

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

8

8' rectangular table

3

3' rectangular table

60"

standard 60" round table (seats 8)

h

black folding chairs

50"

50" wrought iron tables with chairs (seats 6)\*

60" table tops for wrought iron tables (seats 7) \*

serpentine tables (60" long)

C

small wooden table (29" diameter / 32" height)

G

garbage can

piano

upright piano (\$25 fee; cannot be used in the Swanson Gallery)

A

easels

bench

7' wooden benches\*\*

P

Podium

# available

[6]

[4]

[2]

[30]

[9]

[9]

[4]

[1]

[4]

[1]

[3]

[9]

[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

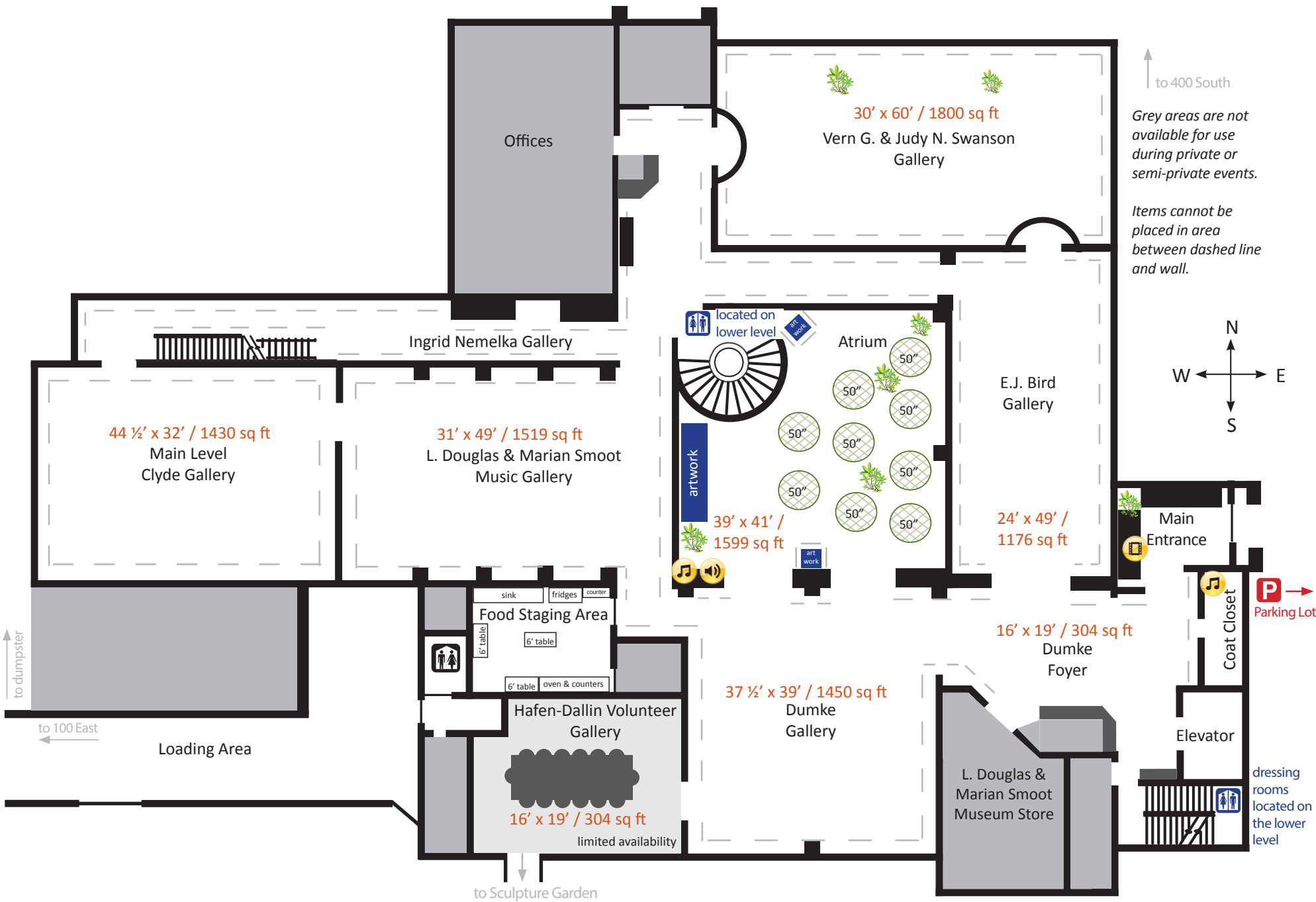
Date

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



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

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

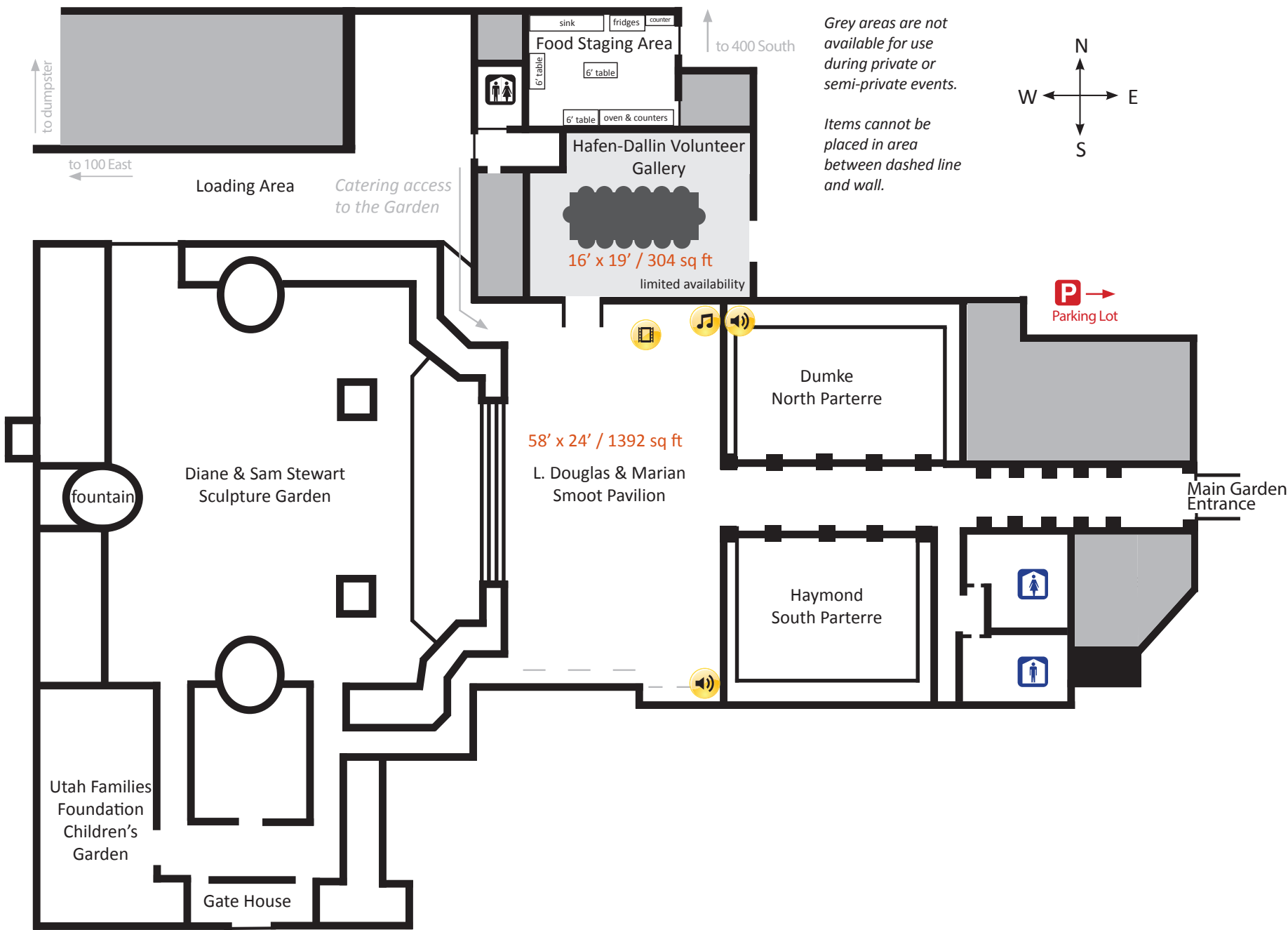
- ☐ Screen [renter provides laptop; SMA provides cable]
- ☐ CD player\* [renter provides CD]
- ☐ iPod\* [renter provides iPod; SMA provides cable]
- ☐ microphone with stand\*
- ☐ microphone with podium\*
- \*speakers in the Pavillon; Wi-Fi available

Bridal Party will be using the Lower Level restrooms to change at \_\_\_\_\_ .

time









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Event Title	Date
Renter Signature	Date
Staff Signature	Date
Audio/Visual check scheduled on	
MM/DD/YYYY	Time



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

<i>description</i>	<i># available</i>	<i>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.</i>
 8' rectangular table	[4]	<input type="checkbox"/> screen [renter provides laptop; SMA provides cable] <input type="checkbox"/> CD [renter provides CD] <input type="checkbox"/> microphone with stand <input type="checkbox"/> microphone with podium
 3' rectangular table	[2]	
 standard 60" round table	[4]	
 black folding chairs	[30]	
 serpentine tables (60" long)	[4]	
 garbage can	[2]	
 easels	[2]	<div>Wi-Fi available.</div> <div>This floorplan must be approved by the Event Coordinator at least one week before your event.</div>
 podium	[1]	

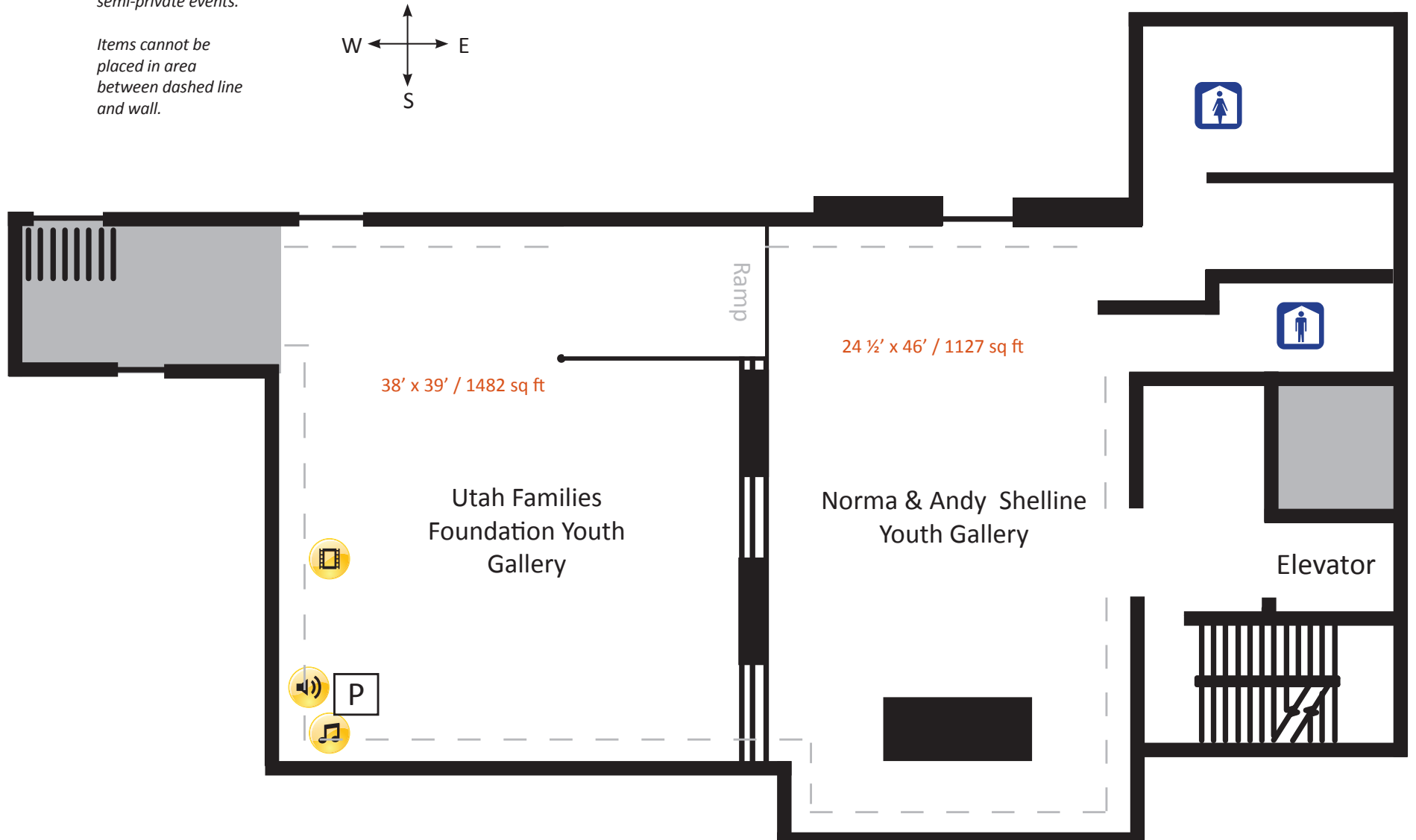
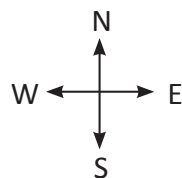
Wi-Fi available.

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*Grey areas are not available for use during private or semi-private events.*

Items cannot be placed in area between dashed line and wall.



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Main Level

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

\*speakers in Atrium, Dumke Gallery and Foyer; wi-fi available

Garden

- ☐ 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

This floorplan must be approved by the Event Coordinator at least one week before your event.

Event Title

Date

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Audio/Visual check scheduled on

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Time

