

## MISCELLANEOUS RENTAL ITEMS ORDER FORM

Please submit by phone, email or fax 615.591.2511

**EVENT:** \_\_\_\_\_ **CATERER:** \_\_\_\_\_ Phone #: \_\_\_\_\_

ALL ITEMS ARE AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS AND MUST BE ARRANGED AT LEAST 10 DAYS PRIOR TO EVENT.

**Effective August 1, 2018 tables & chairs are available through Southern Events, 615.595.8508, and Music City Tents & Events, 615.298.9222.**

- \_\_\_\_\_ Stage removal or reconfiguration-\$20 for each 4'x 8' section moved
- \_\_\_\_\_ Stage lights - *Jamison Theater* - General flood stage lighting included in rental  
*Liberty Hall* - \* **\$100 - BASIC** package includes general stage wash & string/globe lights.  
Factory staff will turn on at the beginning of the event and off at close.  
\* **\$250 - FULL** package -**DMX tie-ins available for manual lighting control.**  
Please contact Springtree Media for additional services - 615.599.1505.
- \_\_\_\_\_ Stage lighting reconfiguration - \$100, to aim lights toward dance floor, runway, etc.
- \_\_\_\_\_ **Portable** Factory Sound Equipment (*for small acoustic events only*)- \$100
  - 12 channel board, 2 mobile speakers, 2 monitors, 3 wired mics available, 1 hand-held wireless mic available, 2 boom mic stands, or 3 straight mic stands available
- \_\_\_\_\_ Jamison Theater Basic Public Address Sound System (*for small acoustic events only*)- \$100 Includes 4 mounted speakers, access to Factory Muzak, 2 in-put jacks for mics or your cd player. 2 hand-held wireless mics with stands available if reserved.
  - **Full house sound system available through Sound Image - 615.256.0528, [factory@sound-image.com](mailto:factory@sound-image.com)**
- \_\_\_\_\_ Liberty Hall Basic Public Address Sound System (*for small acoustic events only*) - \$100 Includes 6 mounted speakers, access to Factory Muzak, In-put jack or Bluetooth for Ipod or phone. 2 hand-held wireless mics with stands available if reserved.
  - **Full house sound system available through Sound Image - 615.256.0528, [factory@sound-image.com](mailto:factory@sound-image.com)**
- \_\_\_\_\_ 2 Projectors & screens-Liberty Hall (approx. 9'x12') hung on sides of stage/**Rental thru Springtree Media, 615.599.1505**
- \_\_\_\_\_ 1 Projector & screen-Jamison Hall (17'x13') hung above stage / **Rental thru Springtree Media, 615.599.1505**
- \_\_\_\_\_ Portable 8'x 8' projection screen - \$25
- \_\_\_\_\_ Secure **WiFi** in Jamison Theater & Liberty Hall rented thru the Factory. **For service staff only: POS, ticketing, auction, etc.** Contact events office for rate & password. Guest Wifi available in Commons Area at no charge.
- \_\_\_\_\_ Drum riser platform - \$100 (Includes set-up)
- \_\_\_\_\_ Pipe and Drape (8' tall black banjo-cloth drape) - \$3/running foot, limited amount available
- \_\_\_\_\_ Set-up Labor - \$25/per-man-hour (**Floor plan sketch must be provided 1 week in advance**)
- \_\_\_\_\_ Fog machine or Hazer usage charge/Duct detector disabling charge
  - \$50 for water-based machines
  - \$1000 for oil-based machines (due to required cleaning of duct detectors)
- \_\_\_\_\_ Coat Rack - No charge. (Approx. 50 hangers each)
- \_\_\_\_\_ Podium - No charge. **Please specify Large** (4'x 3'), **Small** (4'x 2'), or **Table-top** (13.5" x 23")
- \_\_\_\_\_ Small particle clean up fee; confetti, glitter, hay, etc. (up to \$200) *No charge if completely removed by client.*
- \_\_\_\_\_ Unbagged garbage will result in the forfeiture of the cleaning deposit. *No charge if all trash is removed by client.*
- \_\_\_\_\_ Ropes and Stanchions - \$5 each; 12 12-foot ropes available, 14 stanchions available
- \_\_\_\_\_ Parquet Dance Floor - \$ .75 per square foot, includes set-up; maximum size 30'x 30'
- \_\_\_\_\_ Gaff tape - **Required tape for use in event spaces** -\$15 per 30-yard roll, available at Front Desk for cash or billed to event invoice.