Gentle House — Conference Room Diagram

Event Name: __________________________ Event Date & Time: __________________________

On-site furniture and equipment:
- 2 double-shelf carts • 1 step ladder
- 190 white molded chairs • 74 padded banquet chairs • 76 brown folding chairs
- 18 6-ft tables (seats three people on each side comfortably) • 11-60” Round Tables
- 1 3ft wooden round table • 1 Whiteboard • 1 Flipchart with paper
- Microphone and stand • Lectern

Additional furniture and equipment that may be purchased:
- Table linens that fit the provided tables
- Dishware • Glassware • Kitchenware
- Additional sound system • Cordless Microphone • Lapel Microphone

Kitchen Area

Furnace/Sound Closet

Chair/Table Closet

Door to Restrooms

26 feet

North Window

Exit Door

South Window

Conf. Doors

31 feet