

EVENT INFORMATION



GREAT HALL, SOMERVILLE HOUSE, 3326

SAMPLE SETUP FOR: Wedding Reception, Dinner & Dance, or Holiday Celebration

DISTRIBUTION

- CATERING MANAGER
- FACILITIES MANAGEMENT

SETUP DETAILS

Tables on Stage:

- 1 For signing
- 2 For gifts
- ___ For Head table (___)

Tables on Floor:

- 1 Small round for cake
- 1 For seating cards/chart
- 1 For DJ with 1 chair

Bar Tables:

6 (See Setup)

31 tables

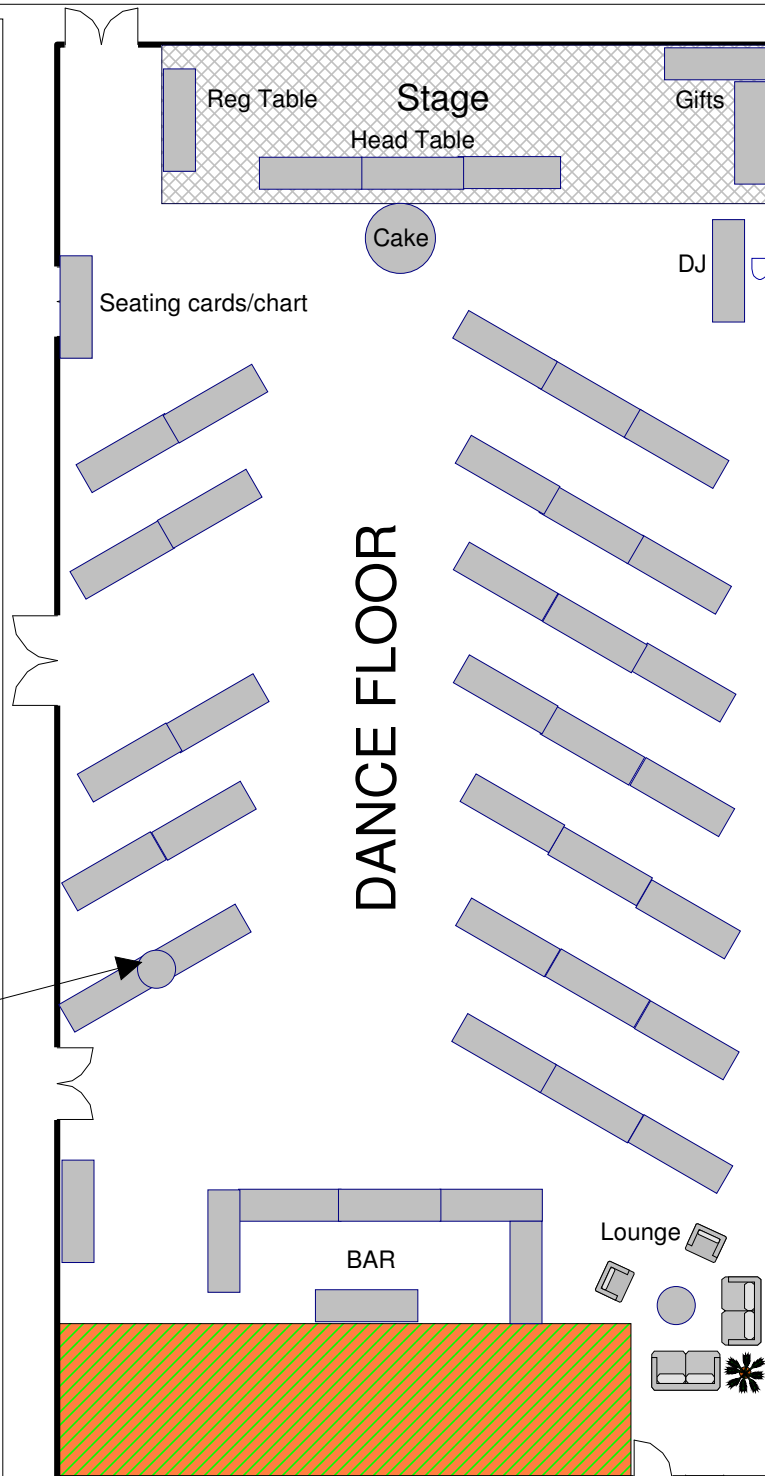
8/9 chairs each

Total: 248/272 chairs.

Space for Centrepiece or Arrangements

If the dinner is plated, this set up allows for rented cocktail tables and a large dance floor.

If the dinner is buffet style or food stations, the tables will go on the "dance floor" and be removed after dinner



LEGEND

- = Microphone Outlet
- = Electric Outlet
- = Data Line

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Ceiling Height: Max - 15m; Min - 6.21m

File Reference

Catering Report #
GHssu#1