



Grand Meeting Room (A, B & C combined) Layout (3,064 sq. feet)

Event Date: _____ Event Name: _____

Signed approval: _____

Round Tables:

4 foot (2 avail.) _____ Chairs per _____

5 foot (20 avail) _____ Chairs per _____

6 foot (60 avail) _____ Chairs per _____

Number of Additional chairs _____

Aisle? Y N *(note the placement of aisle)*

Dance Floor? Y N *(if room has multiple floors, note which floor you will use)*

Food on back hall? Y N

Please note that servers cannot fit behind tables located on the back hall due to fire safety regulations

Rectangular and Other Tables:

Cocktail tables (3 ft x 3 ft) _____

6 foot (10 avail.) _____ Chairs per _____

6 foot table chairs on only one side? Y N

8 foot (40 avail) _____ Chairs per _____

8 foot table chairs on only one side? Y N

We are using Gateway's chairs Y N

Servers behind the food tables? Y N

Stage? Y N Size? _____

Chairs facing toward three screens? Y N

Chairs facing toward one screen? Y N