

HENRICO THEATRE ROOM SETUP & EQUIPMENT

Please complete and return to the Site Manager at least thirty (30) days before use.
A \$35 fee must be submitted with this request

<u>Items Available for Reception Room</u>	<u>Available</u>	<u>Needed</u>
Podium (no microphone).....	1.....	_____
Plasma TV.....	1.....	_____
Easels- Flip Chart.....	2.....	_____
Easels- Brass.....	2.....	_____
DVD/VHS.....	1.....	_____
CD Player.....	1.....	_____
*Round Tables (5').....	10.....	_____
*Rectangular Tables (30"x72").....	10.....	_____
*Chairs (Reception Room).....	75.....	_____
Coffee Urn.....	1.....	_____
Piano & Bench.....	1.....	_____

*Room size determines number of tables and chairs

<u>Kitchen Appliances</u>	<u>Available</u>
Ice Maker.....	1.....
Microwave.....	1.....
Refrigerator.....	1.....
Dishwasher.....	1.....

<u>Items Available for Auditorium</u>	<u>Available</u>	<u>Needed</u>
Podium with Microphone.....	1.....	_____
Shure SM58 Wired Microphone.....	8.....	_____
Shure SM58 Wireless Microphone.....	2.....	_____
Crown Floor Microphone.....	2.....	_____
Shure MX202 Hanging Microphone.....	2.....	_____
Shure Lapel Microphone with pack.....	1.....	_____
DI Box.....	2.....	_____
JBL Eon Stage Monitor.....	4.....	_____
CD Player.....	1.....	_____
Boom Microphone Stand.....	4.....	_____
Straight Microphone Stand.....	8.....	_____
Table Top Microphone Stand.....	2.....	_____
Extension Cord.....	4.....	_____
Music Stand.....	20.....	_____
Chairs.....	20.....	_____
Piano & Bench.....	1.....	_____

*Cable will only be provided for Henrico Theatre equipment. Renters must provide cable for all of their equipment.

Signature of Applicant: _____ Date of Request: _____

Staff Signature: _____ Date Received: _____