

MISCELLANEOUS RENTAL ITEMS ORDER FORM

Please submit by phone, email or fax 615.591.2511

EVENT: _____

CATERER: _____

Caterer phone # : _____

ALL ITEMS ARE AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS AND MUST BE ARRANGED AT LEAST 10 DAYS PRIOR TO EVENT.

- _____ Chairs **\$1 each**
- _____ 60-inch round tables **\$5 each**
- _____ 8-foot rectangle tables **\$5 each**
- _____ 4-foot rectangle tables **\$5 each** (limited # available)
- _____ Stage removal or reconfiguration - \$20 for each 4'x 8' section moved
- _____ Stage lights - Jamison Hall - General flood stage lighting included in rental
- _____ Liberty Hall - \$100 Basic package includes general flood stage lighting & string/globe lights
Additional existing stage lighting in Liberty Hall rented through the Factory
- _____ Stage lighting reconfiguration - \$100, to aim lights toward dance floor, runway, etc.
- _____ **Portable** Factory Sound Equipment (for small acoustic events only)- \$100
= 12 channel board, 2 mobile speakers, 2 monitors, 3 wired mics available, 1 hand-held wireless mic available, 2 boom mic stands, or 3 straight mic stands available
- _____ Jamison Hall Basic Public Address Sound System (for small acoustic events only)- \$100 Includes 4 mounted speakers, access to Factory Muzak, 2 in-put jacks for mics or your cd player. 2 hand-held wireless mics with stands available if reserved.
= **Full house sound system in Jamison Hall available through Sound Image (615.256.0528)**
- _____ Liberty Hall Basic Public Address Sound System (for small acoustic events only) - \$100, Includes 4 mounted speakers and access to Factory Muzak. 2 wireless hand-held mics are also available if reserved.
= **Full house sound system in Liberty Hall available through Sound Image (615.256.0528)**
- _____ 2 Projection screens-Liberty Hall (approx. 9'x12') hung on sides of stage/**Projector rental through Sound Image**
- _____ 1 Projection screen-Jamison Hall (17'x13') hung above stage / **Projector rental through Sound Image**
- _____ Portable 8'x 8' projection screen - \$25
- _____ Secure **WiFi** in Jamison and Liberty halls rented through the Factory. Contact events office for rate & password.
Guest wifi available in common areas & main hallway at no charge
- _____ Drum riser platform - \$100 (Includes set-up)
- _____ Pipe and Drape (8' tall black banjo-cloth drape) - \$3/running foot, limited amount available
- _____ Lift equipment – **Must be operated by Factory-approved personnel & Factory-issued Waiver & Release form signed.**
= \$100 half day (total time before and after event 4 hours or less)
= \$200 full day (total time before and after event 8 hours or more)
- _____ Set-up Labor - \$25/per-man-hour (**Floor plan sketch 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 duct detectors)
- _____ Coat Rack - No charge. (5 available, with approx. 50 hangers each)
- _____ Podium - No charge. **Please specify Large** (4'x 3'), **Small** (4'x 2'), or **Table-top** (13.5" x 23")
- _____ Small particle clean up fee; confetti, glitter, hay, etc. (up to \$200) *No charge if completely removed by client.*
- _____ Garbage hauling service - \$5 per bag. All garbage must be bagged. Unbagged garbage will result in the forfeiture of the cleaning deposit. *No charge if all trash is removed by client.*
- _____ Ropes and Stanchions - \$5 each; 12 12-foot ropes available, 14 stanchions available
- _____ Parquet Dance Floor - \$.75 per square foot, includes set-up; maximum size 30'x 30'
- _____ Gaff tape – **Required tape for use in event spaces** -\$15 per 30-yard roll, available at Front Desk for cash or billed to event invoice.