



## Meeting Room Capacity Set-ups

**Classroom (Chevron set-up) will maximize your capacity: 64 people**  
**(21 classroom tables x 3 rows of two people ea. table.)**

**Standard Classroom: 24 people**  
**(12 classroom tables x 2 rows of two people ea. table.)**

**Conference Style: U-Shape max 16 people**  
**Hollow max 20 people**

**Sit down dinner, reception or banquet: 70 maximum**  
**(7 rounds of 10 people) To offer this size, we would need to have food set-up**  
**across the hall in the board room.**

**60 comfortable – with food set up on six foot tables.**

**(6 rounds of 10 people)**

- **For a bar set-up – Set it in the wet bar area with a six foot table as the serving table.**

**Meet and Greet, Reception mingle: Cocktail tables max 75 people.**

- **NOTE: Use your six foot tables for food, gifts, cake, and presents.**

**Meeting Room: Big 12 Conference Room \$400 ++**

**7:30 AM – 5 PM or 6 PM – 10 PM**

**Board Room: Crimson and Cream \$250 ++**

**7:30 AM – 5 PM or 6 PM – 10 PM**

**++ All pricing exclusive of 20% Service Charge and 8.25% Sales Tax ++**

**AUDIO/VISUAL PRICING**

Projector.....	\$50
- Includes Projector, Projector Screen, & Appropriate Cables	
Polycom Phone .....	\$50++
Wireless Internet Access.....	Complimentary
Hard-Wired Internet.....	\$ Determined upon inquiry
Flip Chart w/ Markers, Easel.....	\$50

**++ 8.25% Sales Tax**

**Inventory of equipment: As of 11/16/15**

**Classroom style tables: 21**

**Rounds 80": 8**

**Cocktail tables: 8**

**6 foot tables: 7**

**Easels: 3**

**Chairs: 72**

**Projectors: 2**

**We have black spandex linens for the rounds, six footers and cocktail tables.**

**Note: We need white linens, linens for classroom tables and a small A/V table.**