

Auditorium Set Up



 **Reservation Requirements**

- Cancellations must be provided 24 hrs. prior
- No kitchen supplies, decorating supplies, coffee, utensils etc are supplied.
- Room returned to similar condition at the end of the event.
- Decorations removed and properly disposed of after event.
- Notification given to receptionist at the completion of event
- Rented function - trash removed and disposed of properly!

Legend:
2 sq. on graph = 1 sq. in room
Capacity = 100

Auditorium Setup
Chairs Seats 96
Plus 1 – 8' tables at the
Head of the room