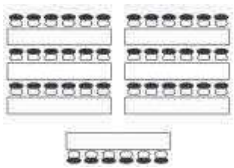
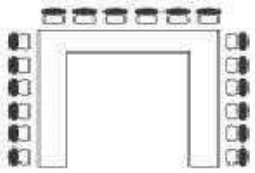
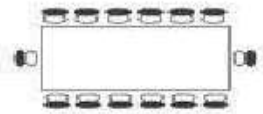
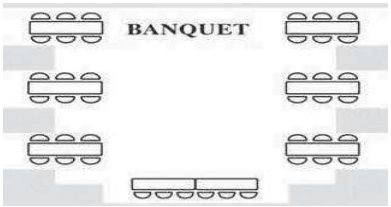
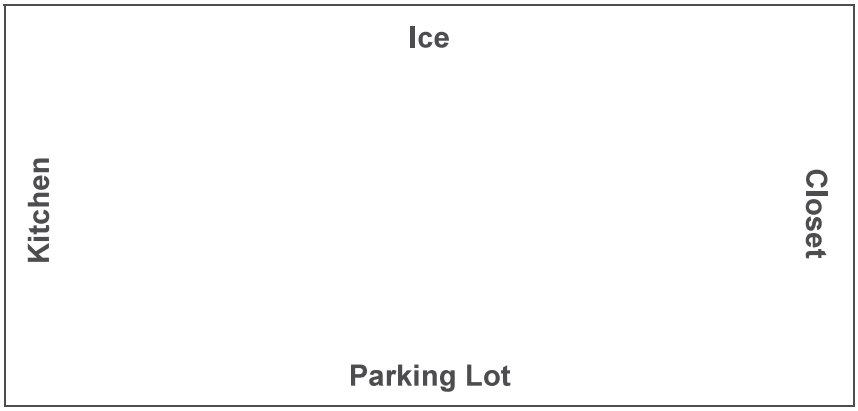
Hall Set up Options: Please check which option you would like.

Please note: If you wish to have a different set-up, additional fees may be applied. Once room has been set up for your event, room style changes will be subjected to a reconfiguration fee.

Option #1: Classroom Style ☐	Option #2: U-Shaped ☐	Option #3: Theatre Style ☐
		
Option #4: Boardroom Style ☐	**Option #5: Banquet Style ☐**	**Option #6: Other ☐**
		Please use space below to draw how you would like your space set up.

Please use space provided to draw your set up:



How many chairs do you require?		How many tables do you require?	

Equipment Requirements	Other Special Instructions
Podium ☐ Screen / Projector ☐ Microphone ☐ Kitchen Access ☐ Elevator Access (Youth Arena) ☐ Hall Temperature _____	

Applicant Signature:		Date:	