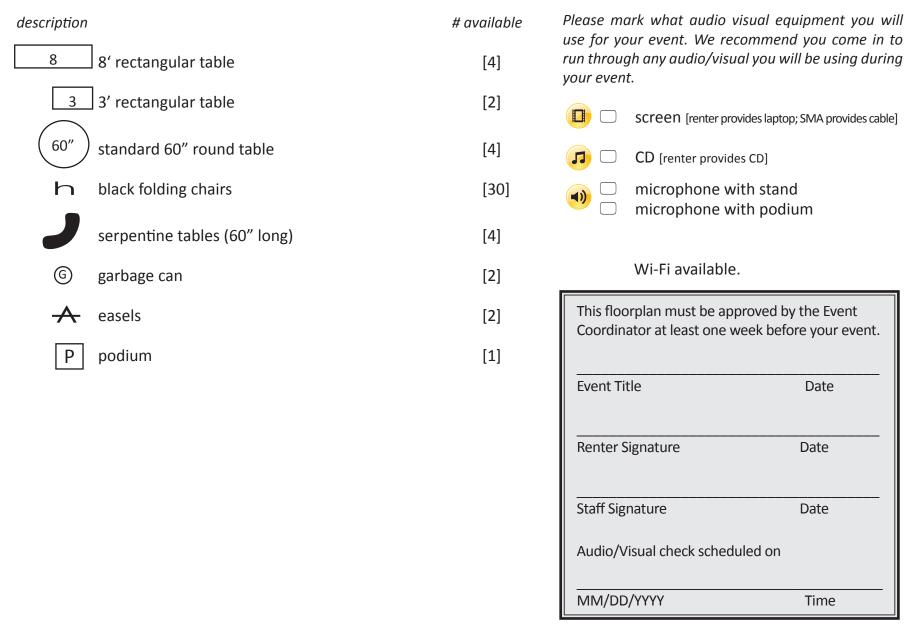
This floorplan must be approved by the Event Coordinator at least one week before your event.			
Event Title	Date		
Renter Signature	Date		
Staff Signature	Date		
Audio/Visual check scheduled on			
MM/DD/YYYY	Time		

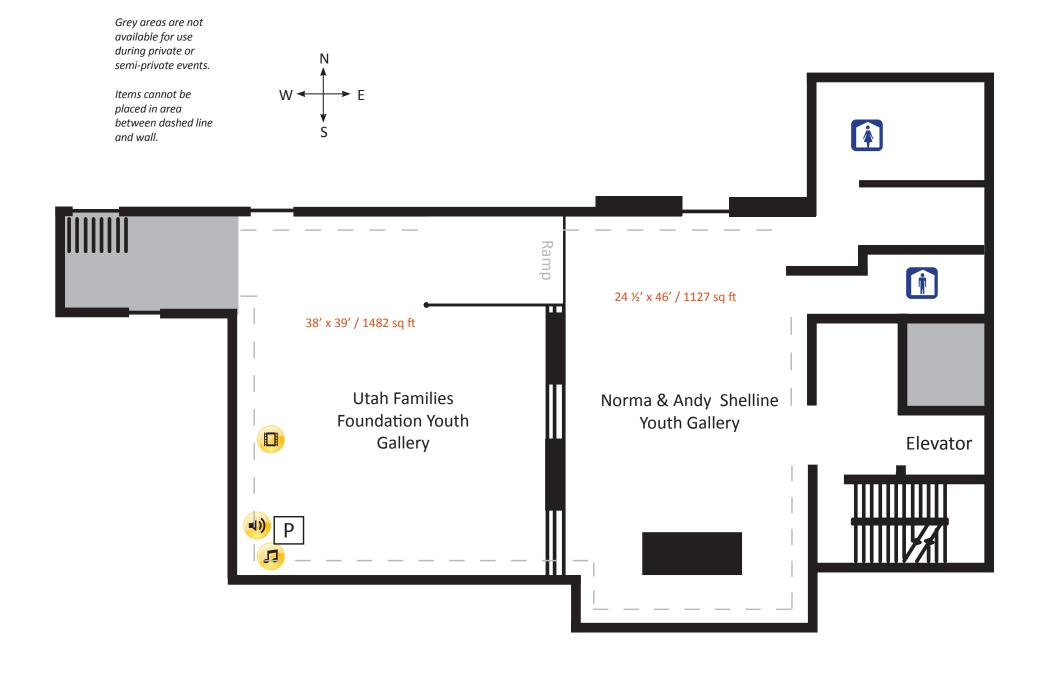


Please mark what audio visual equipment you will use for your event. We recommend you come in to run through any audio/visual you will be using during your event.

Please indicate on the map how you would like tables, chairs, etc. set up for your event.

If your event requires additional tables, chairs, etc. please inquire about a specialty set-up.





SPRINGVILLE MUSEUM OF ART FACILITY MAP MAIN LEVEL & GARDEN

Please mark what audio visual equipment you will use for This floorplan must be approved by the Event your event. We recommend you come in to run through Coordinator at least one week before your event. any audio/visual you will be using during your event. **Main Level Event Title** Date flat screen [renter provides slideshow in Auto-repeatable DVD/CD format] Renter Signature Date CD player* [renter provides CD] iPod* [renter provides iPod; SMA provides cable] microphone stand* Staff Signature Date microphone with podium* *speakers in Atrium, Dumke Gallery and Foyer; wi-fi available Audio/Visual check scheduled on Garden MM/DD/YYYY Time SCreen [renter provides laptop; SMA provides cable] CD player* [renter provides CD] iPod* [renter provides iPod; SMA provides cable] to 400 South microphone with stand* Grey areas are not microphone with podium* available for use *speakers in the Pavillon; Wi-Fi available during private or semi-private events. 30' x 60' / 1800 sq ft Vern G. & Judy N. Offices Items cannot be **Swanson Gallery** placed in area between dashed line and wall. Ν Ingrid Nemelka Gallery Atrium 50" E.J. Bird Gallery 44 ½' x 32' / 1430 sq ft 31' x 49' / 1519 sq ft Main Level L. Douglas & Marian Smoot Clyde Gallery Music Gallery 24' x 49' / 39' x 41' / Main 1176 sq ft Entrance Food Staging Area 16' x 19' / 304 sq ft 6' table Dumke Foyer 37 ½' x 39' / 1450 sq ft Hafen-Dallin Volunteer Dumke to 100 East Gallery Gallery Elevator **Loading Area** Catering access to the Garden L. Douglas & dressina rooms Marian Smoot located on Museum Store 16' x 19' / 304 sq ft the lower limited availability J Dumke North Parterre 58' x 24' / 1392 sq ft Diane & Sam Stewart L. Douglas & Marian Main Garden fountain **Smoot Pavilion** Sculpture Garden Entrance Haymond South Parterre Î **Utah Families** Foundation Children's Garden Gate House