



OLBRICH GARDENS ROOM SET-UP Upstairs Meeting Room

- ❖ Event: _____
- ❖ Date of Event: _____
- ❖ Rental Time: _____ ❖ Event Time: _____
- ❖ Number of Guests: _____
- ❖ Food Caterer: _____ ❖ Bar Caterer: _____

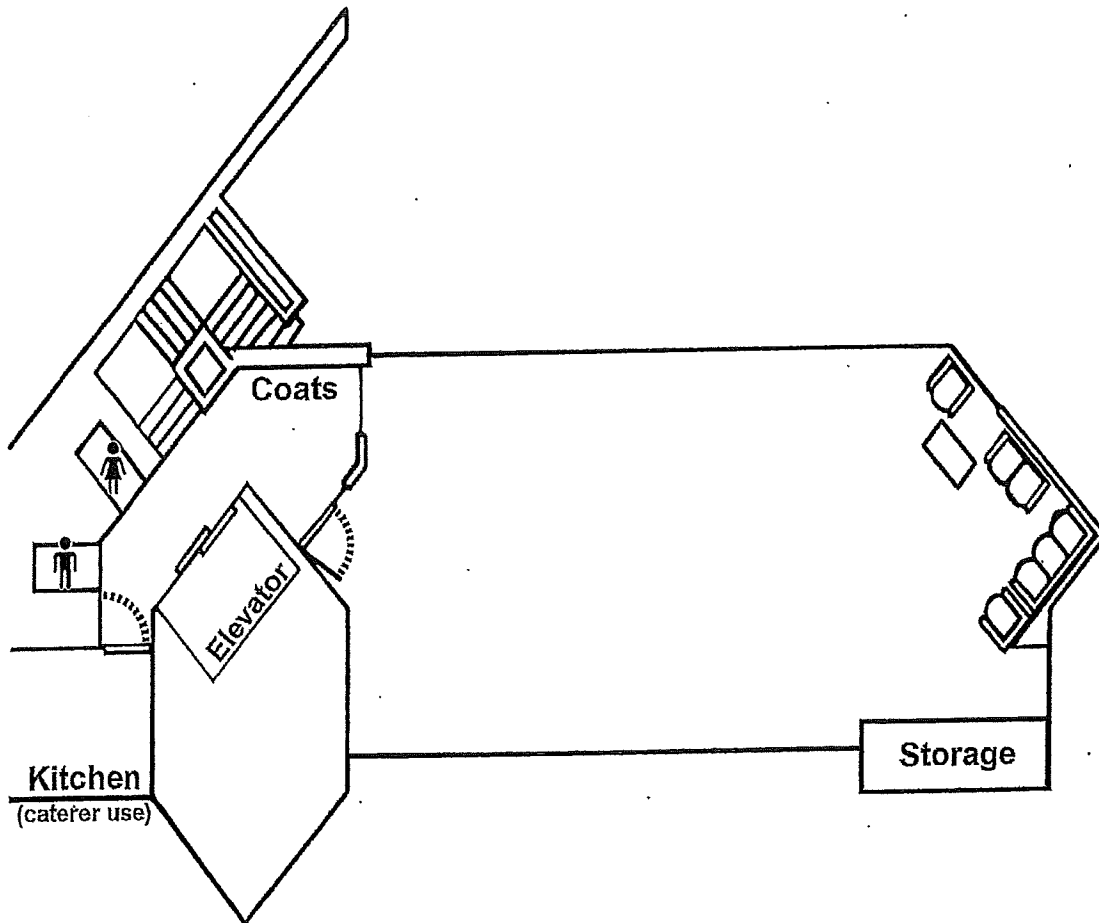
Please Note: Tablecloths are not available through the Gardens.

- ☐ Chairs _____
- ☐ Tables _____
(12) 6' x 2.5"

- ☐ Projector Cart (\$15)
- ☐ Projector Screen (\$15)
*WiFi access; renter should provide own
laptop and LCD projector.*

- ☐ Flip Chart Stands (\$10 ea.)
- ☐ Dry Erase Boards (2) _____
Please provide your own paper & pens.
- ☐ Floor Podium (free)
built in microphone system
- ☐ TV/VCR/DVD (\$25)
46" SMART TV (dvd/vcr) on 6' tall stand.
- ☐ Wooden Easels (3) (free)

Special Needs: _____



20.5' x 42.5'

May return by fax to (608) 246-4719.



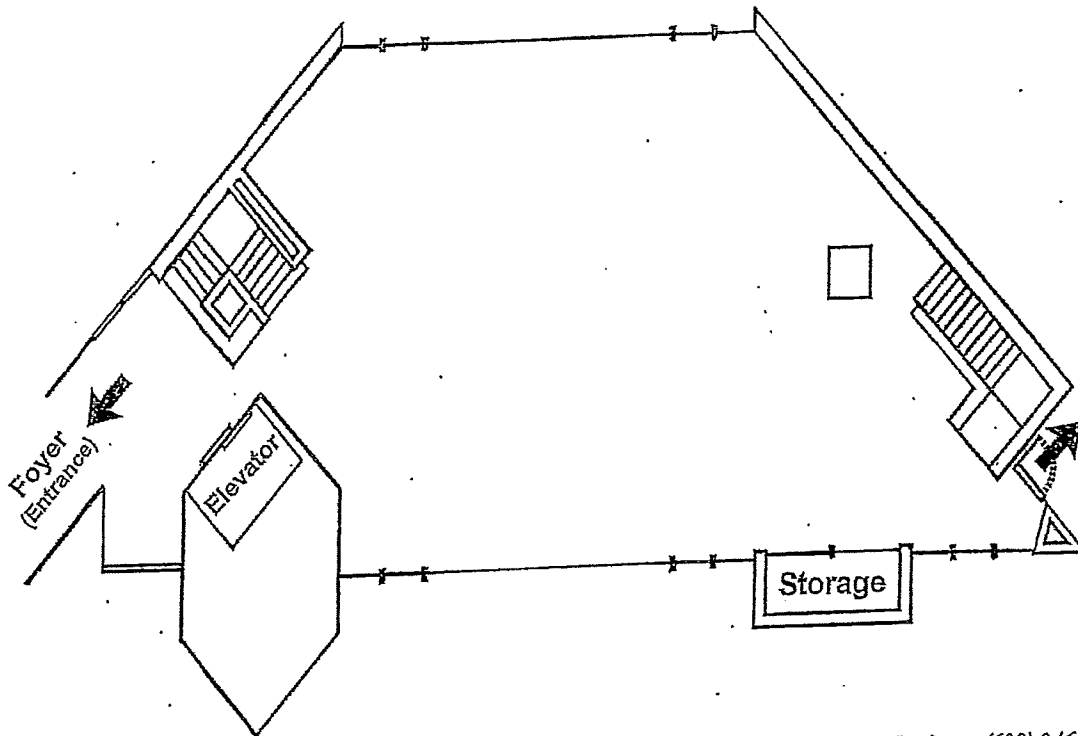
OLBRICH GARDENS ROOM SET-UP Atrium

- ❖ Event: _____
- ❖ Date of Event: _____
- ❖ Rental Time: _____
- ❖ Number of Guests: _____
- ❖ Food Caterer: _____
- ❖ Event Time: _____
- ❖ Bar Caterer: _____

Please Note: Tablecloths are not available through the Gardens.

- | | | |
|---|--|---|
| ☐ Chairs _____
☐ Tables _____
(5) 10'x30" _____
(10) 6'x30" _____
(8) 5' round _____
<i>Holds a maximum of 8 chairs per table.</i> | ☐ Flip Chart Stands (\$10 ea.)
Dry Erase Boards (2) _____
<i>Please provide your own paper & pens.</i>
☐ Projector Cart (\$15) _____
☐ Projector Screen (\$15) _____
<i>WiFi access; renter should provide own laptop and LCD projector.</i> | ☐ Risers (\$25 ea.)
4'x8'x1' with steps
☐ TV/VCR/DVD (\$25)
46" SMART TV (dvd/vcr) on 6' tall stand.
☐ Piano
<i>Wurlitzer Upright on casters; tuning is your responsibility.</i>
☐ Wooden Basels (3) (free)
☐ Floor Podium (free)
<i>Built in microphone system.</i> |
|---|--|---|

Special Needs: _____



35' x 46'

May return by fax to (608) 246-4719.



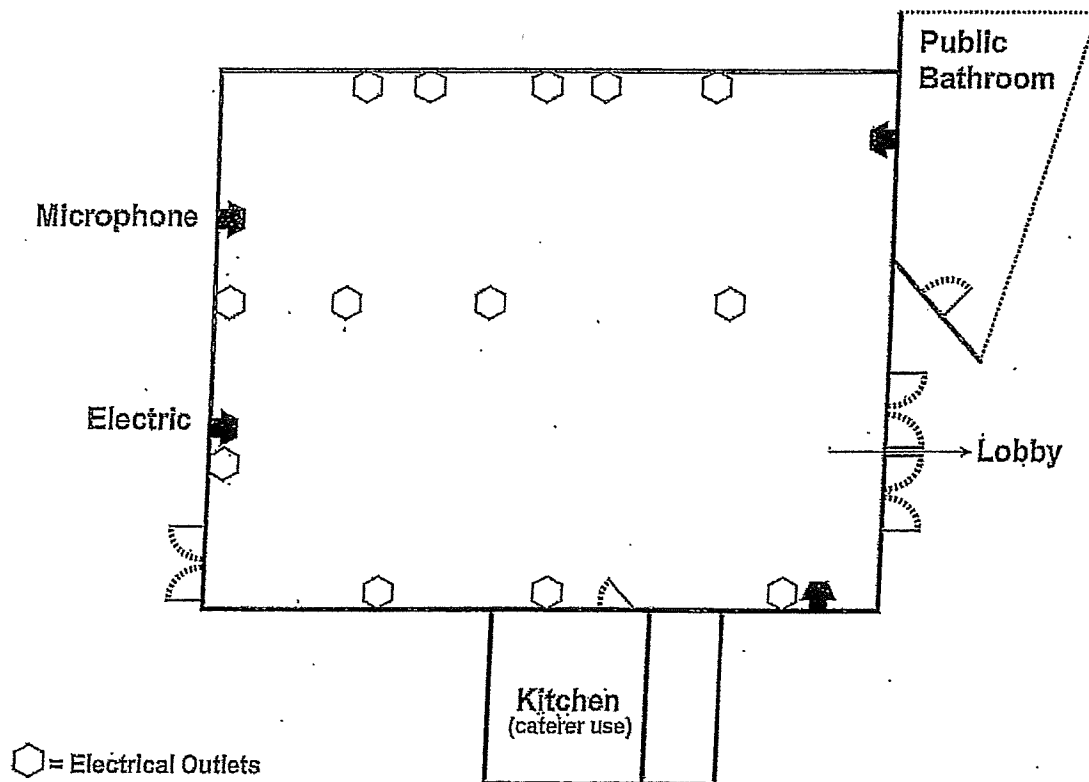
OLBRICH GARDENS ROOM SET-UP Evjue Commons

- ❖ Event: _____
- ❖ Date of Event: _____
- ❖ Rental Time: _____ ❖ Event Time: _____
- ❖ Number of Guests: _____
- ❖ Food Caterer: _____ ❖ Bar Caterer: _____

Please Note: Tablecloths are not available through the Gardens.

- | | | |
|---|--|---|
| ☐ Chairs _____ | ☐ TV/VCR/DVD (\$25)
60" SMART TV (dvd/vcr) on 6' tall stand. | ☐ Risers (\$25 ea.)
4' x 8' x 1' with steps |
| ☐ Tables _____ | ☐ Flip Chart Stands (\$10 ea.) | ☐ Microphone (select one) (free) |
| (10) 10' _____ | Dry Erase Boards (3) _____ | ☐ Handheld Cordless |
| (10) 6' _____ | <i>Please provide your own paper & pens.</i> | ☐ Lavalier Cordless |
| (20) 5' round _____ | ☐ Projector Cart (\$15) | ☐ Standard |
| <i>Holds a maximum of 8 chairs per table.</i> | ☐ Projector Screen (6' or 8') (\$15) | ☐ Microphone Stand (free) |
| | <i>WiFi access; renter should provide own laptop and LCD projector.</i> | ☐ Floor Podium (free) |
| | | ☐ Wooden Easels (3) (free) _____ |
| | | ☐ Extension Cord (free) |
| | | ☐ Piano |
| | | <i>Wurlitzer Upright on casters; tuning is your responsibility.</i> |

Special Needs: _____



46' x 63'

May return by fax to (608) 246-4719.

bar offerings



PHOTO CREDIT: CAMERA PHI PHOTOGRAPHY

OLBRICH
BOTANICAL
GARDENS

GARVER EVENTS
cafes • lounge • patio • kitchen

CONTACT OLBRICHBAR@GARVEREVENTS.COM
6 MONTHS IN ADVANCE OF YOUR EVENT TO
BEGIN PLANNING YOUR BAR!

HOSTED BAR PACKAGES

Packages are priced per person, hosted for 6 hours, and include set-up fees. Additional per person hourly fee for extended service. Last call is at 10:15pm and bar will close at 10:30pm.

Lake Waubesa Package / \$30 per person

Includes house red, white, & sparkling wine, three beers, and non-alcoholic beverages.

Lake Monona Package / \$40 per person

Includes Lake Waubesa Package plus two specialty cocktails per person.

Lake Mendota Package / \$55 per person

Includes Lake Monona Package plus full bar with house spirits and two specialty cocktails per person.

Lake Wingra Package / \$6 per person

Includes non-alcoholic beverages.

**Full cash bar available with Lake Waubesa and Lake Monona Packages.*

**Garver Events does not serve shots at weddings.*

CASH BAR

House selection of beer, wine, and spirits.

Credit card on file is required.

\$300 minimum spend (bartender fees and bar sales included).

Hosts may purchase drink tickets at \$8 per ticket to offer limited hosted beverages.

***Policies and pricing subject to change.*

STAFF PRICING

Minimum of 3 billable hours including an hour prior to and after the event. **Bar Staff: \$35/hour per staff***

**Garver Events reserves the right to determine the number of bar staff and quantity of bars needed for event.*

ADMINISTRATION FEE: 20%

Based on the total cost of beverages and staffing. The administrative fee is not a gratuity and serves to offset ancillary expenses associated with planning and administration of the event.

TAX & GRATUITY

5.5% sales tax will be added to the hosted beverage totals.

Garver Events charges an hourly rate for staffing. Gratuity is graciously accepted and should be added at the discretion of the customer.

- Final guest count is due 14 days prior to event.
- Garver Events reserves the right to make beverage selections for bars. Garver Events requires valid identification for persons consuming alcohol. Garver Events reserves the right to refuse service to anyone.
- All details need to be finalized 14 business days prior to the event.