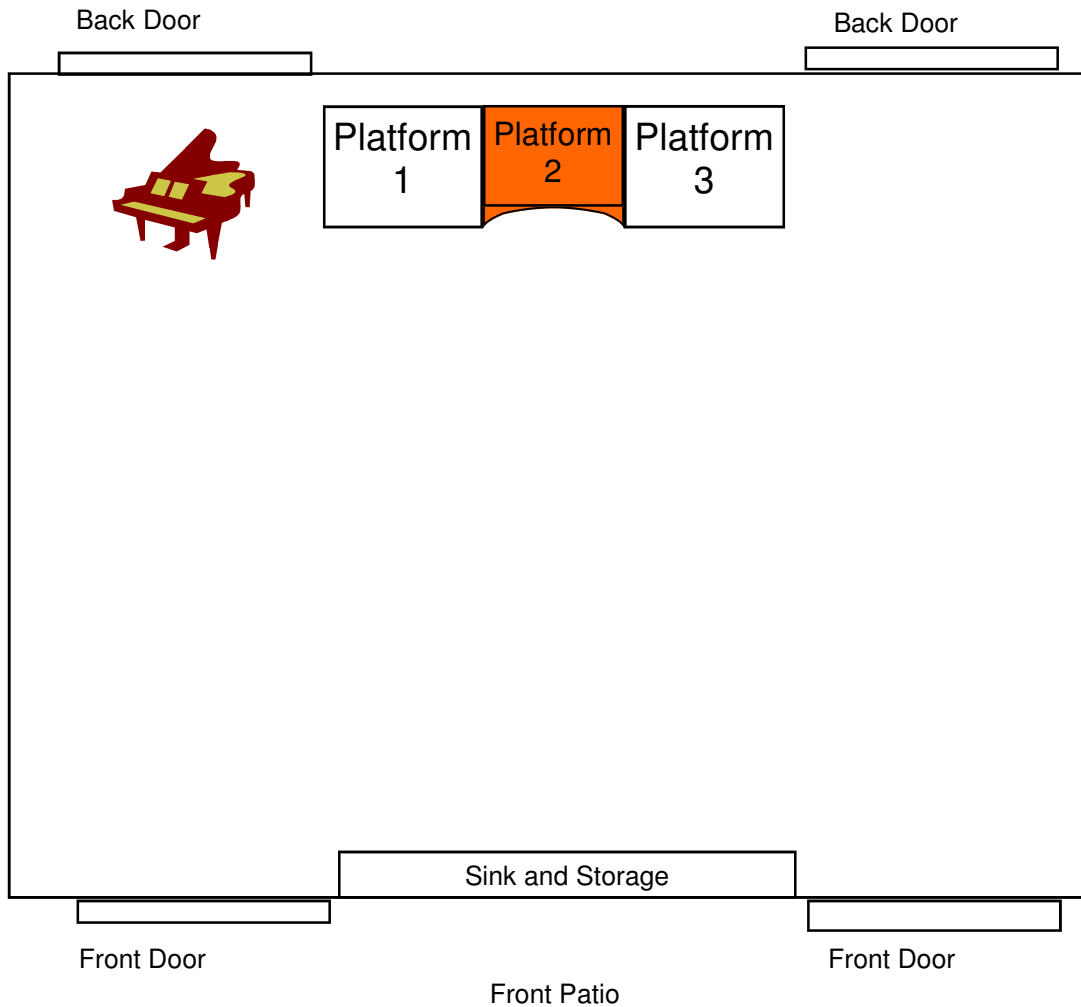


# Set-Up Requirements Hall

Event #  
Client:  
Phone:  
Notes:

Event Date:  
Event Time:  
Event Duration:  
Set-up Begins:

Meditation Garden (Back Patio)



Please provide a description and use the above diagram to sketch your event set-up needs.

**Wedding Clients:** Please include number and placement of round tables and chairs, rectangular refreshment tables, and if and where you would like the platforms and piano moved, within the Hall. If you require a dance section, please indicate that.

**Recital Clients:** Please indicate number of chairs, one center aisle or two, and the placement of any round or rectangular tables for refreshments, etc. Indicate placement of piano. The platforms may not be moved.

We have twelve 60-inch round tables and several long serving tables. We also have 180 fabric chairs (regular church service) or about 100 folding white chairs. We do not provide linens, tableware, or other serving pieces.