



MISCELLANEOUS ITEMS ORDER FORM

www.factoryatfranklin.com Please submit by phone or email – ccampbell@holladayproperties.com
615.791.1777

EVENT: _____

ALL ITEMS ARE AVAILABLE ON A FIRST-COME, FIRST-SERVED BASIS AND MUST BE ARRANGED IN ADVANCE.

***The Factory highly recommends Southern Events Party Rental Company
615.595.8508, www.southerneventsonline.com.***

Use of full house AV equipment; sound, lights, projection, is included in the rate. Services to run the house equipment must be arranged and billed through Matt Brady at Bradymade Events – 615.236.6378, thefactory@bradymade.com.

Items available –

- _____ Stage removal or reconfiguration- Based on 4'x 8' stage decks
- _____ Secure **WiFi** in Liberty Hall available through the Factory. ***For service staff only: POS, ticketing, Auction, etc.*** – Contact events office for password. Guest Wifi in the Grand Hall.
- _____ Drum riser platform – One 8'x8'x1' platform available.
- _____ Pipe and Drape (8' tall black banjo-cloth drape) - Limited amount available.
- _____ Haze usage for lighting. Duct detectors must be disabled prior to load in. \$100 charged to credit card on file following event if not arranged in advance.
- _____ Rolling Coat Racks -Limited number available. Approx. 50 hangers each.
- _____ Podium – Approx. 43"x23" black acrylic
- _____ Small particle clean up fee; confetti, glitter, hay, etc. Up to \$200 charged to credit card on file following event. *No charge if completely removed by client.*
- _____ Unbagged trash will result in \$5 per bag charged to credit card on file following event. *No charge if all trash is removed by client.*
- _____ Ropes & Stanchions - 12 12-foot ropes & 14 stanchions available. 4 black retractable stanchions also available.
- _____ Parquet Dance Floor – Available in 3-foot squares. Maximum size 29'x30'.
- _____ Gaff tape – ***Required tape for use in event spaces*** -Available through event staff.

Damage to venue during the rental period could incur charges to credit card on file following event.