

Area(s) reserved

Entire Main Level

Atrium

DUE: _____

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 (extra charge).

Size shown to scale	Description:	Number Available:
8'	8 FOOT RECTANGLE TABLE (96" BY 30") -----	6
6'	6 FOOT RECTANGLE TABLE (72" BY 30") -----	4
BENCH	7 FOOT WOOD BENCH* -----	9
PIANO	BLACK PIANO (UPRIGHT, \$40 FEE, CAN BE USED IN ALL MAIN LEVEL GALLERIES EXCEPT FOR SWANSON) -----	1
40"	3 FOOT RECTANGLE TABLE (40" BY 30") -----	2
P	PODIUM -----	1
60"	STANDARD 60" ROUND TABLE (SEATS 8) -----	5
50"	50" WROUGHT IRON TABLES** WITH CHAIRS (SEATS 6)* must stay in atrium -	9
●	60" TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 7) -----	9
h	BLACK FOLDING CHAIRS -----	120
A	EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS) -----	3
B	TALL TABLE (30" DIAMETER/42" HEIGHT) -----	2
C	SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT) -----	1
G	GARBAGE CANS	
●	ELECTRICAL OUTLETS	
Food Staging Area Amenities:		
C	CATERER'S CART -----	1
F	CATERER'S FRIDGE -----	1
FR	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 even

- ☒ Flat Screen [32" portable, rentee provides slide show in auto-repeatable DVD format]
- ☒ iPod* [renter provides iPod; SMA provides cable]
- ☒ Bluetooth microphone with stand or podium*

*speakers in Atrium, Dumke Gallery, and Foyer; Wi-Fi available. Portable sound system available for Swanson gallery.

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

Event Title _____ Date _____

Rentee Signature _____ Date _____

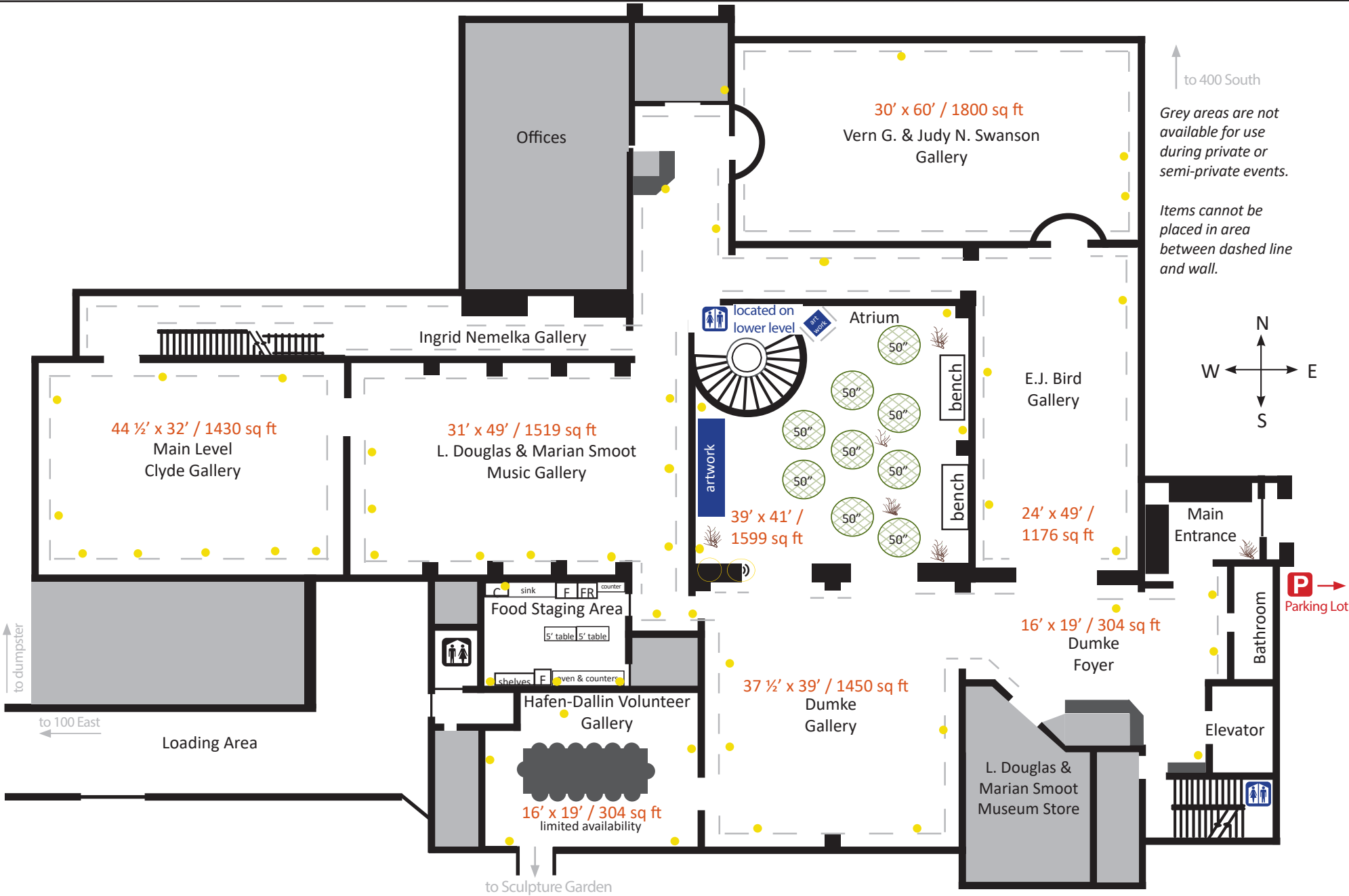
Staff Signature _____ Date _____

Optional Audio/Visual check scheduled on:

MM/DD/YYYY _____ Time _____

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 (extra charge). DUE:_____

Size shown to scale	Description:	Number Available:
	8 FOOT RECTANGLE TABLE (96" BY 30") -----	6
	6 FOOT RECTANGLE TABLE (72" BY 30") -----	4
	3 FOOT RECTANGLE TABLE (40" BY 30") -----	2
	DECORATIVE IRON BENCH -----	2
	PODIUM -----	1
	STANDARD 60" ROUND TABLE (SEATS 8) -----	5
	60" WROUGHT IRON TABLES WITH CHAIRS (SEATS 6)* -----	5
	BLACK FOLDING CHAIRS -----	120
	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 -----	
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

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- Flat Screen [32" portable, rentee provides slide show in auto-repeatable DVD format]
- iPod* [renter provides iPod; SMA provides cable]
- Bluetooth 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 _____

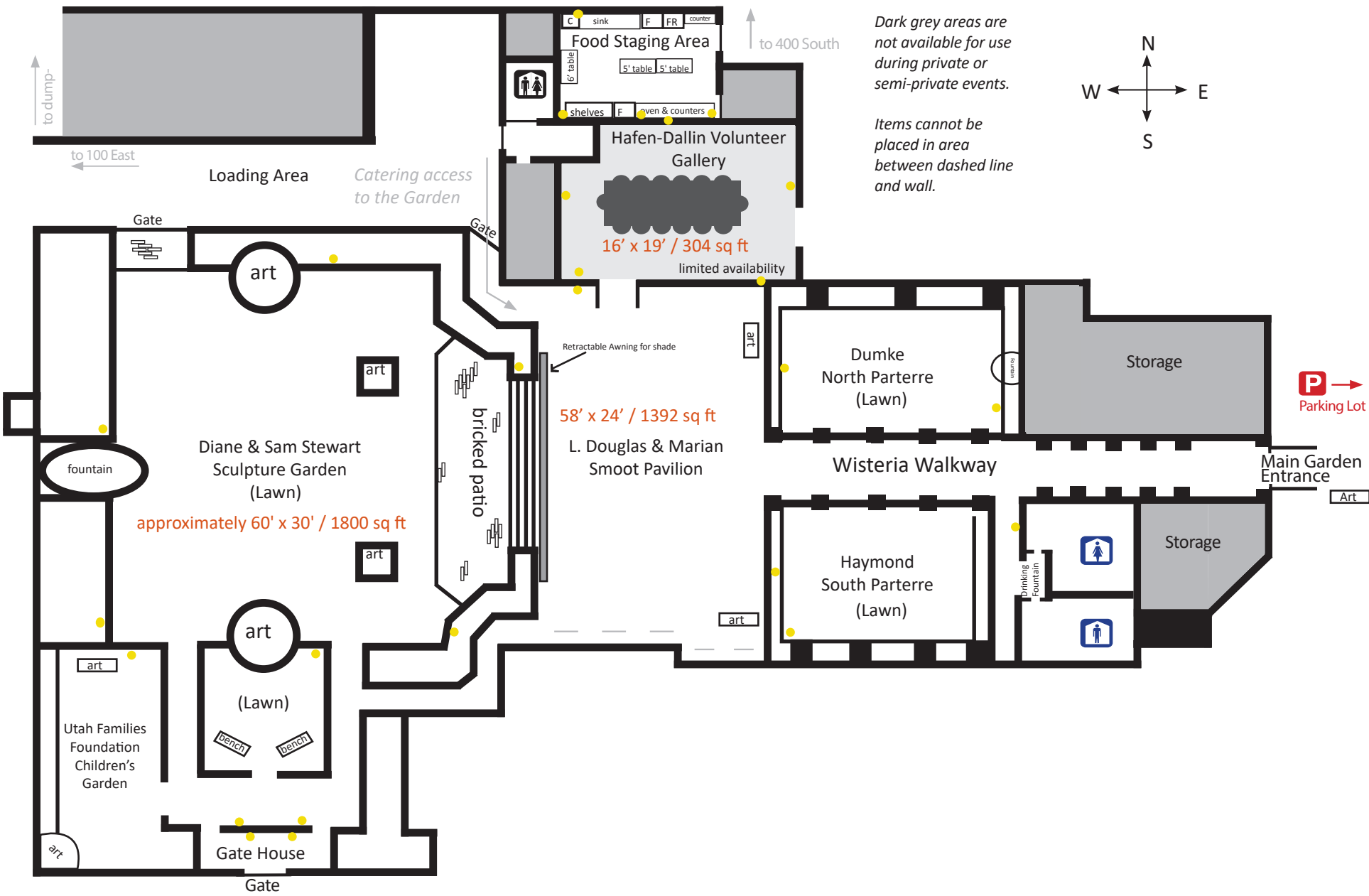
Staff Signature _____ Date _____

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 DUE: _____

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 (extra charge).

Size shown to scale	Description:	Number Available:
<div>8</div>	8 FOOT RECTANGLE TABLE (96" BY 30") -----	6
<div>6'</div>	6 FOOT RECTANGLE TABLE (72" BY 30") -----	4
<div>40"</div>	3 FOOT RECTANGLE TABLE (40" BY 30") -----	2
<div>P</div>	PODIUM -----	1
<div>60"</div>	STANDARD 60" ROUND TABLE (SEATS 8) -----	12
<div>h</div>	BLACK FOLDING CHAIRS -----	160
<div>★</div>	EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)-----	3
<div>B</div>	TALL TABLE (30" DIAMETER/42" HEIGHT) -----	2
<div>C</div>	SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT) -----	1
<div>🎹</div>	BLACK GRAND PIANO	
<div>G</div>	GARBAGE CANS	
<div>•</div>	ELECTRICAL OUTLETS	
FOOD STAGING AREA AMENITIES:		
	CATERER'S CART -----	1
<div>C</div>	CATERER'S FRIDGE -----	1
<div>F</div>	CATERER'S FREEZER -----	1
<div>FR</div>	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 even

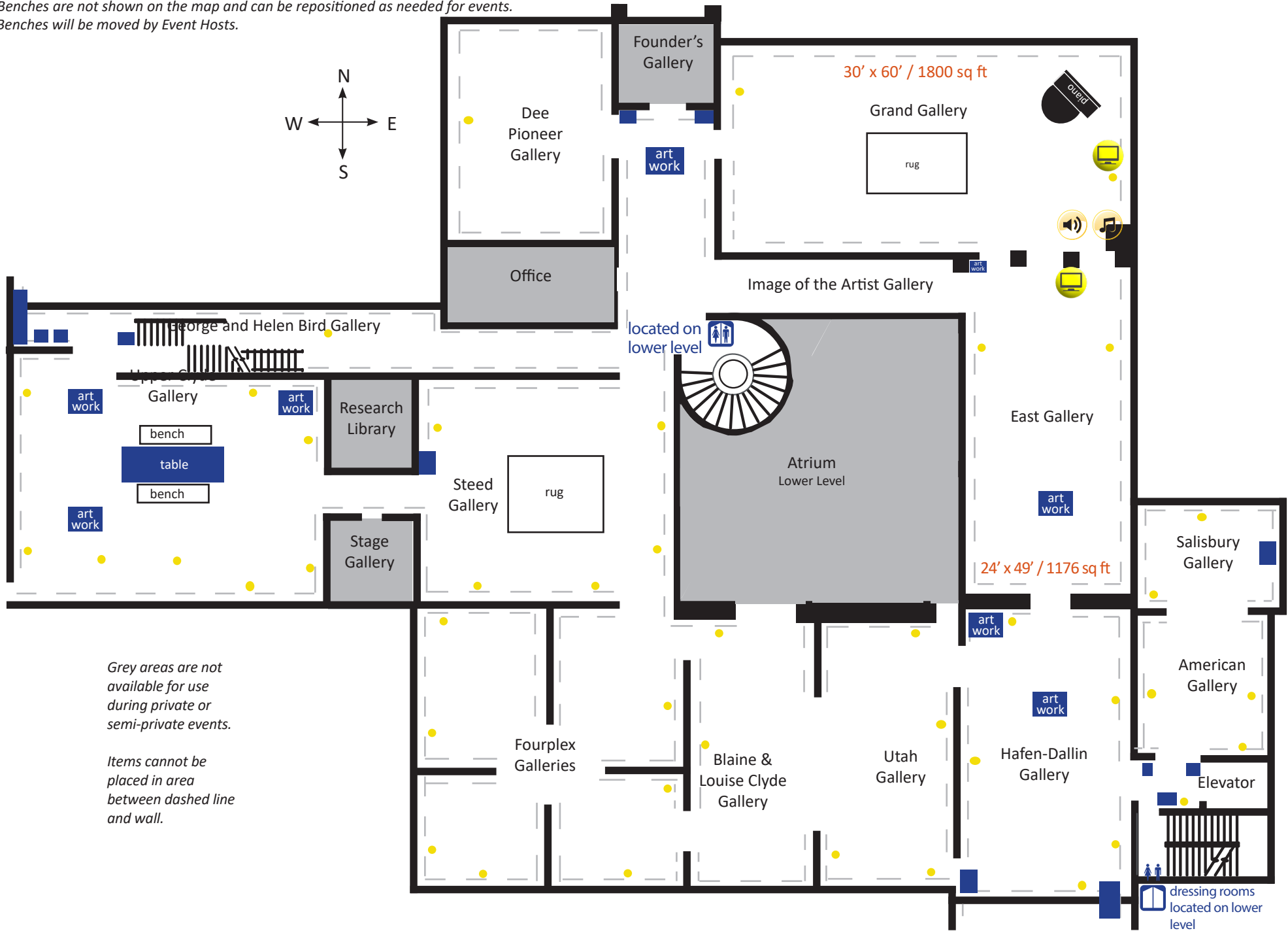
- ☒ Flat Screen in Grand + East Galleries or [32" portable, rentee provides slide show in auto-repeatable DVD format]
- ☒ iPod* [renter provides iPod; SMA provides cable]
- ☒ Bluetooth microphone with stand or podium*
- ☐ Portable speaker system

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

Event Title	Date
Rentee Signature	Date
Staff Signature	Date
Optional 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.

AVAILABLE IN STUDIO:

	Description:	Number Available:
<div>8</div>	8 FOOT RECTANGLE TABLE (96" BY 30") -----	4
<div>40"</div>	3 FOOT RECTANGLE TABLE (40" BY 30") -----	2
<div>h</div>	BLACK FOLDING CHAIRS -----	30
<div>A</div>	EASELS -----	2
<div>G</div>	GARBAGE CANS -----	1
<div>P</div>	PODIUM -----	1
<div>•</div>	ELECTRICAL OUTLETS	
<div>☆</div>	ACTIVITIES	

DUE DATE: _____

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]
- ☒

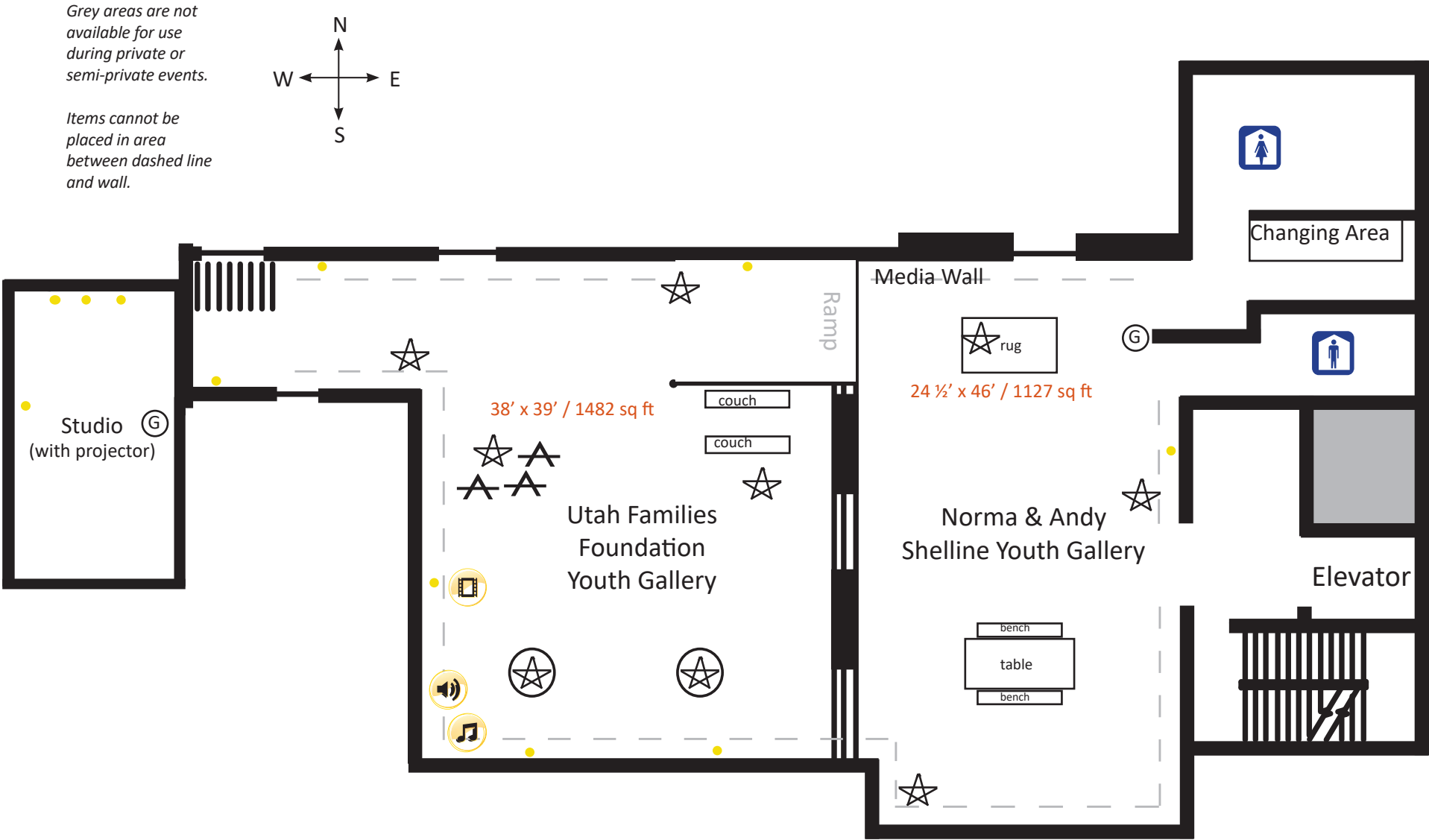
Sound system
- ☒

Microphone with stand or podium

Wi-Fi available

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

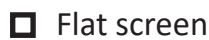
Changing areas available with keyed lockers in Underground Gallery restrooms.



MAIN LEVEL AND GARDEN

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

DUE DATE: _____



[renter provides slideshow in Auto-repeatable DVD format]



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

☐ Screen [renter provides laptop; SMA provides cable]



*speakers in the Pavilion; Wi-Fi available

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



MAIN LEVEL AND GARDEN