

Ramp Entrance

Kitchen Area

Serving Windows

Outside Plug for Beer Truck

Handicapped Accessible

Serving Tables (2)

Cake Table

Service Entrance

Contact Phone #

Guest Book Table

BAR

NAME:

Normal Guest Seating For a Wedding:

18-Double Tables = 360
11-Single Tables = 110
Total = 470

Denotes arch

CONTRACT #:

Double Tables are 16 feet long and have 20 chairs

EVENT DATE:

Single Tables are 8 feet long and have the window bench and 6 chairs.

INSTRUCTIONS:

Please list and draw any changes in the way the tables are to be arranged and return one copy.

All long tables are 30 inches in width and 29 inches high. The double tables are two 8 foot tables end to end.

We will paper all the tables with white paper and we will skirt the wedding party table, serving tables, gift and cake tables.

There is 15 feet between each arch except the ones closest to the stage, they are 9 feet.

The Ballroom main dome Inside the arches is 80 ft from the arch by the kitchen to the stage. The main dome is 60 ft wide from arch to arch.

There is a 18' X 8' electric movie screen on the stage.

Normally, you may begin to decorate after 9:30 AM on the day of the event.

Rest rooms and coat room are behind stage off the Promenade. There is ample room and mirrors for bridal party.

Gift Tables (2)

Exit

Exit

Bridal Party Table
2 - 8 foot tables skirted with 10 chairs

15 feet between

11 feet wide



Stage level 1
Lowest level
18" up from floor

Stage level 2
middle height
30" from floor
and 12" from 1st

Promenade
Is the area between the arches and the outside walls. It goes around the entire Ballroom

Stage level is 42" from main floor and 12" from level 2
Full stage width is 30 feet and depth is 14 feet in middle and curves to 8' 6" at sides

MEADOWBROOK BALLROOM LAYOUT