Additional Rental Items and Services

All additional rentals must be requested at least 2 weeks prior to the event or Gentle House cannot guarantee these services.

Would you like: (circle yes or no)

- Set-up/ Clean up by Gentle House Staff: Yes No ________
  - $15 per Hour
- Open Museum for guests: Yes No ________
  - $15 per Hour
- Dishware Settings: Yes No ________
  - $1 per Setting
  - Includes: large plate, small desert plate, teacup/saucer, drinking glass, and utensils
- Wine/Beer Glasses: Yes No ________
  - $.50 each
- Table Linens (Ask for color choices): Yes No ________
  - $6 per Linen
- Table Napkins (Ask for color choices): Yes No ________
  - $1 per Napkin
- Punch Bowl with Ladle: Yes No ________
  - $5
- Water Pitchers: Yes No ________
  - $0.50 per Pitcher
- Salt and Pepper Shakers: Yes No ________
  - $0.25
- Wireless Microphone and Portable Speaker Set: Yes No ________
  - $35
  - Campus events: please request this service through University Computing Services directly for no charge.
- 12’ by 12’ Canopy: Yes No ________
  - $35.00 each
- BBQ: Yes No ________
  - $20.00 a day
- Serving Utensils Fee: Yes No ________
  - $10.00 a day
  - Includes:
    - Serving Spoons and Spatulas
    - Knife Set
    - Punch Ladle
- Additional Staff: Yes No ________
  - $15 per hr
  - OLCC – bartender
  - Food Handlers – Waitress or Waiter
  - Extra Host (not in training)
  - Tour Guide
- Courtesy Table: Yes No ________
  - $35 a day
  - Includes: Coffee, tea, creamer and sweetener, pitchers of water, and cups for each
  - 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