

### 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:	Number Available:
8 FOOT RECTANGLE TABLE (96" BY 30")	6
6 FOOT RECTANGLE TABLE (72" BY 30")	2
7 FOOT WOOD BENCH*	9
BLACK PIANO (UPRIGHT, \$25 FEE, CAN BE USED IN ALL MAIN LEVEL GALLERIES EXCEPT FOR SWANSON)	1
3 FOOT RECTANGLE TABLE (40" BY 30")	4
PODIUM	1
STANDARD 60" ROUND TABLE (SEATS 8)	2
50" WROUGHT IRON TABLES** WITH CHAIRS (SEATS 6)	9
60" TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 7)	9
SERPENTINE TABLES (60" LONG)	4
BLACK FOLDING CHAIRS	30
EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)	3
TALL TABLE (30" DIAMETER/42" HEIGHT)	2
SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT)	1
GARBAGE CAN	
ELECTRICAL OUTLETS	
<b>Food Staging Area Amenities:</b>	
CATERER'S CART	1
CATERER'S FRIDGE	1
CATERER'S FREEZER	1
STOVE AND OVEN	1
MICROWAVE	1
SHELVES	4
STAINLESS STEEL SINKS	3

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\*

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

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

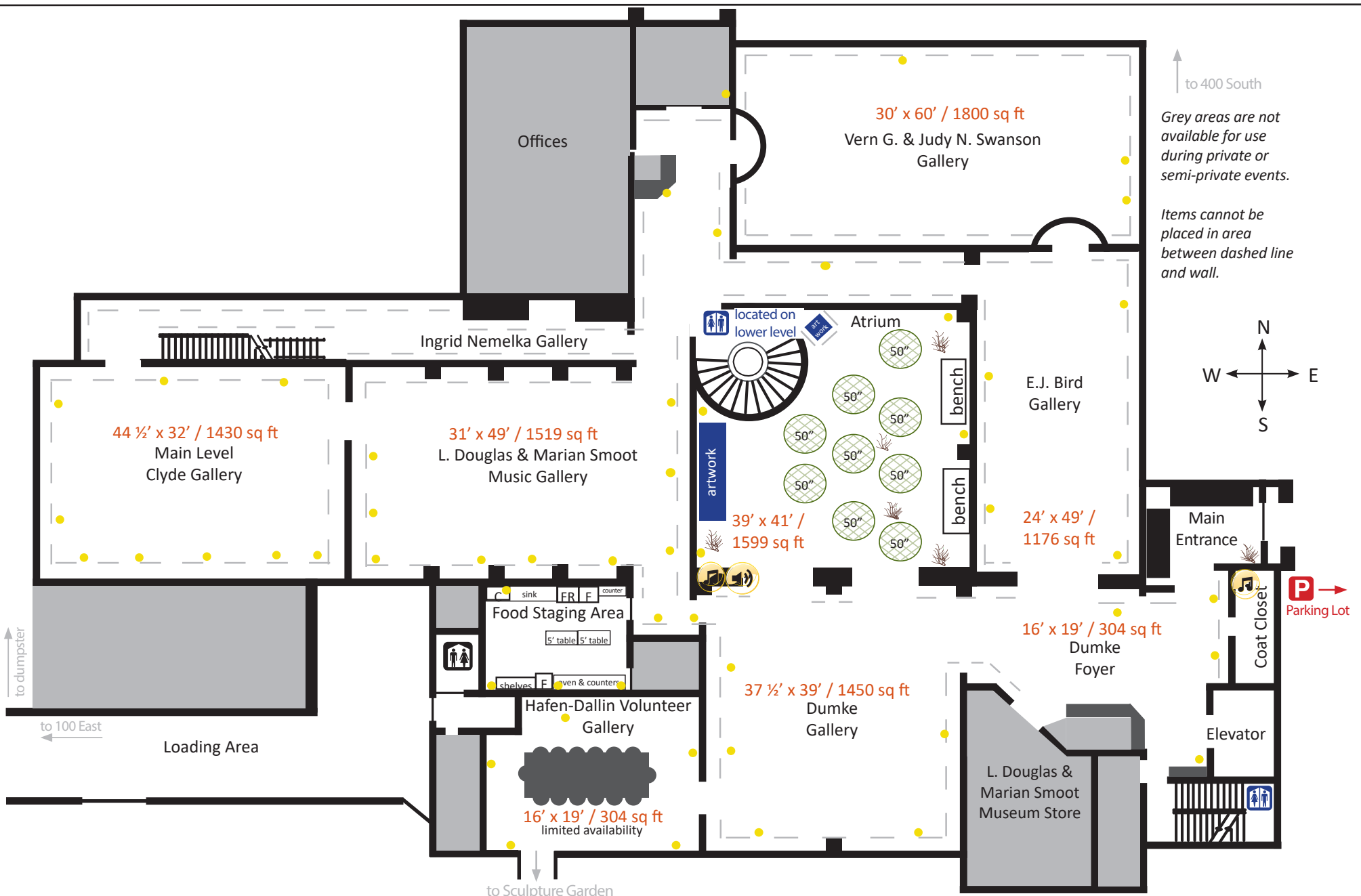
Event Title	Date
Rentee Signature	Date
Staff Signature	Date

Optional Audio/Visual check scheduled on:

MM/DD/YYYY	Time
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Changing areas with keyed lockers available in Underground Gallery restrooms.

\* 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



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

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

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

Event Title \_\_\_\_\_ Date \_\_\_\_\_

Rentee Signature \_\_\_\_\_ Date \_\_\_\_\_

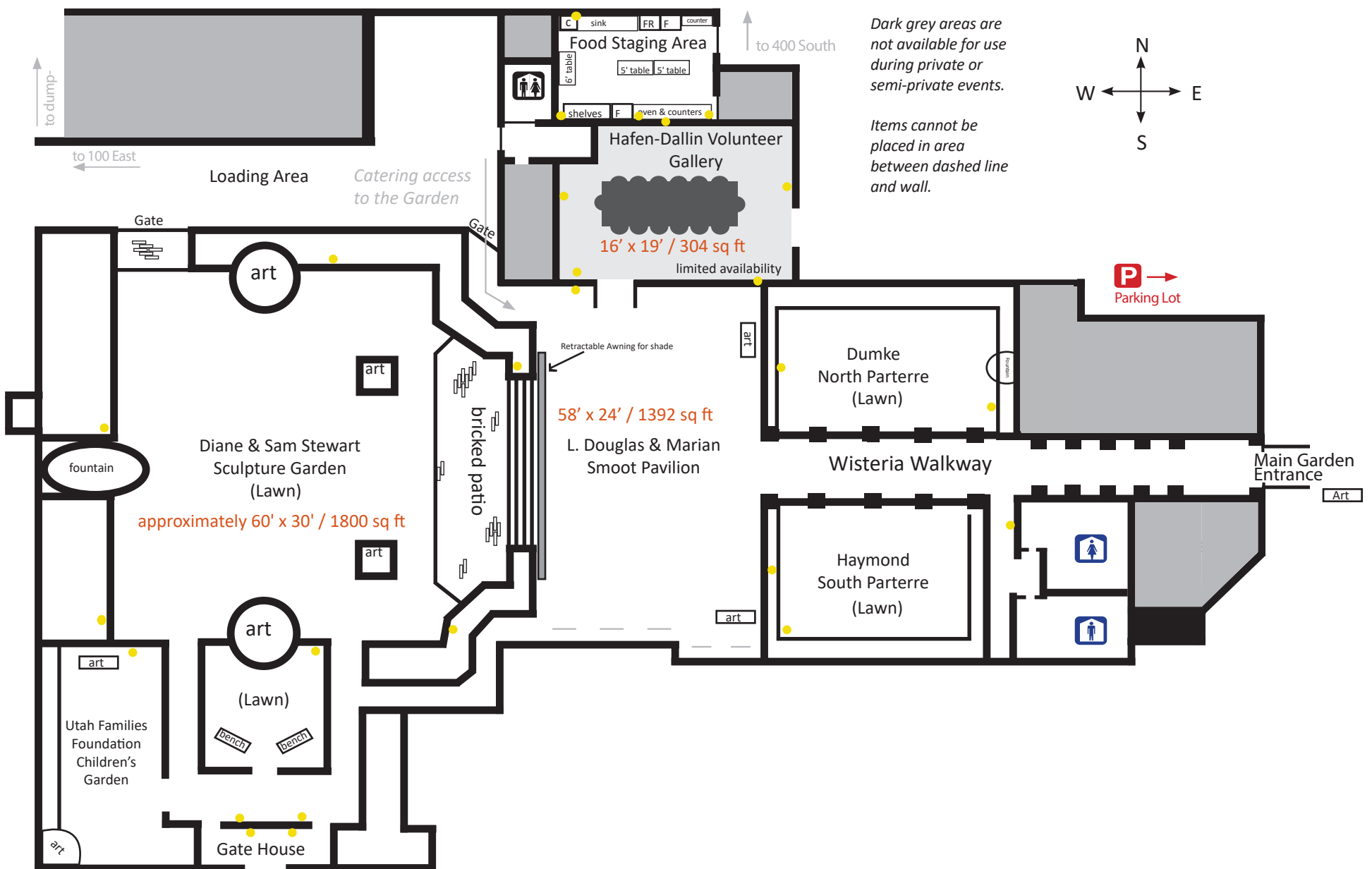
Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Optional Audio/Visual check scheduled on:

MM/DD/YYYY \_\_\_\_\_ Time \_\_\_\_\_

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

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



Area(s) reserved: ○ Grand Gallery ○ East Gallery ○ All Galleries ○ \_\_\_\_\_ Gallery

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

Description:	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
PODIUM -----	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) -----	1
BLACK GRAND PIANO (\$25 FEE)	
GARBAGE CAN	
ELECTRICAL OUTLETS	
<b>FOOD STAGING AREA AMENITIES:</b>	
CATERER'S CART -----	1
CATERER'S FRIDGE -----	1
CATERER'S FREEZER -----	1
STOVE AND OVEN -----	1
MICROWAVE -----	1
SHELVES -----	4
STAINLESS STEEL SINKS -----	3

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.

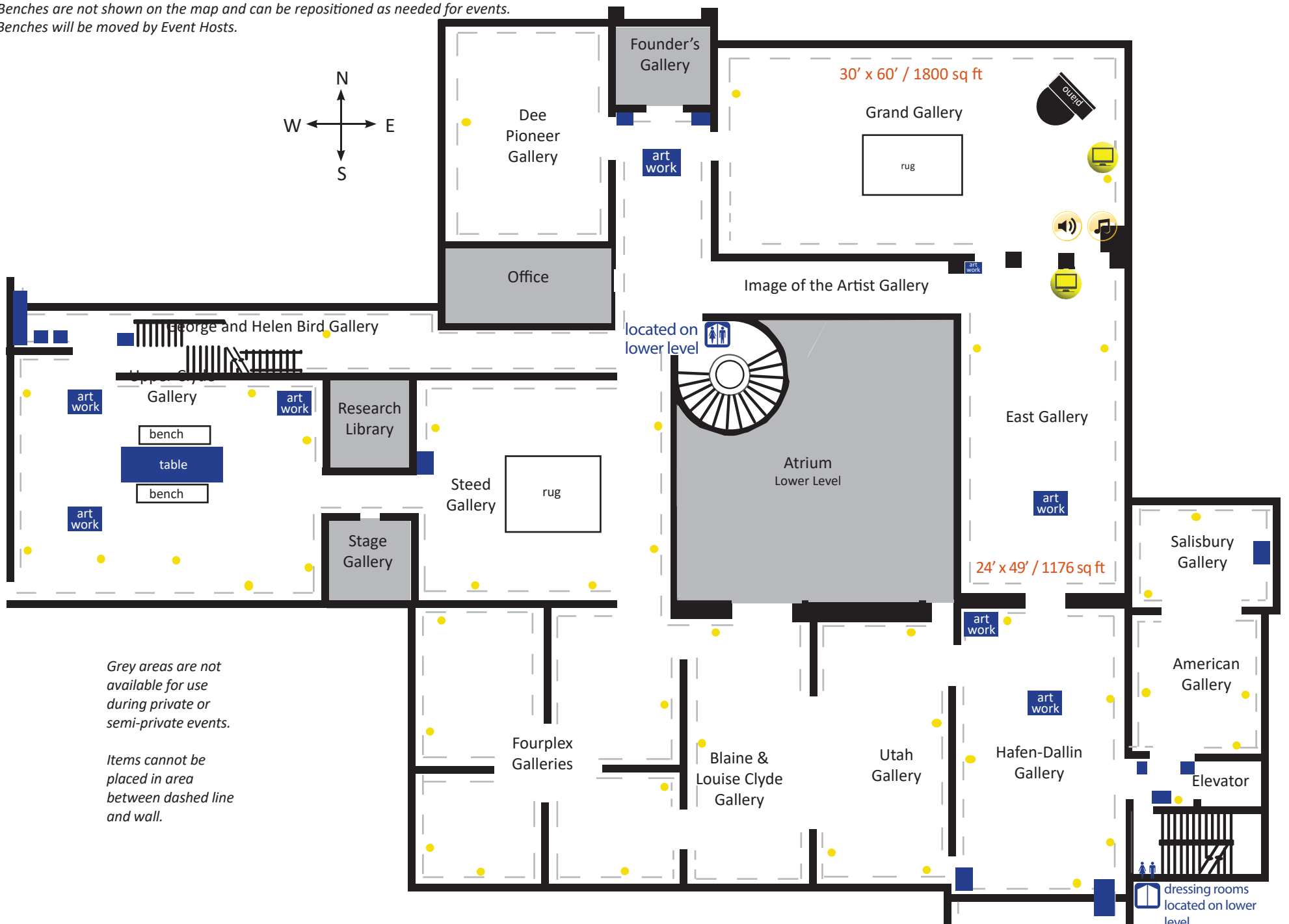
- Flat Screen [32" portable]
- iPod\* [renter provides iPod; SMA provides cable]
- Microphone with stand or podium
- Portable speaker system

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

Changing area with keyed lockers available in Underground Gallery restrooms

\* 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:

Underground Gallery









Studio




**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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**AVAILABLE IN STUDIO:**

Description:	Number Available:
 8 FOOT RECTANGLE TABLE (96" BY 30") -----	4
 3 FOOT RECTANGLE TABLE (40" BY 30") -----	2
 BLACK FOLDING CHAIRS -----	30
 EASELS -----	2
 GARBAGE CANS -----	1
 PODIUM -----	1
 ELECTRICAL OUTLETS	
 ACTIVITIES	

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

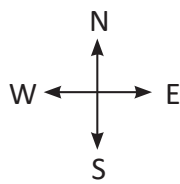
Wi-Fi available

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

Changing areas available with keyed lockers in Underground Gallery restrooms.

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

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



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

### 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

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
Optional Audio/Visual check scheduled on:	
MM/DD/YYYY	Time

