



Seating and Spacing Guide

How much space will you need for your event?

These guidelines will help you determine the proper amount of seating and space you'll need for the comfort and enjoyment of your guests.

<u>EVENT</u>		<u>SQ. FEET PER PERSON</u>
Cocktail Parties/ Receptions	Standing Only	8 sq. ft. per person
	Partial Seating	10 sq. ft. per person
Dining & Banquet Seating	6'x30" banquet table	10-12 sq. ft. per person
	8'x30" banquet table	10-12 sq. ft. per person
	48" - 60" round table	15 sq. ft. per person
	66"- 72" round table	15 sq. ft. per person
Theater Style Seating & Classroom Style Seating	Tables & Chairs in rows	8 sq. ft. per person
Additional Space	Dance Floor	2-4 sq. ft. per person
	Bar	100 sq. ft. per bar
	Buffet	100 sq. ft. per table
	Band	100 sq. ft. per person
	Disk Jockey	50 sq. ft. per table

Seating Capacities per Table

Round Tables:

24" seats 2-3 people
 30" seats 2-4 people
 36" seats 2-4 people
 48" seats 5-7 people
 60" seats 8-10 people
 66" seats 8-10 people
 72" seats 10-12 people
 84" seats 12-14 people
 96" seats 14-16 people



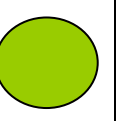
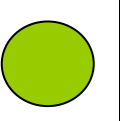
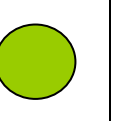
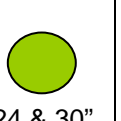

Rectangular Tables:





4' x 30" seats 4-6 people
 6' x 30" seats 6-8 people
 8' x 30" seats 8-10 people

Linen and Table Compatibility Chart

Standard size table height is 30"

Table Sizes

Seating Capacity	10-12 people	8-10 people	8-10 people	6-8 people	6-8 people	2-4 people	2-4 people
Linen Sizes ↓	 72" round	 66" round	 60" round	 54" round	 48" round	 24 & 30" round	 30" round x 42" tall
132" round	To floor						To floor; tie post
120" round	24" drop	27" drop	To floor				To floor
108" round	18" drop	21" drop	24" drop	27" drop	To floor		3" off the floor
90" round	9" drop	12" drop	15" drop	18" drop	21" drop	To floor	12" off the floor
54"x54" square	Center of top	Center of top	To edge of top	3" drop	6" drop	15" drop	
72"x72" square	To edge of top	3" drop	6" drop	9" drop	12" drop	21" drop	
90"x90" square	9" drop	12" drop	15" drop	18" drop	21" drop	To floor	12" drop

Seating Capacity	8-10 people	6-8 people	4-6 people	6-8 people
Linen Sizes ↓	 8'x30" banquet	 6'x30" banquet	 4'x30" banquet	 60"x60" square
54"x54" square	Decorative top cloth	Decorative top cloth	To edge of top	Decorative top cloth
72"x72" square	Decorative top cloth	Decorative top cloth	12"x21" drop	6"x 6" drop
90"x90" square	Decorative top cloth	Decorative top cloth	21"x30" drop	15"x15" drop
60"x120" rectangle	Front & back 12" drop	Front & back 12" drop		
90"x132" rectangle	30" x 18" drop	To floor on all sides		
90"x156" rectangle	To floor on all sides			