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.

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**Food Staging Area Amenities:**

- CATERER’S CART: 1
- CATERER’S FRIDGE: 1
- CATERER’S FREEZER: 1
- STOVE AND OVEN: 1
- MICROWAVE: 1
- SHELVES: 4
- STAINLESS STEEL SINKS: 3

**Optional Audio/Visual:**

- Flat Screen [32" portable, rentee provides slide show in Auto-repeatable DVD/CD format]
- iPod*: rentee provides iPod; SMA provides cable
- Microphone with stand or podium*

*speakers in Atrium, Dumke Gallery, and Foyer; Wi-Fi available

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

* benches can be repositioned as needed on the map and will be moved by Event Hosts
** wrought iron tables and chairs for use only in the Atrium

---

Changing areas with keyed lockers available in Underground Gallery restrooms.

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Changing areas with keyed lockers available in Underground Gallery restrooms.
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 [32" portable, rentee provides slide show in auto-repeatable DVD/CD format]
- iPod® [renter provides iPod; SMA provides cable]
- Microphone with Stand or Podium®

*portable sound system; Wi-Fi available

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Number Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 FOOT RECTANGLE TABLE (96&quot; BY 30&quot;)</td>
<td>4</td>
</tr>
<tr>
<td>6 FOOT RECTANGLE TABLE (72&quot; BY 30&quot;)</td>
<td>2</td>
</tr>
<tr>
<td>3 FOOT RECTANGLE TABLE (40&quot; BY 30&quot;)</td>
<td>2</td>
</tr>
<tr>
<td>DECORATIVE IRON BENCH</td>
<td>2</td>
</tr>
<tr>
<td>PODIUM</td>
<td>1</td>
</tr>
<tr>
<td>STANDARD 60&quot; ROUND TABLE (SEATS 8)</td>
<td>3</td>
</tr>
<tr>
<td>60&quot; WROUGHT IRON TABLES WITH CHAIRS (SEATS 6)*</td>
<td>5</td>
</tr>
<tr>
<td>SERPENTINE TABLES (60&quot; BY 30&quot;)</td>
<td>4</td>
</tr>
<tr>
<td>BLACK FOLDING CHAIRS</td>
<td>90</td>
</tr>
<tr>
<td>EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)</td>
<td>3</td>
</tr>
<tr>
<td>TALL TABLE (30&quot; DIAMETER/42&quot; HEIGHT)</td>
<td>2</td>
</tr>
<tr>
<td>SMALL WOOD TABLE (29&quot; DIAMETER/32&quot; HEIGHT)</td>
<td>1</td>
</tr>
<tr>
<td>GARBAGE CANS</td>
<td>2</td>
</tr>
<tr>
<td>ELECTRICAL OUTLETS</td>
<td>1</td>
</tr>
<tr>
<td>FOOD STAGING AREA AMENITIES:</td>
<td></td>
</tr>
<tr>
<td>CATERER’S CART</td>
<td>1</td>
</tr>
<tr>
<td>CATERER’S FRIDGE</td>
<td>1</td>
</tr>
<tr>
<td>CATERER’S FREEZER</td>
<td>1</td>
</tr>
<tr>
<td>STOVE AND OVEN</td>
<td>1</td>
</tr>
<tr>
<td>MICROWAVE</td>
<td>1</td>
</tr>
<tr>
<td>SHELVES</td>
<td>4</td>
</tr>
<tr>
<td>STAINLESS STEEL SINKS</td>
<td>3</td>
</tr>
</tbody>
</table>

* Garden wrought-iron tables and chairs for use only in the Pavilion and bricked patio

### Food Staging Area Amenities

- Caterer’s Cart
- Caterer’s Fridge
- Caterer’s Freezer
- Stove and Oven
- Microwave
- Shelves
- Stainless Steel Sinks

### Food Staging Area

- Retractable Awning for shade

### Dark Grey Areas

Dark grey areas are not available for use during private or semi-private events. Items cannot be placed in area between dashed line and wall.

### Bridal Party Changing Areas

Bridal Party changing areas available with keyed lockers in Underground Gallery restrooms.

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

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<table>
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<tr>
<th>Rentee Signature</th>
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</table>

<table>
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<tr>
<th>Staff Signature</th>
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</tr>
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</table>

Optional Audio/Visual check scheduled on:

<table>
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<th>MM/DD/YYYY</th>
<th>Time</th>
</tr>
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* Garden wrought iron tables and chairs for use only in the Pavilion and bricked patio

---
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.

**Number Available:**

- **8 FOOT RECTANGLE TABLE (96" BY 30")** 6
- **6 FOOT RECTANGLE TABLE (72" BY 30")** 2
- **3 FOOT RECTANGLE TABLE (40" BY 30")** 4
- **POD IUM** 1
- **STANDARD 60" ROUND TABLE (SEATS 8)** 12
- **SERPENTINE TABLES (60" LONG)** 4
- **BLACK FOLDING CHAIRS** 96
- **EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)** 3
- **TALL TABLE (30" DIAMETER/42" HEIGHT)** 2
- **SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT)** 4
- **BLACK GRAND PIANO ($25 FEE)**
- **GARBAGE CAN**
- **ELECTRICAL OUTLETS**
- **FOOD STAGING AREA AMENITIES:**
  - **CATERER’S CART**
  - **CATERER’S FRIDGE**
  - **CATERER’S FREEZER**
  - **STOVE AND OVEN**
  - **MICROWAVE**
  - **SHELVES**
  - **STAINLESS STEEL SINKS**

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 [32" portable]**
- **iPod* [renter provides iPod; SMA provides cable]**
- **Microphone with stand or podium**
- **Portable speaker system**

*Benches are not shown on the map and can be repositioned as needed for events.
*Benches will be moved by Event Hosts.

**Area(s) reserved:**
- Grand Gallery
- East Gallery
- All Galleries
- ________Gallery

This floor plan 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**

Changing area with keyed lockers available in Underground Gallery restrooms
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.

- Screen [renter provides laptop; SMA provides cable]
- Sound system
- Microphone with stand or podium

**AVAILABLE IN STUDIO:**

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**Wi-Fi available**

**Area(s) reserved:**
- Underground Gallery
- Studio

**changing areas available with keyed lockers in Underground Gallery restrooms.**
FACILITY MAP

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.

Main Level
- ☑ Flat screen [renter provides slideshow in Auto-repeatable DVD/CD format]
- ☑ iPod* [renter provides iPod; SMA provides cable]
- ☑ Microphone stand or podium* [speakers in Atrium, Dumke Gallery and Foyer; wi-fi available]

*speakers in the Pavilion; Wi-Fi available

Garden
- ☑ Screen [renter provides laptop; SMA provides cable]
- ☑ iPod* [renter provides iPod; SMA provides cable]
- ☑ Microphone with stand or podium* [speakers in the Pavilion; Wi-Fi available]

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Optional Audio/Visual check scheduled on:

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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.

Utah Families Foundation Children’s Garden

FACILITY MAP
MAIN LEVEL AND GARDEN

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.

Main Level
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