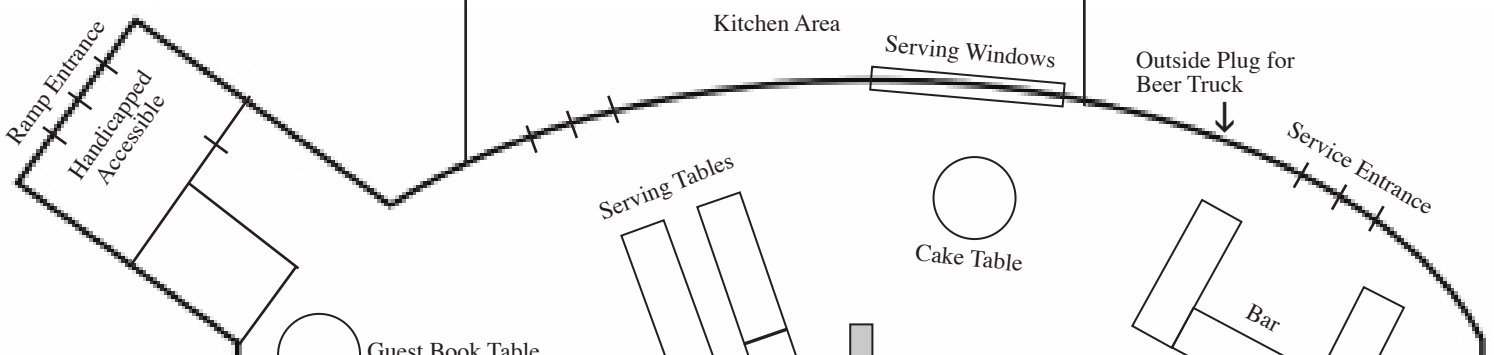

CONTRACT PHONE #

_____

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.

18 double tables = 360
11 single tables = 110
Total = 470

Gift Tables (2)

Denotes arch →

MEADOWBROOK BALLROOM LAYOUT

Exit

Exit

SEATING 470

Bridal Party Table
2 - 8' tables with 10 chairs

DJ - Stage service door ↘

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

Exit

Stage level 1
Lowest level
18" up from floor

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

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

Promenade
This area has a built in bench on the outside wall around the entire Ballroom.