



Mess Hall Finalization Agreement (WR)

Hall Set-up and Capacity

Place and X over the tables that are not needed or wanted. Be sure to mark table exchanges. Such as a guest table for candy table.

Tables:

- Round: Plastic—5 foot in diameter (8, 9 or 10 chairs)
- Long: Plastic—8 foot by 30" (8 or 10 chairs)
- Long: Plastic—6 foot by 30" (6 or 8 chairs) (note only 3 available)

Linens:

- (Ivory only) 90 x 90: square lap length for 5' Round tables — \$6.25 per linen
- 120" Floor length for round tables — \$15.00 per linen
- 54" x 120" lap length for 8' long tables — \$6.25 per linen

Linen Styles:

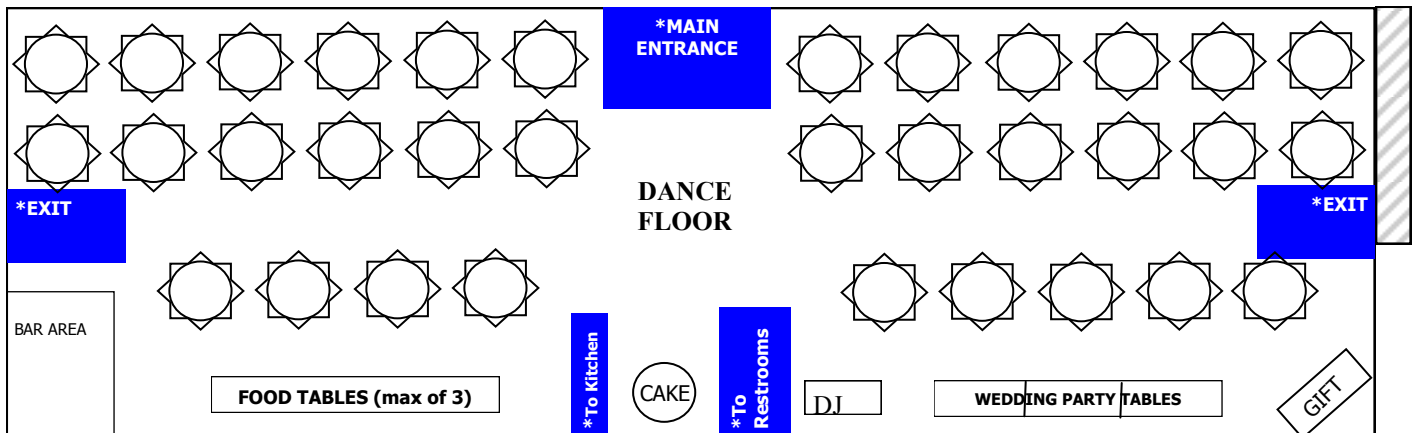
- Single: A lap length overhang. Available on Round or long tables.
- Double: Two linens doubled to the floor. Long tables only. A double charge applies \$12.50 per table.
- Floor: A floor length linen drapes to the floor. Round cake table only. (\$15.00 each)

Maximum tables permitted : 42

(maximum: 33 round guest tables of 10 chairs each, 3 wedding party, 3 food, 1 cake, 1 gift, & 1 DJ)

NOTE: Additional tables for items such as candy, cookies, pictures, place cards, fountains, and photo booths, can only be accommodated by the removal of other tables.

Hall Diagram



*Blocked out areas are door ways that must remain clear per fire code.

CAPACITY

Count the tables. How many of the 42 maximum tables permitted have you used? _____

Count the chairs. How many of the 340 maximum chairs permitted have you used? _____

Be sure to include wedding party and DJ.