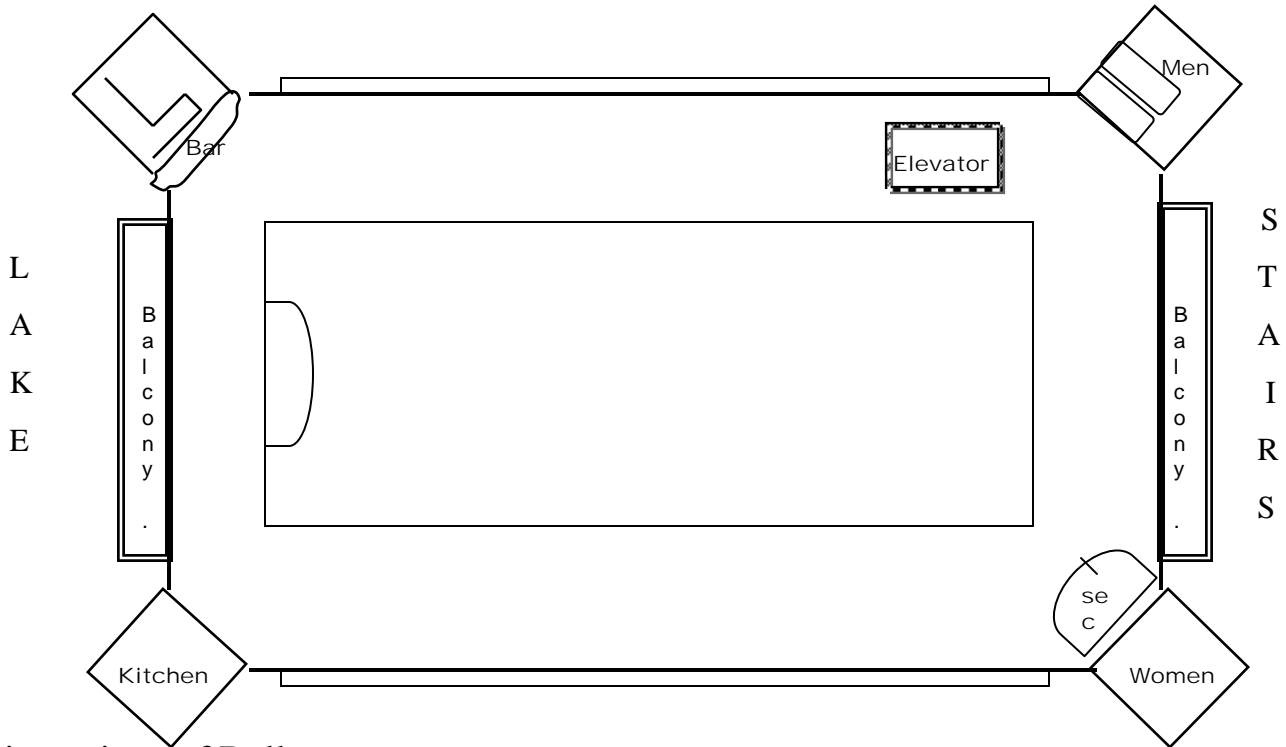


Submit floor plan 2 weeks prior to event

Date of Event: _____

Name: _____

Daytime Phone #: _____



Dimensions of Ballroom

- Outside Perimeter Depth - 15 ft
- Dance Floor - 39 ft x 65 ft
- Ballroom Capacity:
- 375 - no dance floor
- 220 – round* tables, small dance floor
- 300 - banquet tables, small dance floor

Total Number of Guests _____

Guests Scheduled to Arrive* _____

**Rental Fee begins when Guests Arrive*

Head Table on “Stairs” side _____

or “Lake” side _____

Number at Head Table _____

Time scheduled for Setup _____

(Scheduled Setup Time must be completed)

Name and address of Caterer

Tables and Chairs Available

<u>ITEM</u>	<u>QUANTITY</u>
Cushion Chairs	320
Tables: 8’ x 30”	38
60” Round	40

For questions, contact **our Director of Events** at
 (262)344-8246 or email info@meetatlakegeneva.com

Phone _____