

← To the Kitchen

Service Hallway

Meeting Room A Layout

(1,073 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)

Please note that Salons A or B are unable to fit any size of dance floor.

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

Food on back hall? Y N

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

Stage? Y N Size? _____

Chairs facing side screen? Y N

Chairs facing front screen? Y N

