

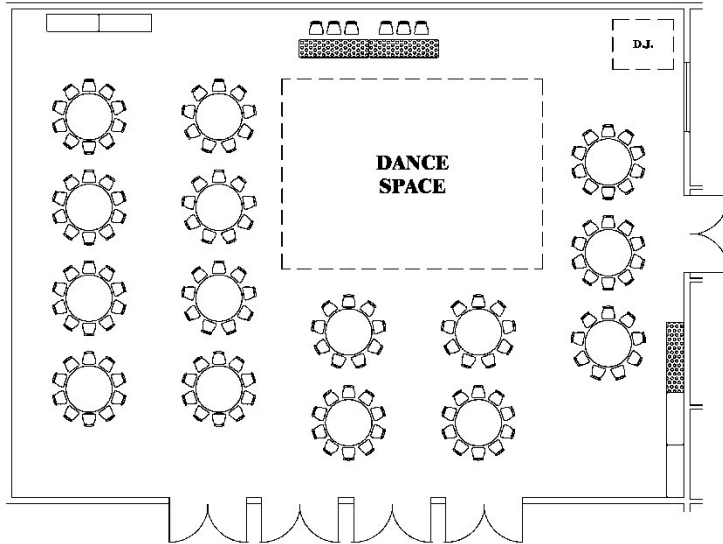
# RICH HALL

LAYOUT FORM






MAXIMUM CAPACITY: 150

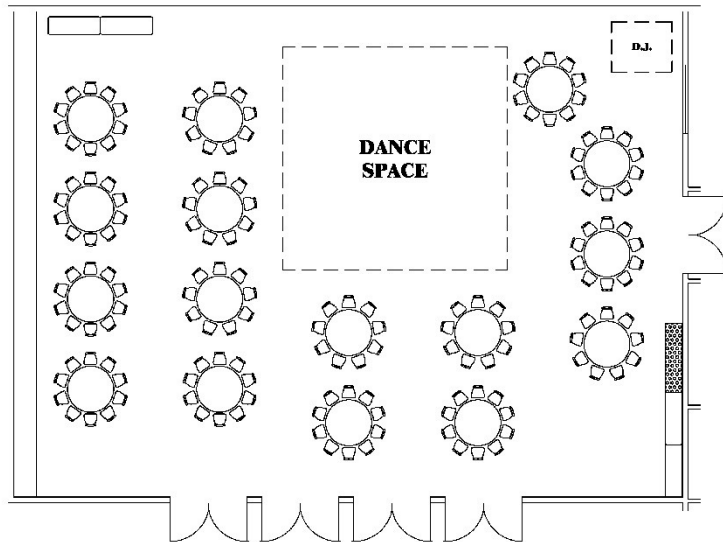
PLEASE SUBMIT THIS FORM TWO (2) WEEKS BEFORE YOUR EVENT DATE.  
IF FORM IS NOT RECEIVED, A STANDARD SET-UP WILL BE DONE.  
THANK YOU.

LAYOUT "A"  
BANQUET - 150



LAYOUT "B"  
BANQUET - 150  
ROUND TABLE SETUP ONLY  
**LEGEND**

-  **CHAIR**
-  **5'-0" ROUND TABLE**
-  **CONFERENCE TABLE**
-  **6'-0" TABLE**
-  **8'-0" TABLE**



N.T.S.

APPLICANT: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

OTHER: \_\_\_\_\_

SIGNAGE: \_\_\_\_\_

*example: "Joey & Maria's Wedding Reception"*

**DATE SUBMITTED:**

**SUBMITTED BY:**