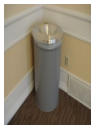
TIBBETTS CREEK MANOR EQUIPMENT LIST:

Your Rental Labor Fee includes the set-up and tear-down of the following equipment.

The staff shows up prior to your facility access time to start setting up the facility owned equipment. By the time you arrive the equipment set-up should be near completion.

PICTURE	TABLES & CHAIRS	QUANTITY	SIZE	COST
	60” Round Tables	12	Seats 8 Comfortably 5’ W x 2.5’ H	No Charge
	48” Round Tables	12	Seats 6 Comfortably 4’ W x 2.5’ H	No Charge
 (Cocktail Size)	30” Round Tables	6	Adjustable Height 2.5’- Seats 4 Maximum 3.0’- Use for decorations 3.5’ - Use as cocktail tables	No Charge
	8’ Rectangle Tables	6	8’ L x 2.5’ W x 2.5’ H	No Charge
	6’ Rectangle Tables	12	6’ L x 2.5’ W x 2.5’ H	No Charge
	4.5’ Rectangle Tables	4	4.5’ L x 1.5’ W x 2.5’ H	No Charge
	4’ Rectangle Table	1	4’ L x 2’ W x 2.5’ H	No Charge
	Entry Table	1	4.5’ L x 1.25’ W x 2.5’ H	No Charge
	Brown Folding Chairs	150	17.5” W x 34” H x 16”D	No Charge
	White Folding Chairs	300	17.5” W x 31”H x 15.5”D	No Charge
PICTURE	**DECORATIONS**	**QUANTITY**	**SIZE**	**COST**
	Room Divider	1	3.5’ W x 6’ H	No Charge
	Square Arbor	1	4’ W x 6.5’ H x 1.75’ D	$50
	Iron Arbor	1	4’W x 7"H	$50

PICTURE	AV EQUIPMENT	QUANTITY	SIZE	COST
	Sound System with Microphone *Plays Inside Only *Not Portable	1	6 Disc CD Changer 1 Outlet for an IPod	$200 NEW SYSTEM! *Plays Inside Only *Not Portable
	TV & DVD Player *Portable Cart	1	36” Panasonic TV	$50
	Wooden Podium	1	24” W x 46” H x 19” D	No Charge
	Dry Erase White Board Easels with Pad of Paper & Markers	2	White Board: 26” W x 33” H	$25 Each
	Easels	2	64” High	No Charge
PICTURE	**SET UP EQUIPMENT**	**QUANTITY**	**SIZE**	**COST**
	Ladder & Stepstool	1 Each	8’ High & 3’ High	No Charge
 	Event Garbage Cans Industrial Garbage Cans Recycling Cans Composting Bins *Including Liners	4 6 6 6	19” W x 29” H x 19” D 22” W x 28”H x 21.5” D 20” W x 30” H x 11” D 20” W x 30” H x 11” D	No Charge
	Dolly	1	19” W x 55” H x 17” D	No Charge

Equipment options & quantities are subject to change.

Equipment <u>NOT PROVIDED</u> by the facility…

Extension Cords
Tape
Scissors
Computer/Printer
Markers / Pens
Catering Supplies
Candelabras
Plates & Glassware

Ceiling Fabric
Wood Chairs
Decorative Lights
A Frame Signs
Ice Maker
Linens
Table Centerpieces
Kegs & Keg Coolers

Batteries
Tools
Helium Tank / Balloons
TV / VCR / DVD
Disco Ball / Candelabras / Table
Coffee Makers / Coffee Supplies
Aisle Runners