



Heron Hall Equipment List

The Laguna Foundation has the following equipment available for Rentals. Use of the following items is included in the rental fee. Lessee is responsible for any damaged, lost or stolen equipment owned by the Laguna Foundation.

Seating and Tables

- 52 Stackable chairs (indoor use only)
- 50 Folding chairs (indoor or outdoor use)
- 12 Tables (6' long) with lockable wheels (indoor use only)
- 3 Folding Tables (6' long) (indoor or outdoor use)
- 5 Outdoor redwood picnic tables with attached benches (seat 10 each)
- 4 Outdoor redwood benches (seat 3-4 each)
- 4 Wine barrels that can be moved around and used as small stand-up tables

Audio/Visual

- 14' Projector **screen**, ceiling recessed and operated remote control (can cover top half of north windows, or all the way to the floor).
- **AV cart**. **NOTE: You must bring your own projector and laptop.** We have VGA plugs and a floor strip that can connect a laptop at the podium to your projector on the AV cart in the front middle of the hall.
- **WiFi** – Our WiFi available in the hall is called “Heron” and the password is our fax number, 7075275075. It's capacity is approximately 3-6 devices simultaneously. If more capacity is needed, bring your own Hotspot.
- 2 wall-mounted **speakers** connected to sound system (your laptop can be plugged into our sound system).
- 2 wireless **headset microphones**
- 1 wireless **lapel microphone**
- 2 wireless **handheld microphones** and 1 microphone stand
- **Podium** with lockable wheels
- White board **easel** with telescoping legs (please bring your own dry erase markers and eraser)
- Large rolling **white board** (please bring your own dry erase markers and eraser)
- Handful of **esels** for lightweight use (they are rather flimsy and only accommodate posters up to approximately 30" tall, and they don't hold up well in wind)

Kitchen

Electric stove and large oven with warming bulbs

Microwave

Large refrigerator which is cleaned out before rental events so you can store whatever you need in it

Freezer with ice maker

Sink with disposal

[Note: We do NOT loan our coffee/tea makers, knives, dishes, glasses or any items in the kitchen cupboards.]

Trash and Recycling

2 Recycling containers (one is small, one is large on wheels) – liners provided for you to take recycling off-site

2 Trash containers (one is small, one is large) – liners provided for you to take trash off-site

Cleaning Supplies

Dust mop, broom, wet mop, mop bucket, soap, sponges, clean rags (please leave dirty rags in sink)

* We have a small **coat rack**. We recommend renting your own coat rack, especially during winter months.

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