

The Factory at Franklin

**2010 MISCELLANEOUS RENTAL ITEMS ORDER FORM**

**EVENT:** \_\_\_\_\_

**CATERER:** \_\_\_\_\_

Please phone in your requests or FAX to 615.591.2511

Phone number: \_\_\_\_\_

\_\_\_\_\_ **CHAIRS \$1 each**

\_\_\_\_\_ **60" ROUND TABLES - \$5 each**

\_\_\_\_\_ **8' RECTANGLE TABLES - \$5 each**

\_\_\_\_\_ **4' RECTANGLE TABLES - \$5 each (limited # available)**

\* Up to \$300.00 discount on table & chair rental when using a Factory caterer

\_\_\_\_\_ **STAGE REMOVAL OR RECONFIGURATION - \$20 (for each 4'x 8' section moved)**

\_\_\_\_\_ **STAGE LIGHTS - (general flood stage lighting included in Jamison Hall, Commons Area & Liberty Hall)**

\* Additional existing lighting in Liberty Hall available through SpringTree Productions (615.599.1505)

\_\_\_\_\_ **STAGE LIGHTING RECONFIGURATION - \$100 (to aim lights toward dance floor, runway, etc.)**

\_\_\_\_\_ **PORTABLE FACTORY SOUND EQUIPMENT**

- \$100 (for smaller system: 8 channel board, 2 mobile speakers, 2 monitors, 3 wired mics available, 2 boom mic stands, or 3 straight mic stands)

- \$250 (for larger system: 16 channel board, 2 mobile speakers, dvd player, mics & stands as above)

\_\_\_\_\_ **JAMISON HALL BASIC PUBLIC ADDRESS SOUND SYSTEM**

- \$100 (includes: 4 mounted speakers, access to Factory Muzak, 2 in-put jacks for mics or your cd player, and wall mounted ipod dock)

\* 2 wired mics and 1 handheld wireless mic with stands available if reserved

\_\_\_\_\_ **LIBERTY HALL BASIC PUBLIC ADDRESS SOUND SYSTEM**

- \$100 (includes: 4 mounted speakers & access to Factory Muzak.

\* 2 wireless hand-held mics are also available if reserved)

\* Additional existing sound in Liberty Hall available through SpringTree Productions (615.599.1505)

\_\_\_\_\_ **2 PROJECTION SCREENS IN LIBERTY HALL (hung on both sides of temporary stage and available through SpringTree Productions)**

\_\_\_\_\_ **PROJECTION SCREEN IN JAMISON HALL (17' x 13'- hangs above stage and included w/ room rental)**

\_\_\_\_\_ **PORTABLE 8' x 8' PROJECTION SCREEN - \$25**

\_\_\_\_\_ **A/V CART - \$FREE (will accommodate your projector and/or laptop)**

\_\_\_\_\_ **DRUM RISER PLATFORM - \$100 (includes set-up & tear down)**

\_\_\_\_\_ **PIPE & DRAPE - \$3/running foot (limited amount available, 8' tall black drape)**

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CONTINUED

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\_\_\_\_\_ **LIFT EQUIPMENT** for decorating

- \$200 full day (total time before and after event 8 hours or more) or

- \$100 half day (total time before and after event 4 hours or less)

\* The Factory reserves the right to use lift for emergency purposes during a client rental period.

\_\_\_\_\_ **SET-UP LABOR** - \$25/per man hour (floor plan diagram must be provided 1 week in advance)

\_\_\_\_\_ **FOG MACHINE OR HAZER** (usage charge / smoke detector disabling charge)

- \$50 for water-based machines

- \$1000 for oil-based machines (due to required cleaning of detectors)

\_\_\_\_\_ **COAT RACK** - \$FREE (2 available, with approximately 50 hangers each)

\_\_\_\_\_ **PODIUM** - \$FREE please specify: LARGE (4' x 3') or SMALL (4' x 2')

\_\_\_\_\_ **SMALL PARTICLE CLEAN UP FEE** - Up to \$200 (glitter, sand, confetti, etc.)

\* All particles must be completely picked up by client. No charge if completely cleaned.

\_\_\_\_\_ **GARBAGE HAULING SERVICE** - \$5/bag (ALL garbage must be bagged and ANY unbagged garbage will result in the forfeiture of the cleaning deposit)

\_\_\_\_\_ **ROPES & STANCHIONS** - \$5 each (Qty 12- 12' ropes available | Qty 14- stanchions available)

\_\_\_\_\_ **WiFi** available in Jamison Hall - (contact Events Coordinator for rate information)

\_\_\_\_\_ **PARQUET DANCE FLOOR** - \$0.75/ square foot (maximum size 30'x 30')

\_\_\_\_\_ **GAFFERS TAPE** - \$13 per 30-yard roll (required tape for use in decorating or setting up event space and available for cash or billed to event invoice. Please see Front Desk.)

**ALL ITEMS SUBJECT TO AVAILABILITY & MUST BE ARRANGED AT LEAST 10 DAYS PRIOR TO EVENT**