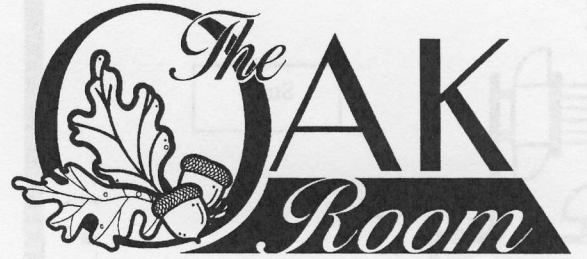


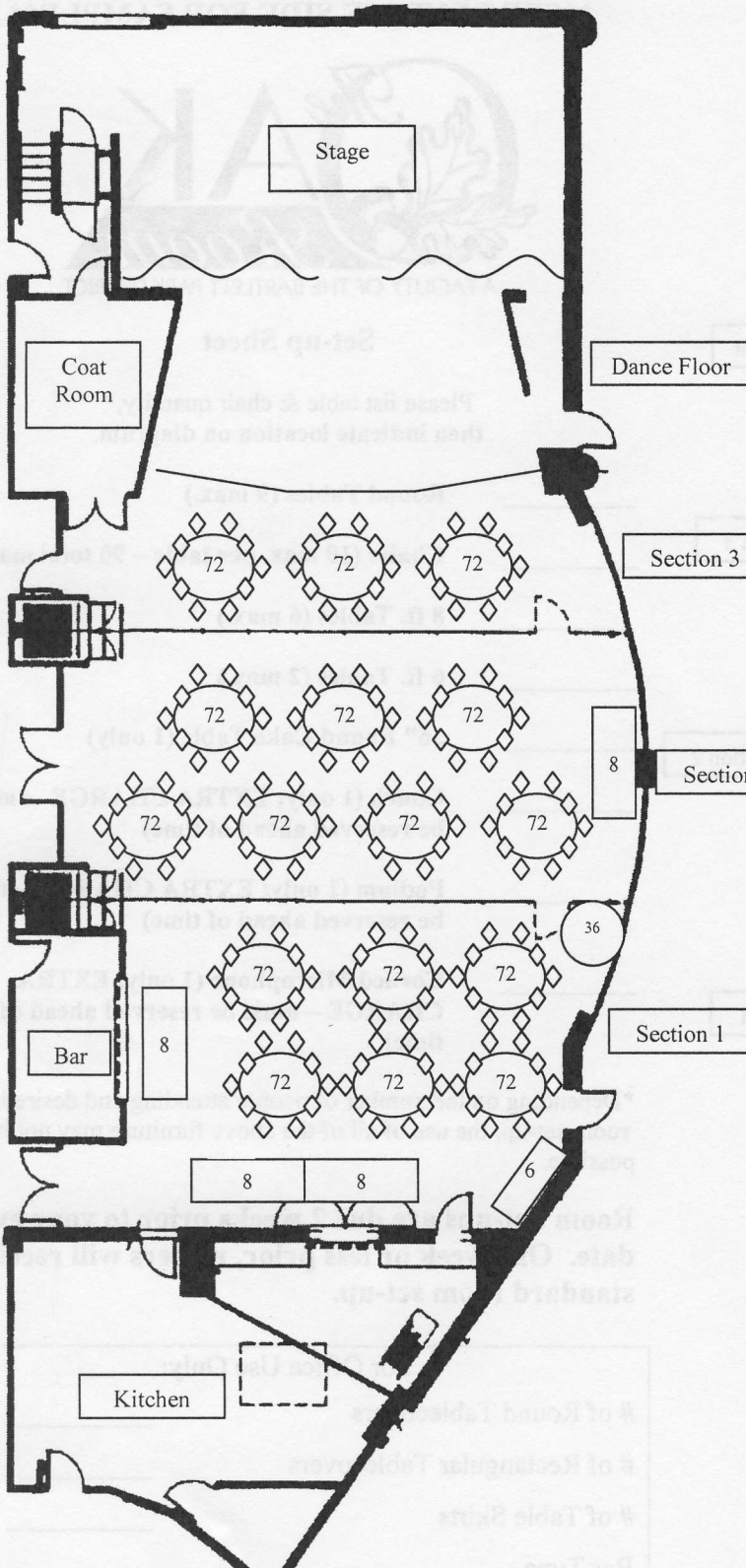
**\*\*STANDARD ROOM SET-UP\*\***



A FACILITY OF THE BARTLETT PARK DISTRICT

**Set-up Sheet**

Please list table & chair quantity\*, then indicate location on diagram.



_____ 16 _____	<b>Round Tables (16 max.)</b>
_____ 160 _____	<b>Chairs (10 max. per table – 160 total max.)</b>
_____ 4 _____	<b>8 ft. Tables (6 max.)</b>
_____ 1 _____	<b>6 ft. Tables (2 max.)</b>
_____ 1 _____	<b>36" Round Cake Table (1 only)</b>
_____ 0 _____	<b>Couch (1 only; EXTRA CHARGE – must be reserved ahead of time)</b>
_____ 0 _____	<b>Podium (1 only; EXTRA CHARGE – must be reserved ahead of time)</b>
_____ 0 _____	<b>Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)</b>

\*Depending on the number of people attending and desired room set-up, the use of all of the above furniture may not be possible.

**Room Set-ups are due 2 weeks prior to your event date. One week or less prior to the event date, renters will receive standard room set-up.**

For Office Use Only:

# of Round Tablecoverings \_\_\_\_\_  
 # of Rectangular Tablecoverings \_\_\_\_\_  
 Skirting Requested?/# \_\_\_\_\_  
 Bar Type \_\_\_\_\_  
 Bar Times \_\_\_\_\_

Additional Notes:

Renter's Name: John Smith

Event Date: 1/1/09

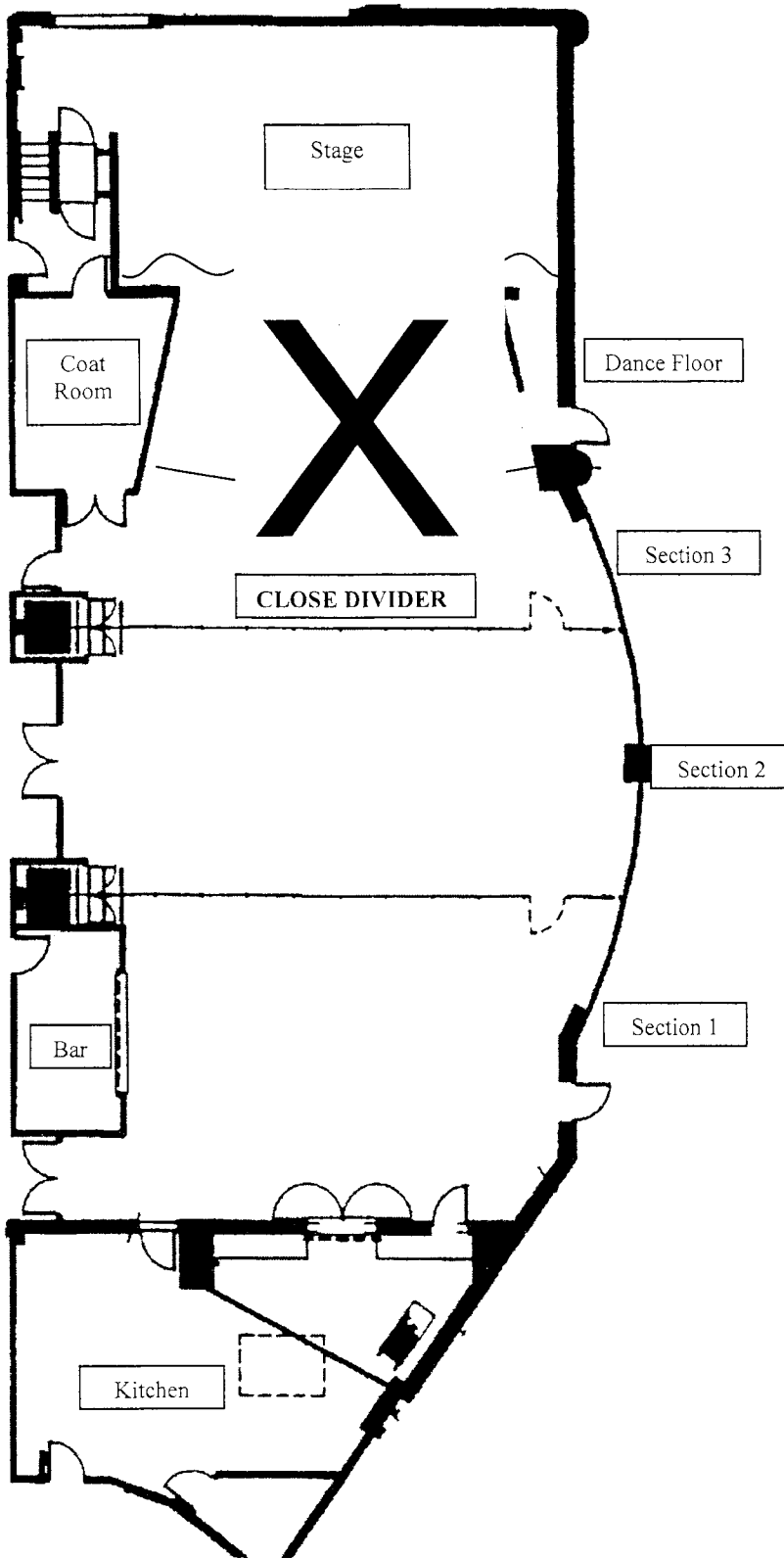
Event Time: 6pm-12am

**\*\*FILL OUT AND RETURN\*\***  
**\*\*SEE REVERSE SIDE FOR SAMPLE\*\***



### Set-up Sheet

Please list table & chair quantity,\*  
then indicate location on diagram.



- \_\_\_\_\_ Round Tables (9 max.)
- \_\_\_\_\_ Chairs (10 max. per table – 90 total max.)
- \_\_\_\_\_ 8 ft. Tables (6 max.)
- \_\_\_\_\_ 6 ft. Tables (2 max.)
- \_\_\_\_\_ 36" Round Cake Table (1 only)
- \_\_\_\_\_ Couch (1 only; EXTRA CHARGE – must be reserved ahead of time)
- \_\_\_\_\_ Podium (1 only; EXTRA CHARGE – must be reserved ahead of time)
- \_\_\_\_\_ Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)

\*Depending on the number of people attending and desired room set-up, the use of all of the above furniture may not be possible.

**Room Set-ups are due 2 weeks prior to your event date. One week or less prior, renters will receive standard room set-up.**

Renter's Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

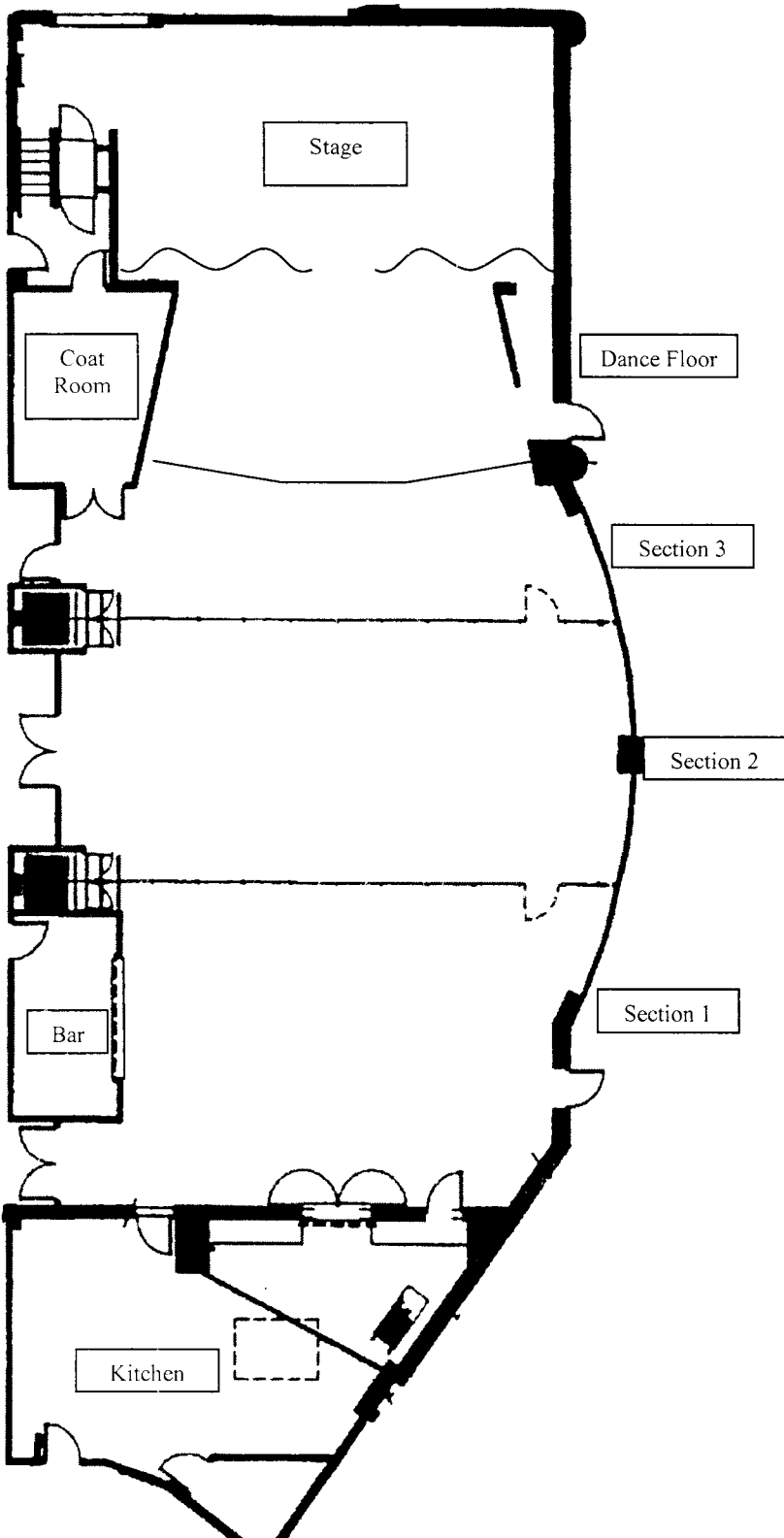
For Office Use Only:	
# of Round Tablecovers	_____
# of Rectangular Tablecovers	_____
# of Table Skirts	_____
Bar Type	_____
Bar Times	_____
Additional Notes:	_____
	_____
	_____

**\*\*FILL OUT AND RETURN\*\***  
**\*\*SEE REVERSE SIDE FOR SAMPLE\*\***



**Set-up Sheet**

Please list table & chair quantity\*, then indicate location on diagram.



- \_\_\_\_\_ Round Tables (16 max.)
- \_\_\_\_\_ Chairs (10 max. per table – 160 total max.)
- \_\_\_\_\_ 8 ft. Tables (6 max.)
- \_\_\_\_\_ 6 ft. Tables (2 max.)
- \_\_\_\_\_ 36” Round Cake Table (1 only)
- \_\_\_\_\_ Couch (1 only; EXTRA CHARGE – must be reserved ahead of time)
- \_\_\_\_\_ Podium (1 only; EXTRA CHARGE – must be reserved ahead of time)
- \_\_\_\_\_ Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)

\*Depending on the number of people attending and desired room set-up, the use of all of the above furniture may not be possible.

**Room Set-ups are due 2 weeks prior to your event date. One week or less prior, renters will receive standard room set-up.**

Renter's Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

For Office Use Only:

# of Round Tablecoverings \_\_\_\_\_

# of Rectangular Tablecoverings \_\_\_\_\_

Skirting Requested?/# \_\_\_\_\_

Bar Type \_\_\_\_\_

Bar Times \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_