

CONTRACT PHONE #

NAME:

CONTRACT #

EVENT DATE:

INSTRUCTIONS:
 Please list and draw any changes in the way the tables are to be arranged and return one copy 30 days before the event.

We will paper all the tables with white paper.

Normally, you may begin to decorate after 9 am on the day of the event.

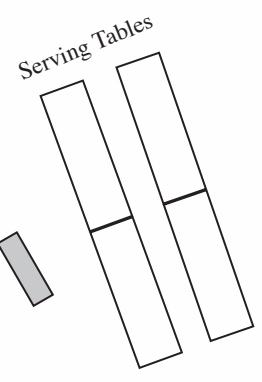
24 cubed tables = 288
 11 single tables = 110
 Total = 398

DJ - Stage service door

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

Guest Book Table

Gift Tables (2)

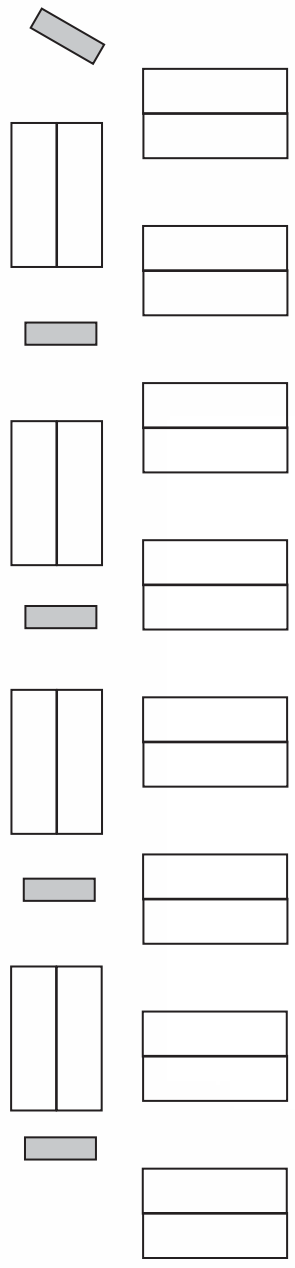
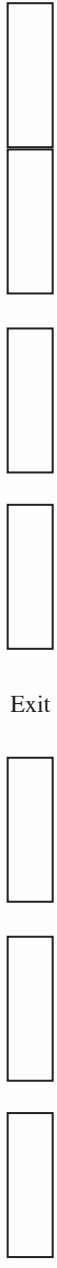
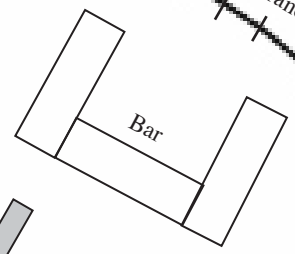


Serving Windows

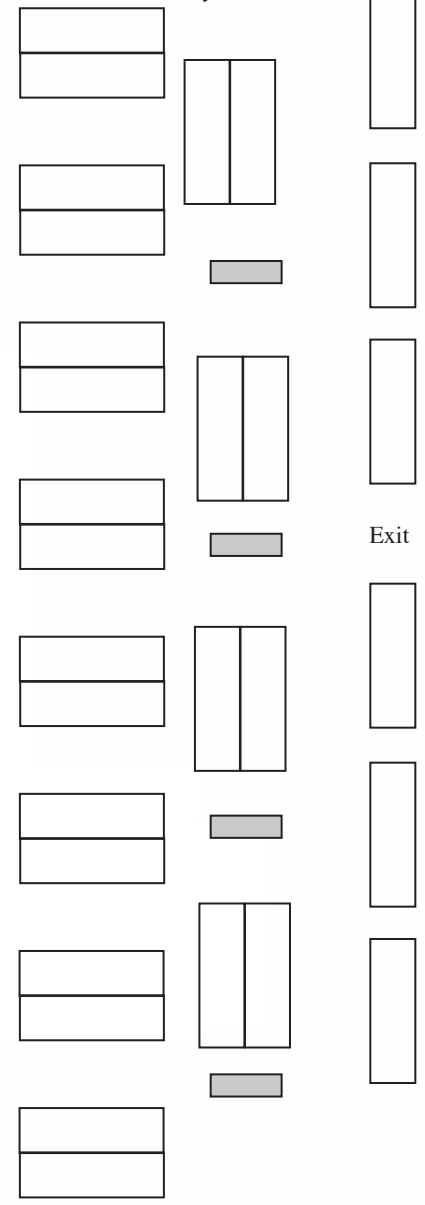


Outside Plug for Beer Truck

Service Entrance

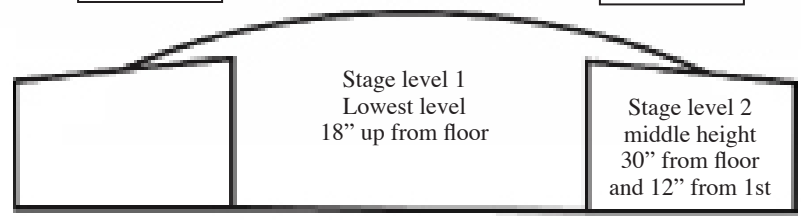
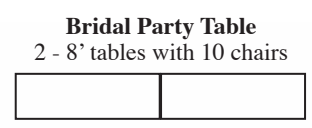


Denotes arch →



MEADOWBROOK BALLROOM LAYOUT

SEATING 400



Promenade
 This area has a built in bench on the outside wall 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 curvest to 8'6" at sides