










Meeting Room Capacity Chart

Meeting Room Name	Area							
	Sq. Feet	Banquet	Theater	Conference	Reception	Classroom	U-Shape	Hollow Square
Theater	47,585	N/A	1088	N/A	N/A	N/A	N/A	N/A
Lobby	3,081	200	300	70	300	170	80	70
Multipurpose Room	1,377	110	150	30	140	50	35	30
Terrace	1,122	80	100	20	100	40	25	20

Note: Capacity specifications are estimates not include stage, projectors, dance floors, etc.

Banquet

Arrangement where a group of round tables seating 6-10 persons at each table is set in such a way as to facilitate the serving of food.

- ❖ 60" Rounds of 8-10 persons at each table.
- ❖ 72" Rounds of 10-12 persons at each table

Theater

Arrangement in which seats or chairs are in rows facing the stage area, head table or the speaker (no tables).

Reception

Arrangement with cocktail/reception tables with chairs. Also known as Cocktail or Cabaret.

Classroom

Arrangement in which rows of tables with chairs face the front of a room and each person has a space for writing. Also known as Schoolroom.

- ❖ Classroom 2x6: Tables are about 6 feet long with 2 chairs at each table.
- ❖ Classroom 3x6: Tables are about 6 feet long with 3 chairs at each table.

U-Shape

Series of tables in the shape of the letter U with chairs set around the outside of the U.

Hollow Square

Arrangement of tables set in a square (or rectangle) with chairs placed around the outside of the table. Center (inside) table is hollow.