

Event Date: _____

Event Name: _____

Event Chair/Co-Chair & Phone Number: _____

Event Type
____ Club
____ Rental
____ Players

Setup
Day/Date

Control Room

Stage 18 x 14

Piano Room

Storage

Restroom

Sunroom
14'x24'

Auditorium 42'x32'

Tea Room 18'x30'

Stairs

Restroom

Kitchen

Notes:

# Tables	# Chairs/Table
13' Round Tables (120" Linen)	_____
8' Tables (30x8)	_____
6' Tables (30x6)	_____
8 Café Tables (30" Round)	_____
Library Table	____ Yes ____ No
Wicker Table (Cake)	____ Yes ____ No
Wicker Oblong Table	____ Yes ____ No
Bar	____ Yes ____ No
Bar Back Table	____ Yes ____ No
AV Needs	____ Yes ____ No
4 Market Umbrellas	____ Yes ____ No
Chairs: Angles	_____
Curved	_____
Auditorium	_____
# of Chairs in Auditorium (total)	_____