Welcome to the MSU Horticulture Gardens!
Nestled within the campus of Michigan State University is a garden wonderland where inspiration awaits you! The Michigan State University Horticulture Gardens are recognized as one of the most charming and romantic locations in the Lansing area! You will find several picturesque locations designed specifically to host wedding ceremonies, receptions and other special events all set amongst the beauty of the Gardens.

The North Garden

The North Garden is a beautiful location for both ceremonies and receptions. The main areas include our indoor Conservatory for receptions, Lower Lawn for ceremonies and Hexagon Plaza. The Hexagon Plaza can be tented and used for a cocktail hour, dance floor space, or reception of 75 or less people. For weddings with 50 or less people, be inspired by the North Garden to find a smaller, personalized space for your ceremony.

- Available for ceremonies and receptions
- Maximum ceremony capacity of 250
- Maximum reception capacity of 150
- Outdoor and indoor locations
- Electricity available
- Rain-back up available
- Rented hourly (pricing on bottom of pg. 3, How to Choose Your Rental Period top of pg. 4)
- Parking lot #46 (Wilson Rd. entrance)
- Restroom located inside the Plant and Soil Sciences Building
Located on the South side of the Horticulture Gardens, the Anniversary Plaza is solely a ceremony site and can seat up to 175 guests. Our South Garden also includes the Entrance Pavilion, DeLapa Perennial Garden and Rose Garden.

- Available for ceremonies only
- Maximum ceremony capacity of 175
- Electricity available
- Rain-back up available
- Rented hourly (pricing on bottom of pg. 3, How to Choose Your Rental Period top of pg. 4)
- Parking lot #53 (Farm Lane/Trowbridge entrance)
- Restroom located on the exterior of the Food Toxicology Building
This unique venue offers privacy within a wooded landscaped setting. There are approximately ten different small gardens within the secluded park setting which all make beautiful ceremony sites. Traditionally, ceremonies are held by the Native Plant Garden, Central Court, or the English Garden.

- Available for ceremonies only
- Maximum capacity of 300
- All outdoor locations
- Electricity available in certain areas- check with your coordinator
- No rain back-up available
- Rented hourly (pricing on bottom of pg. 3, How to Choose Your Rental Period top of pg. 4)
- Parking in Medical Clinic and Vet. Med. Lot
- No permanent restroom facilities, portable restrooms may available to rent by checking with your coordinator

### Pricing for the North Garden, South Garden and Arboretum

The North and South Gardens rent by the hour, with a two hour minimum. Our seasonal weekend rates (Friday, Saturday and Sunday) are listed below. Ask your coordinator about weekday (Monday-Thursday) discounts.

<table>
<thead>
<tr>
<th>Month</th>
<th>North Garden Price</th>
<th>South Garden Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15 – September</td>
<td>$250.00/Hour</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>$200.00/Hour</td>
<td></td>
</tr>
<tr>
<td>November-April</td>
<td>$125.00/Hour</td>
<td></td>
</tr>
<tr>
<td>May – June 14</td>
<td>$187.50/Hour</td>
<td></td>
</tr>
</tbody>
</table>

(Prices do not include rental items such as tables and chairs.)
How to Choose Your Rental Period

Here are a few things to ask yourself when selecting your rental period:

Does my rental period allow ample time for...
- me to set up all decorations?
- my florist and any other vendors to set up decorations?
- my caterer to dress tables, prep food, plate food and/or set up a buffet?
- my photographer to take all photos desired?
- clean up on behalf of all counterparts?
- guests who may arrive early or may want to stay late?
- a relaxing, stress-free pace for my day?

Another tip for deciding your rental period is to work backwards. All guests and all counterparts of the event need to be cleaned and cleared from the facility no later than 12:00am, midnight. We recommend letting guests know the event ends at 11pm to ensure this. From this point, determine how long you would like your reception, photographs, cocktail hour and ceremony to last. Talk with your caterer and any decorators to ensure you book enough time for proper set-up.

Booking Your Event

Once you have toured the Gardens and decided on a specific location, we can temporarily hold a date and time for up to two weeks without a deposit. Within the two weeks, it is your responsibility to contact our Coordinator regarding your decision or the reservation will be released.

To book your event, the Event Rental Contract and Damage Deposit Contract must be filled out. These need to be returned to your coordinator with the site deposit (25% of your total site rental, excluding equipment rentals) and your damage deposit ($200.00). The remaining site balance will be due three weeks before your event. At this time, your Final Equipment Rental Order Form and payment will be due as well. Upon inspection after your event, if no damage is found, the $200.00 damage deposit which will be returned to you approximately three weeks after your event (please note that this time is dependent on internal processing and may vary).

Visa, MasterCard, cashier’s checks, personal checks, cash, or money orders are acceptable forms of payment. Do not send any financial information via e-mail. For questions regarding booking an event at the Horticulture Gardens, or to set up a tour, please contact our Wedding Coordinator, at 517-355-5191 ext. 1352, or by email at gardens@msu.edu.

Wedding Coordinator- MSU Horticulture Gardens
1066 Bogue Street
A240-G Plant & Soil Sciences
East Lansing, MI 48824
Wedding Rental Contract

Bride Name: __________________________  Contact Number: ______________________ w/c/h
Groom Name: __________________________  Contact Number: ______________________ w/c/h
Street Address: ________________________  Contact Email: ________________________
City, State, Zip: ________________________  Secondary Email: ________________________

Rental Site: ___________________________  Event Date: __________
Rental Period (includes set-up and tear down): ___________________  Parking Lot: __________

___ Event Start Time: __________  Est. Attendance: __________
___ Event End Time: __________  Rehearsal Date: __________

Please circle yes or no for the following:
Bridal rooms needed? Yes  No  Electricity needed? Yes  No  Will alcohol be served? Yes  No

Site Rental: $_________/hour * ___ hours  = $_________  Damage Deposit:  = $200.00
Site Deposit: 25% of total site rental fee  = $_________  →  Site Deposit:  = $_________
Rain Back-up: $50.00  = $_________  →  Rain Back-up:  = $_________
Total Deposit Due:  = $_________

Site Balance: due 3 weeks before event  = $_________
Rentals: due 3 weeks before event  = $_________

By signing this contract, I have read and agree to the Event Rental Packet, including the Rental Policies, and agree to pay the above stated amount.

Client’s Signature: __________________________  Date: __________
Event Coordinator’s Signature: __________________________  Date: __________

Credit Card Payment Information (Visa and MasterCard accepted)
Payment Amount: $_________  Cardholder’s Name: __________________________  Zip Code ______
Card Number: ______________  Expiration Date: __________  Security Code: ______

I authorize the Department of Horticulture to charge my credit card. Signature: __________

MSU Department Information (On-Campus Customers)
Name: __________________________  Phone: __________  Account Number: __________
Address: __________________________  Email: __________________________

Please return to:
Wedding Coordinator  Phone: 517-355-5191 ext 1352
1066 Bogue Street  Email: gardens@msu.edu
A240-G Plant & Soil Sciences  Secured Fax: 517-355-0249
East Lansing, MI 48824  Fax: 517-353-0890
Event Rental Contract

(Use the Wedding Rental Contract, on the previous page, for wedding ceremonies and receptions.)

Group Name: ___________________________ Contact Name: ___________________________
Street Address: ___________________________ Contact Number: ___________________________ w/c/h
City, State, Zip: ___________________________ Contact Email: ___________________________

Rental Site: ___________________________ Event Date: ___________
Rental Period (includes set-up and tear down): ___________________________ Parking Lot: ___________
Parking Lot: ___________

Event Site: ___________

Event Start Time: ___________ Est. Attendance: ___________

Event End Time: ___________

Please circle yes or no for the following:

Electricity needed? Yes No Will alcohol be served? Yes No

Site Rental: $______/hour * ___ hours = $_______ Damage Deposit: = $ 200.00
Site Deposit: 25% of total site rental fee = $_______ Site Deposit: = $_______
Rain Back-up: $50.00 = $_______ Rain Back-up: = $_______
Total Deposit Due: = $_______

Site Balance: due 3 weeks before event = $_______
Rentals: due 3 weeks before event = $_______

By signing this contract, I have read and agree to the Event Rental Packet, including the Rental Policies, and agree to pay the above stated amount.

Client’s Signature: ___________________________ Date: ________________

Event Coordinator’s Signature: ___________________________ Date: ________________

Credit Card Payment Information (Visa and MasterCard accepted)

Payment Amount: $_______ Cardholder’s Name: ___________ Zip Code:_______
Card Number: ___________________________ Expiration Date: __________ Security Code: ______
I authorize the Department of Horticulture to charge my credit card. Signature: ___________________________

MSU Department Information (On-Campus Customers)

Name: ___________________________ Phone: ___________ Account Number: ___________
Address: ___________________________ Email: ___________________________

Please return to:

Wedding Coordinator
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A240-G Plant & Soil Sciences
East Lansing, MI 48824
Phone: 517-355-5191 ext 1352
Email: gardens@msu.edu
Secured Fax: 517-355-0249
Fax: 517-353-0890
Rental Policies

**Accessories** such as rice, fake flower petals, candied almonds, etc. are NOT permitted. Bubbles, real flowers petals and bird seed may be thrown if an aisle runner is used and they are cleaned up afterward.

**Cancellations** may be made up to 2 weeks before the event. Your site deposit of 25%, however, is nonrefundable. If you cancel your wedding/event with less than 2 weeks left, you will be required to pay the full rental amount. If you wish to reschedule your event for a later date, that date must be established within a maximum of 30 days after cancellation. A $150.00 rescheduling fee will be charged but all other payments will remain active. A new contract must be completed.

**Dance and Artificial Floors** are permitted on our grass areas, but must be removed within 24 hours. Other rental equipment, such as tables and chairs, is not permitted on dance floor rented through the MSU Gardens.

**Electricity** is available in certain areas of the Gardens, but the supply is limited. Please make sure you have talked with our Wedding Coordinator about your electricity needs. You will need to supply extension cords.

**Flowers**, shrubs and trees bloom at various times throughout the MSU Horticulture Gardens and are dependent upon the weather and season. We are first and foremost a teaching and trial garden, therefore, what you see planted this year will likely be different the following year. We provide **no guarantees** regarding the plant material at, and around, your event rental site, especially regarding type or stage of growth.

**Hours** of our Gardens are daylight hours and are open to the public. As a result, you may expect others to be walking through the gardens during your event. We ask that you and your guests show good judgment so that public visitors may also enjoy the experience of the Gardens.

**Inclement weather** can be a factor with outdoor events. Whenever lightning and thunder storms are imminent, all persons will be moved to the Plant and Soil Sciences Building until the storm passes.

**Lighting** is permitted with candles or luminaries. Any electrical lighting must be arranged through the Gardens. **Fireworks, torches, paper lanterns and sparklers are NOT permitted.**

**Moving chairs** in the event of rain is the responsibility of the renter.

**Music** is permitted during the hours of your rental period only, provided the volume does not interfere with other simultaneous events, or with the public visiting the gardens. It is your responsibility that your musicians, or DJ, do not begin to play until your rental period begins; that includes sound checks.

**Parking** for your event is included on weekends. Signage will be provided for the North and South Gardens, at the entrance to the designated parking lot. Signage is not available for the Arboretum, but you are welcome to bring in your own signs. The parking lot designated to your area of the Gardens is where your guests need to park. Other parking lots will not be guaranteed available nor will they have signage.

**Photographs** of your event may be taken by the MSU Horticulture Gardens for educational or promotional purposes only. Any such photography would not interfere with your event, or your professional photographer, and will not be sold.

**Plant material** may not be disturbed, relocated, or damaged in any way. Renters will be assessed fees for plant damage. This is very important and will be highly enforced.

**Rain back-ups** are available for the North and South Garden for an additional $50.00. Our typically rain back-up is an auditorium styled classroom in the Plant and Soil Sciences Building. Your rain back-up needs to
be secured with our Coordinator when you book your event. If you do not select a rain back-up option, the Gardens will not be able to accommodate this request the day of your event.

**Rehearsal** times are preset for the North and South Garden from either 6:00pm-7:00pm, or 7:00pm-8:00pm the Friday before your ceremony. Timeslots are filled on a first-come, first-served basis. If there are more than two weddings per weekend in a specific location, you may be asked to have your rehearsal earlier in the week. Because the Arboretum is booked per weekend, you may plan a rehearsal at any time within your rental period.

**Rental equipment**, including chairs, tables, and tents, must be rented through the MSU Horticulture Gardens. Set-up and tear down of our equipment will be done by our staff, outside of your rental period, and the price for this service is included in the rental fee. Any equipment that the Gardens does NOT offer may be brought in through outside sources but must be approved by our Coordinator.

**Rental period** for your event must include the time you need to set-up and tear down. You will be accessed extra charges for time outside of your contracted rental period.

**Stakes** of any kind are not permitted in the ground; all tent stakes must go into weighted buckets or barrels to minimize the risk or puncturing our underground watering lines.

I, ____________________, have read thoroughly the above policies (pages seven and eight of the MSU Horticulture Gardens Event Rental Packet) and agree to comply with them for my wedding or event on ____________________ at the MSU Horticulture Gardens.

Client’s Signature ________________________________ Date ________________

Event Coordinator’s Signature ________________________________ Date ________________
Damage Deposit Contract

A damage deposit of $200.00 must be made when booking any event at the Gardens, and will be refunded after your event, if the facilities are left as you found them without any damage. The damage deposit is added into the rental contract, and can be paid the same way as your site deposit (please see contract page above).

___ If damage is done to the Gardens or any of the Plant and Soil Sciences facilities, you will be held responsible. A damage fee will be assessed and taken directly from your deposit. Should the amount of damage caused exceed the deposit of $200.00, you will be contacted and required to cover the excess amount.

___ If you stay beyond your rental period you will be charged $300.00 for every hour you exceed.

Damages are not limited to but include any harm done to:

- Parking lots
- Grounds (Flowers trampled, trash left out, etc.)
- Plant and Soil Sciences building or the Food Toxicology building
- Wedding sites: North Garden, Conservatory, South Garden, or Arboretum (This includes nailing things into the wood, irremovable tape, etc.)
- Rental equipment
- Plant materials moved or altered in any way (No cutting, rearranging, etc.)
- Excess amounts of trash left throughout the bridal rooms, in the Conservatory, or at the event site
- Messes left un-cleaned (Spilled alcohol, pop, food left out, etc.)
- Anything thrown other than what is allowed (Only birdseed, real flower petals, and bubbles are allowed)

These are the written and contracted policies and preside over any verbal or otherwise noted agreements.

CLIENT AGREES TO THE FOLLOWING: The gardens and room(s) are accepted "as is" and by execution of this Agreement and taking possession of this area, the Client shall be deemed to have accepted these as being in acceptable order, condition, and repair. The Client should submit a list of discrepancies to the Garden Coordinator prior to the commencement of the event. Client agrees to inspect these areas prior to or within 72 hours of signing contract to ensure suitability of the gardens and/or room(s) for the planned event and the anticipated guests or supporting equipment. The Client shall indemnify, defend, and hold the MSU Gardens harmless from and against any and all damages, losses, claims, judgments, and costs (including attorney fees), unless caused solely by gross negligence or willful misconduct by the MSU Garden’s employees from (a) Client’s use of or activities at the facilities, (b) from anything done, permitted or suffered by Client, or (c) from Client’s failure to observe or perform any agreement or promise under this Agreement.

The MSU Gardens reserves the right to cancel this Agreement at any time, with or without notice, in the event that any term, condition or promise in this Agreement has been or is being violated. In such event, there will be no reimbursement or credit towards any fee previously paid or any fee still owing.

If the MSU Gardens brings any action to enforce any of the terms, conditions, or promises in this Contract, it shall be entitled to its reasonable attorney’s fees incurred in such an action.

I, ____________________________________, have read thoroughly the above policies (page nine of the MSU Horticulture Gardens Event Rental Packet) and agree to comply with them for my wedding or event on _________________ at the MSU Horticulture Gardens.

Client’s Signature ___________________________________________ Date _____________

Event Coordinator’s Signature ___________________________________________ Date _____________
Bar Tending Compliance

Please initial each box to indicated you understand the adjacent statement

All caterers should have a catering permit approved by the Michigan Liquor Control Commission under Section 547, and that the employee serving alcoholic beverages must have successfully completed a server training program. The Catering Permit holder or the employee of the Catering Permit holder, shall have in his or her possession documentation demonstrating that the beer, wine, or spirits being delivered are to be served at a private event being conducted under Section 547.

I understand that it is my responsibility to have all alcoholic beverages served by a trained bartender.

All persons partaking in the consumption of alcoholic beverages must be 21 years of age or older. It is the bartender and renter's responsibility to ensure that these guests are 21 years of age or older. Michigan State University and the MSU Horticulture Gardens are not responsible for identifying guests. Any violations of this policy will be handled by law authorities.

I understand that all guests consuming alcohol must be 21 years of age or older and that it is my responsibility to ensure this through identifying guests.

The renter assumes full liability for their guests and their behavior. Michigan State University nor the MSU Horticulture Gardens are liable for the service of alcoholic beverages and assume no responsibility for guests' actions or their behaviors. However, on behalf of Michigan State University and the Horticulture Gardens, it is requested that all guest behavior be appropriate for the general public and healthy for oneself.

I understand that I am fully responsible for my guests’ appropriate behavior and actions.

All sales of alcoholic beverages are prohibited at the Michigan State Horticulture Gardens. Guests are not allowed to be charged for alcohol. Resale on the premise is prohibited.

I understand that I am NOT allowed to charge guests for alcohol being served.

Alcoholic beverages may be stored in a walk-in cooler at the Michigan State Horticulture Gardens facility. Once delivered, Michigan State University and the MSU Horticulture Gardens are still not responsible for your beverages. Any deliveries of alcoholic beverages must be accepted by a person 21 years of age or older. Please speak with the Wedding and Event Coordinator if a delivery is anticipated and do not assume that s/he will be able to accept the delivery.

I understand that I am allowed to store alcohol at the MSU Horticulture Gardens, but that is must be accepted by a person 21 years of age or older.

Alcoholic beverages are prohibited to be served from personal coolers, pitchers, containers or kegs before, during or after ceremonies, receptions or other events. Alcoholic beverages are prohibited in bridal and groom rooms.

I understand that I am NOT allowed to serve my own alcohol at any point while at the MSU Horticulture Gardens.

When alcoholic beverages are brought in to the MSU Horticulture Gardens, they are required to be sealed with their original seal. Opened alcoholic beverages are prohibited from being transported by a personal vehicle and must be properly disposed of before the end of the renter's rental period.

I understand that all alcoholic beverages must arrive sealed and that opened alcoholic beverages cannot be transported by law.

The service of alcoholic beverages must be discontinued an hour prior to your event’s end time, or 10:00pm, whichever occurs first.

I understand that service of alcoholic beverages must be discontinued an hour before my event ends, and no later than 10:00pm.

I, ______________________________________, have read thoroughly the above policies on and agree to comply with them for my wedding or event on __________________ at the Michigan State Horticulture Gardens.

Name of bartending service: ______________________________________________________________

Client’s Signature ___________________________________________ Date ________________

Event Coordinator’s Signature ______________________________________ Date ________________
Rental Equipment

All equipment rented through the Horticulture Gardens includes the price of setup and take down and will be done outside of your rental period. Equipment we do not offer may be brought in through other sources and must be approved by the Horticulture Gardens prior to your event.

All tents include solid white siding that can be put up upon request with advanced notification of at least 3 days. The 40 foot hexagon tent is perfect for covering the hexagon plaza in the North Garden. Additional tent sizes may be available, please contact your event coordinator for details. Tents are only allowed in the Arboretum or at the Hexagon Plaza in the North Garden, with the exception of the 10x10 tent for musicians in the South Garden.

*Prices are subject to change, please check with the Event Coordinator for updated prices.
*** Items may not be available and require a guaranteed rental four months in advance.

Please ask your coordinator for assistance if you are looking for rental items not listed below.

<table>
<thead>
<tr>
<th>Primary Equipment*</th>
<th>Price per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs (White Contour)</td>
<td>$2.25</td>
</tr>
<tr>
<td>Chairs (White Padded)</td>
<td>$3.25</td>
</tr>
<tr>
<td>Chairs (Brown Contour)</td>
<td>$1.50</td>
</tr>
<tr>
<td>Chairs (Chiavari: Mahogany w/ivory pad) ***</td>
<td>$6.50</td>
</tr>
<tr>
<td>Round Tables (60”/seats 8 guests per table)</td>
<td>$9.00</td>
</tr>
<tr>
<td>Rectangle Tables (8’ /seats 8 guests per table)</td>
<td>$8.50</td>
</tr>
<tr>
<td>Cocktail Tables (tall, standing:42”)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Bistro Tables (short, sitting: 30”)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dance Floor Sections (4’x4’ Section)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Aisle Runner (50’)</td>
<td>$55.00</td>
</tr>
<tr>
<td>Portable Bar (4’)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Portable Bar (6’)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Ivory Backdrop for North Garden</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tents*</th>
<th>Price per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ (for musicians at ceremonies)</td>
<td>$125.00</td>
</tr>
<tr>
<td>40’ Hexagon (for North Garden- fits 72 people at round tables)</td>
<td>$750.00</td>
</tr>
<tr>
<td>30’ x 30’ (for North Garden- fits 72 people at round tables)</td>
<td>$550.00</td>
</tr>
<tr>
<td>Solid White Side Curtains (must list on your order form to secure)</td>
<td>FREE</td>
</tr>
<tr>
<td>Cathedral Side Curtains ***</td>
<td>$65.00/panel</td>
</tr>
<tr>
<td>Pole Covers (white silk)</td>
<td>$11.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Heaters*</th>
<th>Price per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propane Heather (200lb)</td>
<td>$300</td>
</tr>
<tr>
<td>Patio Heater (20lb)</td>
<td>$95</td>
</tr>
<tr>
<td>Lighting Packages*</td>
<td>Price per Unit</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Perimeter of Tent Lighting</td>
<td></td>
</tr>
<tr>
<td>30’ x 30’ uses 120’</td>
<td>$1.25/linear foot</td>
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<tr>
<td>40’ hexagon uses 200’</td>
<td>$150.00</td>
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<td></td>
<td>$250.00</td>
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<tr>
<td>Canopy Lighting</td>
<td></td>
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<tr>
<td>30’ x 30’ uses four 40’ strings</td>
<td>$1.25/linear foot</td>
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<tr>
<td>40’ hexagon uses four 40’ strings</td>
<td>$200.00</td>
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<td></td>
<td>$200.00</td>
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<tr>
<td>Center Pole Lighting</td>
<td>$125/pole</td>
</tr>
<tr>
<td>Par Lights (for corners- colors vary, no soft white)</td>
<td>$35.00/light</td>
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</tbody>
</table>
This form is due 3 weeks before your event. By signing this form, you are agreeing to pay for the listed items at least three weeks prior to your event at the MSU Gardens. Also, you understand that the equipment is your responsibility and if damaged during your event, you will be held accountable.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price per Item</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs (white contour)</td>
<td>80</td>
<td>$2.00</td>
<td>$160.00</td>
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<tr>
<td>Round Tables 60”</td>
<td>10</td>
<td>$9.00</td>
<td>$90.00</td>
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<tr>
<td><strong>Overall Total:</strong></td>
<td></td>
<td></td>
<td><strong>$250.00</strong></td>
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<thead>
<tr>
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**OVERALL TOTAL:** $