

The Apple Barn at the Valle Crucis Conference Center

Tables, Chairs and AV Equipment

Please return a copy of this form with payment in full no later than 30 days prior to your event.

- The tables are all white lightweight plastic. Chairs are wooden.
- **Tables and chairs may not be used outside on the lawn, left outside on the deck overnight, or used in adverse weather. Please pass this requirement along to everyone involved in the planning and execution of your event, including caterers.**
- VCCC staff will pull out furniture for you from storage and have whatever A/V equipment you have ordered available. You are responsible for setting up **and** putting away all chairs and tables and returning them to the storage closet after your event. Please budget time and energy accordingly.
- The renter assumes all responsibility for any damages to the tables and chairs.
- There are usually 4 older rustic tables and a 48" round cake table that remain in the Apple Barn free for your use. We do not guarantee these tables will be in the barn for your function. Please check prior to your event.
 - Table 1 - 30" x 98" Table 2 - 34 1/2" x 91" Table 3 31" x 55 1/2" Table 4 31" x 57 1/2"
- There are 5 - 12'- long wooden church-style pews around the perimeter of the inside of the Apple Barn. **These pews must stay in the Apple Barn and are not to be moved outside for any reason.**
- VCCC does not stock decorative items or table linens. If you would like recommendations for places to rent such items, we are happy to help suggest local businesses.

Print Name: _____

Date of Event: _____

Contact Information (Phone and/or Email): _____

Description	Number Available	Number Ordered
White wooden garden chairs with padded seat	200	_____
5-foot round tables (59" x 29")	15	_____
6-foot rectangular tables (72" x 30" x 28.5")	8	_____
4-foot rectangular tables (48" x 24" x 29.5")	4	_____
Square tables (34" x 34" x 28.5")	6	_____
Cocktail Rounds (42" x 24")	4	_____
Data projector (HDMI compatible)	1	_____
Large projection screen	1	_____
Small projection screen (6' x 5')	1	_____
Sound system (wireless lavalier microphone, hand-held microphone with stand, wire connection for mobile devices)	1	_____
TV/Blu-Ray player	1	_____

(signature)

(date)