

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	8 FOOT RECTANGLE TABLE	6
BENCH	7 FOOT BENCH (WOODEN)	9
PIANO	PIANO (UPRIGHT, \$25 FEE, CAN BE USED IN ALL GALLERIES EXCEPT FOR SWANSON)	1
3	3 FOOT RECTANGLE TABLE	4
P	PODIUM	1
60"	STANDARD 60" ROUND TABLE (SEATS 8)	2
60"	60" WROUGHT IRON TABLES WITH CHAIRS (SEATS 6)	9
●	60" TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 7)	9
⌒	SERPENTINE TABLES (60" LONG)	4
h	BLACK FOLDING CHAIRS	30
A	EASLES	3
○	OAK TABLE (36" DIAMETER/41" HEIGHT)	1
○	SMALL WOODEN TABLE (29" DIAMETER/32" HEIGHT)	3
○	TALL WOODEN TABLE (33" DIAMETER/36" HEIGHT)	2
●	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 event.

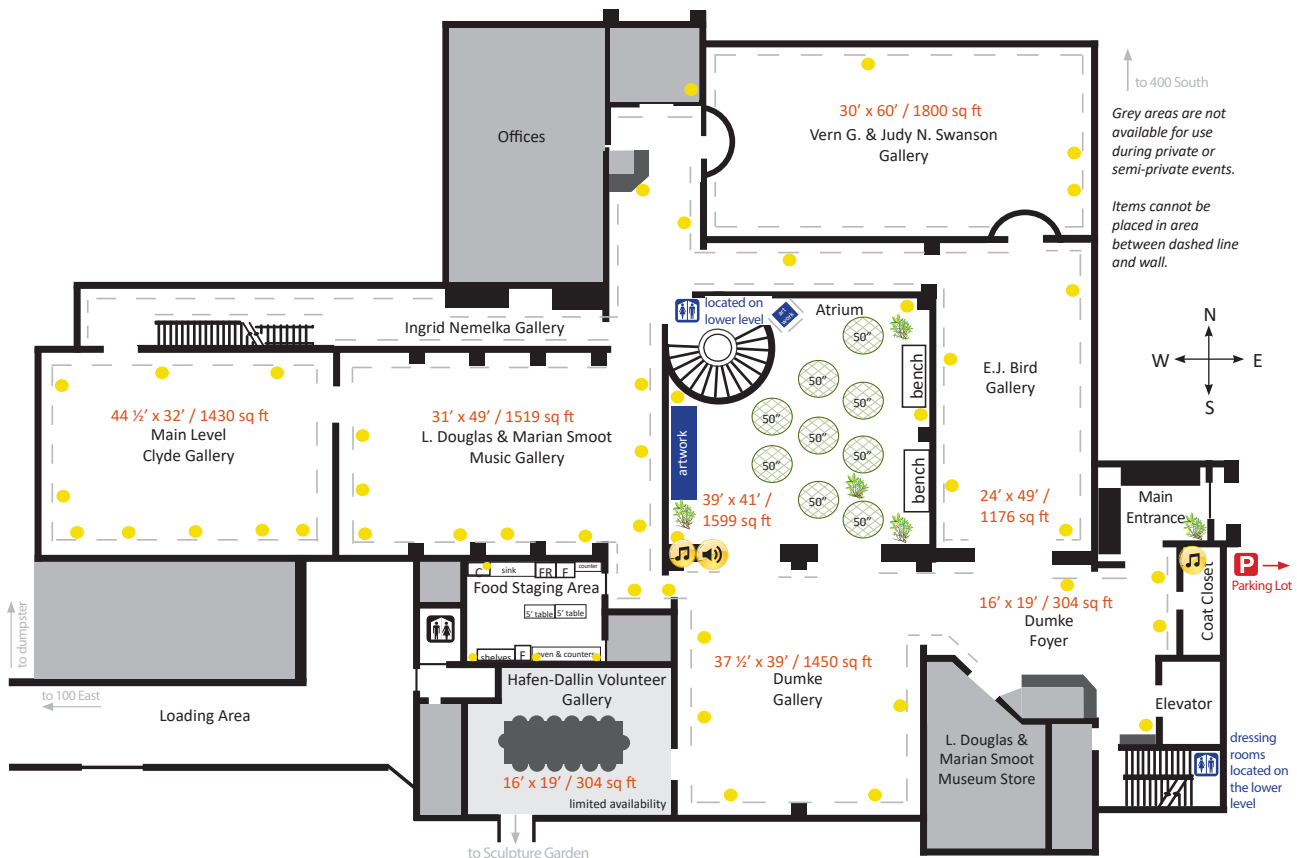
- Flat Screen [32" portable, rentee provides slide show in Auto-repeatable DVD/CD format]
- iPod* [renter provides iPod; SMA provides cable]
- Microphone with Stand*
- Microphone with Podium*

*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



Please indicate on the map how you would like tables, chairs, etc. set up for your event.

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Description:	Number Available:
8 FOOT RECTANGLE TABLE	4
3 FOOT RECTANGLE TABLE	2
PODIUM	1
STANDARD 60" ROUND TABLE (SEATS 8)	3
60" TABLE TOPS FOR WROUGHT IRON TABLES (SEATS 6)	5
SERPENTINE TABLES (60" LONG)	4
BLACK FOLDING CHAIRS	30
EASLES	3
OAK TABLE (36" DIAMETER/41" HEIGHT)	1
SMALL WOODEN TABLE (29" DIAMETER/32" HEIGHT)	1
TALL WOODEN TABLE (33" DIAMETER/36" HEIGHT)	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

* wrought iron tables and chairs for use only in the Atrium

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.

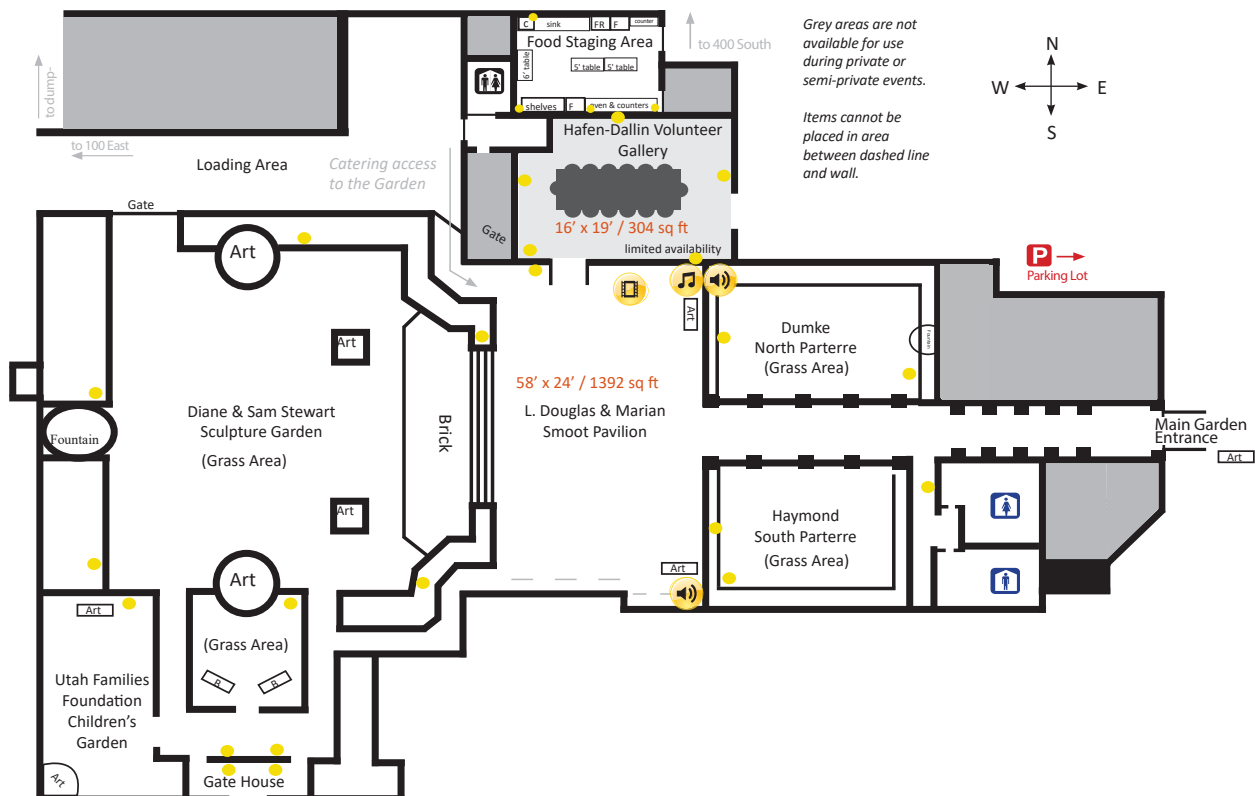
- Flat Screen [32" portable, rentee provides slide show in Auto-repeatable DVD/CD format]
- iPod* [renter provides iPod; SMA provides cable]
- Microphone with Stand*
- Microphone with Podium*

*speakers in Atrium, Dumke Gallery and Foyer; Wi-Fi throughout Museum.

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Bridal Party will be using the Lower Level restrooms to change at _____ time.






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.

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. Wi-fi available throughout Upper Level.

Description:	Number Available:
 8 FOOT RECTANGLE TABLE	6
 40" RECTANGLE TABLE	4
 PODIUM	1
 STANDARD 60" ROUND TABLE (SEATS 8)	12
 SERPENTINE TABLES (60" LONG)	4
 BLACK FOLDING CHAIRS	96
 EASLES	3
 OAK TABLE (36" DIAMETER/41" HEIGHT)	1
 SMALL WOODEN TABLE (29" DIAMETER/32" HEIGHT)	1
 TALL WOODEN TABLE (33" DIAMETER/36" HEIGHT)	1
 GRAND PIANO (\$25 FEE)	
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

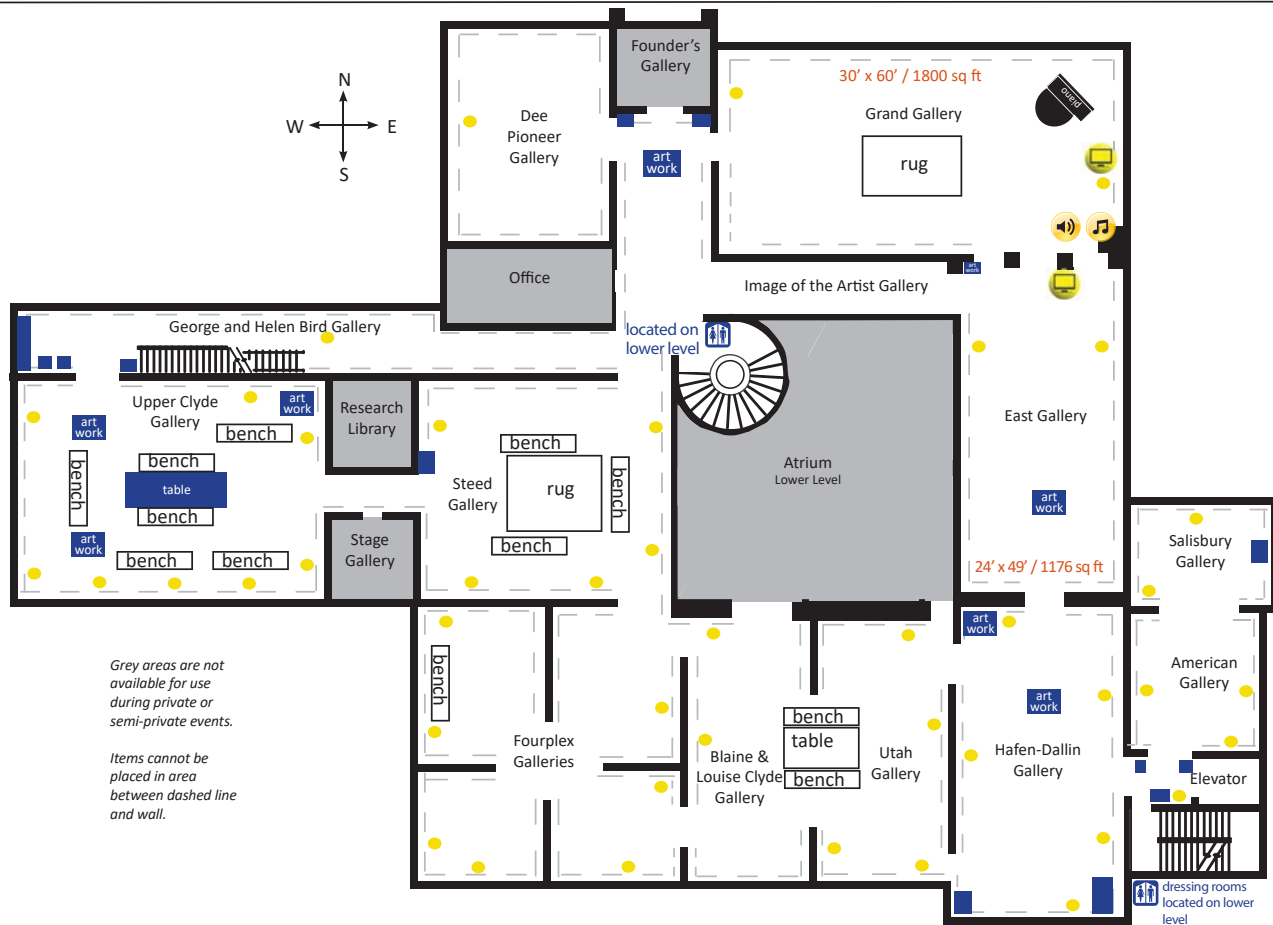
- Flat Screen TVs (32" Portable)
- iPod/MP3 Player
- Microphone with Stand
- Microphone with Podium
- Portable Speaker System

Changing area available with keyed lockers in underground Gallery restrooms

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

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







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:
<input type="checkbox"/> 8	8 FOOT RECTANGLE TABLE	4
<input type="checkbox"/> 3	3 FOOT RECTANGLE TABLE	2
<input type="checkbox"/> 60"	STANDARD 60" ROUND TABLE (SEATS 8)	4
	SERPENTINE TABLES (60" LONG)	30
	BLACK FOLDING CHAIRS	4
	EASLES	2
	GARBAGE CANS	2
<input type="checkbox"/> P	PODIUM	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.

-  screen [renter provides laptop; SMA provides cable]
-  CD [renter provides CD]
-  microphone with stand
-  microphone with podium

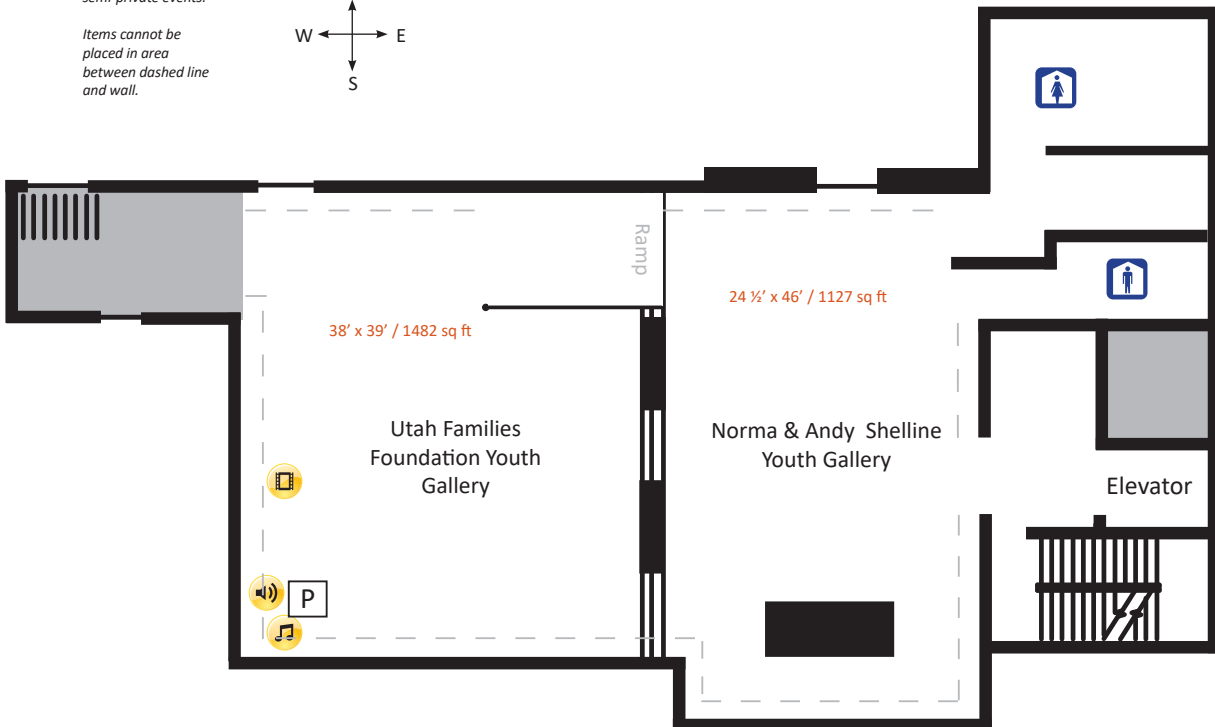
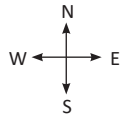
Wi-Fi available.

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

*speakers in the Pavillion; Wi-Fi available

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

