

Furniture and Equipment Rental

*The Scott House owns all rentals necessary for in-house events. Additional rentals are not permitted in the Scott House. **It is the caterer's responsibility to set-up and break-down all rentals.** Any lost or damaged materials will be charged to the department's provided budget code.*

Please indicate below the desired rentals.

<u>Description</u>	<u>No. available</u>	<u>No. requested</u>
Gold ballroom chairs	50	_____
6' rectangular tables	3	_____
5' round tables	5	_____
2' cocktail tables	3	_____
Portable projection screen	1	_____
Podium with microphone	1	_____
Auxiliary speaker	1	_____

Linen, glassware, china and flatware are available from Classic Party Rentals or through our preferred caterers. Please consult with Kelly Kerr to assure suitable delivery/pick-up times.

Additional rentals provided by _____

Delivery date _____ time _____

Pick-up date _____ time _____