Bullen Center Set-up Sheet

Form must be completed & returned two weeks before date of event.

This form can be emailed to you as an interactive Word document and you can move the tables around on the floor plan, please let me know if you would like me to email it to you. Robyn Hoth at righth@cachearts.org or 435-554-7065.

Event: ____________________________
Event Date: ____________________________
Contact Person: ____________________________ Phone: ____________________________
Load-In Time: ____________________________ Load-Out Time: ____________________________

Maximum Bullen Center Carousel Ballroom Room Capacity Limit – Renter must follow limits

<table>
<thead>
<tr>
<th>Tables &amp; Chairs:</th>
<th>Lecture Style:</th>
<th>Open Space:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Level: 96</td>
<td>1st Level: 160</td>
<td>1st Level: 216</td>
</tr>
<tr>
<td>2nd Level: 48</td>
<td>2nd Level: 60</td>
<td>2nd Level: 111</td>
</tr>
<tr>
<td>3rd Level: 32</td>
<td>3rd Level: 32</td>
<td>3rd Level: 67</td>
</tr>
</tbody>
</table>

Your rental gives you access to the following rooms:

____Landings
____Ballroom
____Kitchen

Kitchen is not provided with cooking/serving equipment.
CacheArts does not provide linens or decorations.

Indicate items needed and number of each:

____Banquet tables (12) (8’, seats 8)
____Round tables (27) (60”, seats 8)
____Guest book table (48”x 20”)
____Chairs (250) White _____ or Grey _____
____Piano (must stay on second level) (baby grand, tuning not included )
____Wireless microphone and stand or podium
____Movable wall closed (between levels 1&2)
____Stairs (movable along the ledge between levels 1&2)
____Use of in-house sound system
____Railing up (between levels 1&2)
Please indicate placement of items needed on the Floor Plan below:
At the bottom you will find tables and chairs that can be moved around on the floor plan. The piano can be moved around on the second level and the stairs located on level 1 can be moved anywhere along the 2nd level edge on the 1st level.