

# WILLOW HALL

Date \_\_\_\_\_

Time \_\_\_\_\_

Function \_\_\_\_\_

Equipment Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Room Capacities

Banquet Style = 468

Audience Style = 635

12' tables = 6 squares

12' table = 12 people

6' tables = 3 squares

6' table = 6 people

A minimum of 2-1/2 squares is required between tables.

One Square equals 2 feet.

⏏ = 110v electrical outlet

Maximum of 10 rows of tables across the width of the room. Six foot aisles required.

