



# 2024-25 Rental Items



	Size/color	#needed	Cost per item	Total :
<b>Linens</b>				
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		16.00 white	
Bar Height Tables (up to 4)	High Top black round		10.00 black only	
Chair covers with band	Cover white + colored band With sash extra		5.50 ea 1.00 ea.	
Napkin (cloth)			.50 white /.60 color	
Table skirting	white		20.00 per table	
<b>Decorations</b>				
Ceiling Decor	lights & tulle with chandelier		\$100	
Birdcage card holder			15.00	
Lighted backdrops			No charge	
<b>Dishes</b>				
<i>Place setting: dinner plate; water goblet; coffee mug; knife, fork, spoon – bussed scraped, rinsed, stacked &amp; 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			40.00 each	
Easels			10.00 ea	
<b>Equipment:</b>				
AV Package (projector, screen, microphone)			60.00	
Video projector & 6' projection screen			50.00	
Wireless microphone			25.00	
<b>Additional:</b>				
Fountain Drinks: 4 pops (cola, diet cola, ginger ale, lemon/lime soda) and 1 mixer (tonic, ), ice, plastic cups, napkins, pitchers			1.75 per person	
Ice only			\$.75 per person	
Oven/Stove/kitchen	cooking, baking, catering, food prep		\$1.50 per person	
	keeping cooked food warm		\$50 per hr.	
Food Warmer Unit			\$100 per event	
<b>Services Available:</b>				
<b>Hall setup</b> Tables & chairs placed; table set with linens, skirting (rented from Columbus HBC) (Client's decorations are client's responsibility). <b>\$2.25 per person (min. \$225)</b>			<b>Hall clean up</b> Final table clearing & cleaning; linen removed & bagged; chairs placed back on tables; trash taken out; (does not include clean up after caterer or bartender) <b>\$2.75 per person (min. \$275)</b>	