

## **AMENITIES OF THE FARM ON PUTAH CREEK**

We want your experience at the Farm on Putah Creek to be relaxing and stress free so we include extensive basic amenities with every rental. Whether you're here for a few hours or the entire week you will have what you need to feel at home. *NOTE: PLEASE COMPLETE THE 2<sup>ND</sup> PAGE OF THIS FORM AND RETURN TO MICHAEL.* The basic amenities for rental of the Farm House include:

### **BATHROOM SUPPLIES**

- Paper towels/hand towels/Kleenex/Toilet paper
- Cleaning supplies, plunger, garbage bags
- Hand soap
- One handicap accessible portapotty

### **KITCHEN**

- Electric range
- Microwave
- Refrigerator/freezer
- Dishwasher
- 75-cup electric coffee maker (with metal tray, does NOT need filters)
- Two hot liquid carafes (for coffee, hot water, hot chocolate, etc.)
- Hot water dispenser (4 liter)
- Table settings (plates, utensils, wineglasses) for 40 people
- Assorted serving trays and bowls
- Corkscrews and assorted serving spoons
- Brooms/mops, garbage bags
- Garbage cans, recycling container, composting container

### **ROOMS**

- Main meeting room 24' X 15' (seats 18-20 around table)
- Living room/Sitting room 15' X 16' (food buffet or extra materials)
- Small bedroom/staff room 12' X 12' (great for breakouts)

### **TABLES AND CHAIRS**

- Main meeting room table (~16' X 6')
- Living room/Sitting room table (~9' X 3')
- Small bedroom table (oval in shape, ~6' X 3')
- Wooden chairs for meeting room (35 available)
- Plastic fold-out tables 2' X 6' (4 available)
- Plastic fold-out tables 2' X 8' (1 available)
- Plastic lawn chairs (160 available)

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### MEETING SUPPLIES

- Easels
- Wireless web access
- Teleconference phone
- Extension cords
- Whiteboard (12' x 4' when open) with dry erase markers
- Surge protector

**Other amenities available by request at an additional charge (please place check mark in box to the left of item to request it):**

- Flip Charts # \_\_\_\_\_
- Bottled water (5 gallon bottles with dispenser) # \_\_\_\_\_
- Tours - Please indicate type and duration, if known: \_\_\_\_\_
- Catering coordination - Please indicate type of assistance needed:  
\_\_\_\_\_

**In order for us to ensure that you have what you need for your event please indicate below how many people you expect. Also indicate how many lawn chairs and folding tables you will need.**

**TOTAL NUMBER OF GUESTS \_\_\_\_\_**

- Plastic fold-out tables 2' X 6' (4 available) - # needed: \_\_\_\_\_
- Plastic fold-out tables 2' X 8' (1 available) - # needed: \_\_\_\_\_
- Plastic lawn chairs (160 available) - # needed: \_\_\_\_\_

**If you are expecting more than 40 people it will be necessary for us to provide extra portapottys at an additional cost. One portapotty is required for every 20 people over 40.**

- \$150/day for regular portapotty: # \_\_\_\_\_
- \$200/day for handicapped-accessible: # \_\_\_\_\_

**Please inquire about any other amenities or services that you may need that are not listed. Our staff can work with you to find what you need to make your event a success.**