



**Petite Meeting Room (A & B combined) Layout (2,128 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 two screens? Y N

Chairs facing toward one screen? Y N