Additional Rental Items and Services

All additional rentals must be requested at least 2 weeks prior to the event to guarantee these services.

Would you like: (circle yes or no)

- Set-up/ Clean up by Gentle House Staff:  
  o Yes  
  o No ________
  o $15 per Hour

- Open Museum for guests:  
  o Yes  
  o No ________
  o $15 per Hour

- Dishware Settings:  
  o Yes  
  o No ________
  o $2.50 per Setting  
  o Includes: large plate, small desert plate, teacup/saucer, drinking glass, and utensils  
  o Adds 2hrs of Additional Staff Hours for every 50 dish settings

- Wine/Beer Glasses:  
  o Yes  
  o No ________
  o $.50 each

- Keg Tap:  
  o Yes  
  o No ________
  o $30

- Table Linens (Ask for color choices):  
  o Yes  
  o No ________
  o $7 per Linen + $25 pickup and delivery fee

- Table Napkins (Ask for color choices):  
  o Yes  
  o No ________
  o $1 per Napkin

- Punch Bowl with Ladle:  
  o Yes  
  o No ________
  o $5

- Water Pitchers:  
  o Yes  
  o No ________
  o $0.50 per Pitcher

- Salt and Pepper Shakers:  
  o Yes  
  o No ________
  o $0.25

- Wireless Microphone and Portable Speaker Set  
  o Yes  
  o No ________
  o $35  
  o Campus events: please request this service through University Computing Services directly for no charge.

- 10’ by 23’ Canopy:  
  o Yes  
  o No ________
  o $35.00

- BBQ:  
  o Yes  
  o No ________
  o $20.00 a day

- Serving Utensils Fee:  
  o Yes  
  o No ________
  o $10.00 a day  
  o Includes:
    - Serving Spoons and Spatulas; Knife Set; Punch Ladle

- Additional Staff:  
  o Yes  
  o No ________
  o $15 per hr  
  o OLCC – bartender  
  o Food Handlers – Waitress or Waiter  
  o Extra Host (not in training)  
  o Tour Guide

- Courtesy Table:  
  o Yes  
  o No ________
  o $35 a day  
  o Includes: Coffee, tea, creamer and sweetener, pitchers of water, and cups for each  
  o This table will be set up by our staff and ready for you and your guests when you arrive, all items provided by Gentle House and stocked throughout the event.