



Olmsted Room

Seated at table 24

Name:
Contact phone:
Event date:
Set up time:
Time and duration of event:

To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

Provided in Room:

- 24 leather chairs around table
- 22 wooden chairs
- 2 small serving tables

Please note additional equipment needed
(chairs, tables, garbage cans, podium and mic):

Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.

