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).

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

- Flat Screen [32" portable, rentee provides slide show in auto-repeatable DVD format]
- iPod* [rentee 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.

Food Staging Area Amenities:

- CATERER’S CART
- CATERER’S FRIDGE
- CATERER’S FREEZER
- STOVE AND OVEN
- MICROWAVE
- SHELVES
- STAINLESS STEEL SINKS

- ELECTRICAL OUTLETS
- GARBAGE CANS
- SMALL WOOD TABLE (29” DIAMETER/32” HEIGHT)
- TALL TABLE (30” DIAMETER/42” HEIGHT)
- EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)
- BLACK FOLDING CHAIRS
- 60” TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 7)
- BLACK PIANO (UPRIGHT, $40 FEE, CAN BE USED IN ALL MAIN LEVEL GALLERIES EXCEPT FOR SWANSON)
- PODIUM
- 3 FOOT RECTANGLE TABLE (40” BY 30”)
- STANDARD 60” ROUND TABLE (SEATS 8)
- 50” WROUGHT IRON TABLES** WITH CHAIRS (SEATS 6)* must stay in atrium
- 60” TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 7)
- 8 FOOT FOOTBALL TABLE (59” BY 30”)
- 6 FOOT RECTANGLE TABLE (72” BY 30”)
- 3 FOOT RECTANGLE TABLE (30” BY 30”)

* 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.

* 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

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

Staff Signature               Date

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.

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Changing areas with keyed lockers available in Underground Gallery restrooms.
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).

### Table Specifications
- **6 FOOT RECTANGLE TABLE** (72" BY 30")
- **3 FOOT RECTANGLE TABLE** (40" BY 30")
- **DECORATIVE IRON BENCH**
- **PODIUM**
- **STANDARD 60" ROUND TABLE** (SEATS 8)
- **60" WROUGHT IRON TABLES WITH CHAIRS** (SEATS 6)*
- **BLACK FOLDING CHAIRS**
- **EASELS**
- **TALL TABLE** (30" DIAMETER/42" HEIGHT)
- **SMALL WOOD TABLE** (29" DIAMETER/32" HEIGHT)
- **GARBAGE CANS**
- **ELECTRICAL OUTLETS**

### Food Staging Area Amenities
- **CATERER’S CART**
- **CATERER’S FRIDGE**
- **CATERER’S FREEZER**
- **STOVE AND OVEN**
- **MICROWAVE**
- **SHELVES**
- **STAINLESS STEEL SINKS**

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

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**Facility Map**

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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 format]
- **iPod** [renter provides iPod; SMA provides cable]
- **Bluetooth microphone with stand or podium***

*Portable sound system; Wi-Fi available.

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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.
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).

### Description:

- **8 FOOT RECTANGLE TABLE (96" BY 30")**
- **6 FOOT RECTANGLE TABLE (72" BY 30")**
- **3 FOOT RECTANGLE TABLE (40" BY 30")**
- **PODUM**
- **STANDARD 60" ROUND TABLE (SEATS 8)**
- **60' EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)**
- **TALL TABLE (30' DIAMETER/42" HEIGHT)**
- **SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT)**
- **PODUM**
- **BLACK GRAND PIANO**
- **GARBAGE CANS**
- **ELECTRICAL OUTLETS**
- **FOOD STAGING AREA AMENITIES:**
  - **CATERER’S CART**
  - **CATERER’S FRIDGE**
  - **CATERER’S FREEZER**
  - **STOVE AND OVEN**
  - **MICROWAVE**
  - **SHELVES**
  - **STAINLESS STEEL SINKS**

### 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
- **PODUM**: 1
- **STANDARD 60" ROUND TABLE (SEATS 8)**: 12
- **60' EASELS (PLEASE SPECIFY OAK, IRON, OR BRASS)**: 3
- **TALL TABLE (30' DIAMETER/42" HEIGHT)**: 2
- **SMALL WOOD TABLE (29" DIAMETER/32" HEIGHT)**: 1
- **PODUM**: 1
- **BLACK GRAND PIANO**: 160
- **GARBAGE CANS**: 6
- **ELECTRICAL OUTLETS**: 4
- **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

### Special Audio/Visual Equipment:

- **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**

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

---

**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
- 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.

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:

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<th>Description</th>
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<td>3 FOOT RECTANGLE TABLE (40&quot; BY 30&quot;)</td>
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DUE DATE: ____________________________

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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.

Main Level

- Flat screen
  [renter provides slideshow in Auto-repeatable DVD 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.

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