



2022 Rental Items

	Size/color	#needed	Cost per item	Total :
Linens				
Table coverings	52x120 for 8' table		7.00white 8.00 color	
	72" square for 60" round		7.00 white/8.00 color	
	90" round for 60" round		13.00 white	
	120" round for 60" round		15.00 white	
	Buffet - per table		14.00 white	
Bar Height Tables (up to 4)	High Top black round		10.00 black only	
Chair covers with sash	Cover white + colored sash		5.00 ea	
Napkin (cloth)			.40 white /.50 color	
Table skirting	white		20.00 per table	
Decorations				
Ceiling Decor	lights & tulle with crystal look chandelier		No charge	
Birdcage card holder			15.00	
Lighted backdrop & trees			No charge	
Dishes				
<i>Place setting: dinner plate; water goblet; coffee mug; knife, fork, spoon – bussed scraped, rinsed, stacked & washed</i>			<i>Available with package only</i>	
Wine or Pilsner	8 oz/12 oz rinsed & racked		.50	
Coffee pot	55 cup rinsed		20.00each	
Coffee pot w/coffee, creamer, sugar & Styrofoam cups ea			30.00 each	
Chafing dishes	(includes Sterno) cleaned		25.00 each	
Equipment:				
Video projector			30.00	
6' projection screen			20.00	
Wireless microphone			25.00	
Additional:				
Fountain Drinks: 4 pops (Pepsi, diet Pepsi, ginger ale, Sierra Mist) and 1 mixer (tonic), ice, plastic cups, napkins, pitchers			1.75 per person	
Ice only			\$.50 per person	
Oven/Stove/kitchen	cooking, baking, catering, food prep		\$1.25 per person	
	keeping cooked food warm		\$40 per hr.	
Food Warmer Unit			\$100 per event	

CATERERS WILL CLEAN UP AFTER THEMSELVES

Services Available:	
<p style="text-align: center;">Hall setup</p> <p>Tables & chairs placed; table set with linens, dishes, skirting (rented from Columbus HBC) (Client's decorations are client's responsibility).</p> <p style="text-align: center;">\$1.75 per person (min. \$175)</p>	<p style="text-align: center;">Hall clean up</p> <p>Final table clearing & cleaning; linen removed & bagged; chairs placed back on tables; trash taken out; (does not include clean up after caterer or bartender)</p> <p style="text-align: center;">\$2.50 per person (min. \$250)</p>