**Important Formulas:**

- Add the dance floor to any 2 of these rooms and decrease Banquet seating by 40 people.
- **Head Table:** For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8).
- **Plated Dinner:** (no buffet tables; food will be served by servers). Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- **Audio/Visual:** (Projector and Screen) Omit 2 - 60" round tables (seating for 16) in each room AV is used.

- **Pipe and Drape Set—$250  (10' tall, 5–30' wide; ivory sheer curtains)**
- **Breakout Room or Party Room—Additional $30/hour**

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### Conference Center Rooms C, D & E  3800 Square Feet

**Friday/Sunday**  $400 Security Deposit, $1395/6 hours Event Time

**Saturday**  $400 Security Deposit, $1900/6 hours Event Time

**Reception Seating** - 3 – 6’ rectangles for food. 1 – 6’ rectangle for beverages. 1 – 6’ rectangle for gifts. 1 – 6’ rectangle or 48” round for cake. 1 – 6’ rectangle for DJ

- **No Head Table**
  - Maximum number of 60" round tables: 25 – seating for 200 people
  - Maximum number of 60" round tables: 24 – seating for 192 people

- **Head Table for 2**
  - Maximum number of 60" round tables: 22 – seating for 176 people

- **Head Table for 4**
  - Maximum number of 60" round tables: 20 – seating for 160 people

- **Head Table for 6**
  - Maximum number of 60" round tables: 19 – seating for 152 people

- **Head Table for 8**
  - Maximum number of 60" round tables: 15 – seating for 120 people

- **Head Table for 10**
  - Maximum number of 60" round tables: 12 – seating for 96 people

- **Head Table for 12**
  - Maximum number of 60" round tables: 8 – seating for 64 people

**Reception Seating** - 3 – 6’ rectangles for food. 1 – 6’ rectangle for beverages. 1 – 6’ rectangle for gifts. 1 – 6’ rectangle or 48” round for cake. 1 – 6’ rectangle for DJ

- **No Head Table**
  - Maximum number of 60" round tables: 24 – seating for 192 people
  - Maximum number of 60" round tables: 23 – seating for 184 people

- **Head Table for 2**
  - Maximum number of 60" round tables: 22 – seating for 176 people

- **Head Table for 4**
  - Maximum number of 60" round tables: 21 – seating for 168 people

- **Head Table for 6**
  - Maximum number of 60" round tables: 19 – seating for 152 people

- **Head Table for 8**
  - Maximum number of 60" round tables: 16 – seating for 128 people

- **Head Table for 10**
  - Maximum number of 60" round tables: 12 – seating for 96 people

- **Head Table for 12**
  - Maximum number of 60" round tables: 9 – seating for 72 people

**Reception Seating** - Buffet Tables in Breakout Room**. 1 – 6’ rectangle for beverages. 1 – 6’ rectangle for gifts. 1 – 6’ rectangle or 48” round for cake. 1 – 6’ rectangle for DJ

- **No Head Table**
  - Maximum number of 60" round tables: 28 – seating for 224 people
  - Maximum number of 60" round tables: 28 – seating for 224 people

- **Head Table for 2**
  - Maximum number of 60" round tables: 26 – seating for 208 people

- **Head Table for 4**
  - Maximum number of 60" round tables: 25 – seating for 200 people

- **Head Table for 6**
  - Maximum number of 60" round tables: 24 – seating for 192 people

- **Head Table for 8**
  - Maximum number of 60" round tables: 22 – seating for 176 people

- **Head Table for 10**
  - Maximum number of 60" round tables: 21 – seating for 168 people

- **Head Table for 12**
  - Maximum number of 60" round tables: 19 – seating for 152 people

**Note:** Additional charges apply for Breakout Room or Party Room.
Important Formulas:

- Add the dance floor to any 2 of these rooms and decrease Banquet seating by 40 people.
- Head Table: For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8).
- Plated Dinner: (no buffet tables; food will be served by servers) Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: (Projector and Screen) Omit 2 - 60" round tables (seating for 16) in each room AV is used.

Pipe and Drape Set—$250  (10' tall, 5-30' wide; ivory sheer curtains)

Breakout Room or Party Room—Additional $30/hour

Conference Center Rooms C, D & E   3800 Square Feet

Friday/Sunday  $400 Security Deposit, $1395/6 hours Event Time
Saturday  $400 Security Deposit, $1900/6 hours Event Time

Reception Seating - 3 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for gifts, 1 - 6' rectangle or 48" round for cake, 1 - 6' rectangle for DJ  - No AV, With Dance Floor

- No Head Table  Maximum number of 60" round tables: 25 - seating for 200 people
- Head Table for 2  Maximum number of 60" round tables: 24 - seating for 192 people
- Head Table for 4  Maximum number of 60" round tables: 23 - seating for 184 people
- Head Table for 6  Maximum number of 60" round tables: 22 - seating for 176 people
- Head Table for 8  Maximum number of 60" round tables: 21 - seating for 168 people
- Head Table for 10  Maximum number of 60" round tables: 20 - seating for 160 people
- Head Table for 12  Maximum number of 60" round tables: 19 - seating for 152 people

Reception Seating - 3 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for gifts, 1 - 6' rectangle or 48" round for cake, 1 - 6' rectangle for DJ  - With AV, With Dance Floor

- No Head Table  Maximum number of 60" round tables: 24 - seating for 192 people
- Head Table for 2  Maximum number of 60" round tables: 23 - seating for 184 people
- Head Table for 4  Maximum number of 60" round tables: 22 - seating for 176 people
- Head Table for 6  Maximum number of 60" round tables: 21 - seating for 168 people
- Head Table for 8  Maximum number of 60" round tables: 20 - seating for 160 people
- Head Table for 10  Maximum number of 60" round tables: 19 - seating for 152 people
- Head Table for 12  Maximum number of 60" round tables: 18 - seating for 144 people

Reception Seating - Buffet Tables in Breakout Room**, 1 - 6' rectangle for beverages, 1 - 6' rectangle for gifts, 1 - 6' rectangle or 48" round for cake, 1 - 6' rectangle for DJ  - No AV, W/ Dance Floor

- No Head Table  Maximum number of 60" round tables: 28 - seating for 224 people
- Head Table for 2  Maximum number of 60" round tables: 28 - seating for 224 people
- Head Table for 4  Maximum number of 60" round tables: 27 - seating for 216 people
- Head Table for 6  Maximum number of 60" round tables: 26 - seating for 208 people
- Head Table for 8  Maximum number of 60" round tables: 25 - seating for 200 people
- Head Table for 10  Maximum number of 60" round tables: 24 - seating for 192 people
- Head Table for 12  Maximum number of 60" round tables: 23 - seating for 184 people

**Additional charges

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Conference Center Room C

North Entry Door

Entry 1

North Lobby

Stairs

Men's Toilet

Women's Toilet

AV Storage

Break Out Room

119 Office

Kitchen

Table/Chair Storage

120 Office

Party Room