

The Apple Barn at the Valle Crucis Conference Center

Tables, Chairs and AV Equipment Rental Agreement

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

The tables are all lightweight plastic tables. **Our tables and chairs may not be used outside on the ground, left outside on the deck overnight, or used in adverse weather by you or your caterer. Please advise everyone of this requirement. Thanks!**

All adjustments to our sound system and AV equipment will be made by Conference Center staff.

We accept cash or checks. **You may change your numbers up until the time when we pull tables and chairs out of the storage closet and receive a refund of your payment if your numbers should go down. After that time, if your numbers go down you will still be responsible for full payment.** If you need more chairs or tables you may talk to the security guard and pay him for any extras needed at that time. As the renter you are responsible for setting up and taking down all chairs and tables and returning them to the storage closet after the event at the direction of the security guard. The renter will assume all responsibility for any damages to the tables and chairs.

There are usually 4 older/rustic tables that remain in the Apple Barn for your use at no charge. 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 is a 48" round plywood cake table available for your use at no charge.

There are usually 5 - 12' 1" long wooden historic 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.**

I, _____, wish to reserve the following items for use at my
(print name)

event in the Apple Barn on _____.
(print date of event)

_____ White wooden garden chairs with padded seat @\$1.75 each (we have 200) \$ _____

_____ 59" x 29" round table @ \$7.00 each (we have 15) \$ _____

_____ 30" x 72" x 28.5" rectangular table @ \$7.00 each (we have 8) \$ _____

_____ 48" x 24" x 29.5" rectangular table @ \$4.00 each (we have 4) \$ _____

_____ 34" x 34" x 28.5" square table @ \$4.00 each (we have 6) \$ _____

_____ Projection screen 6' x 5' @ \$25 (we have 1) \$ _____

_____ Wireless Microphones with stands @ \$50 each (we have 2) \$ _____

_____ TV/DVD on rolling cart with sound system @ \$100 \$ _____

_____ Sound system for I-pod hookup @ \$50 \$ _____

Total \$ _____

(signature)

(date)