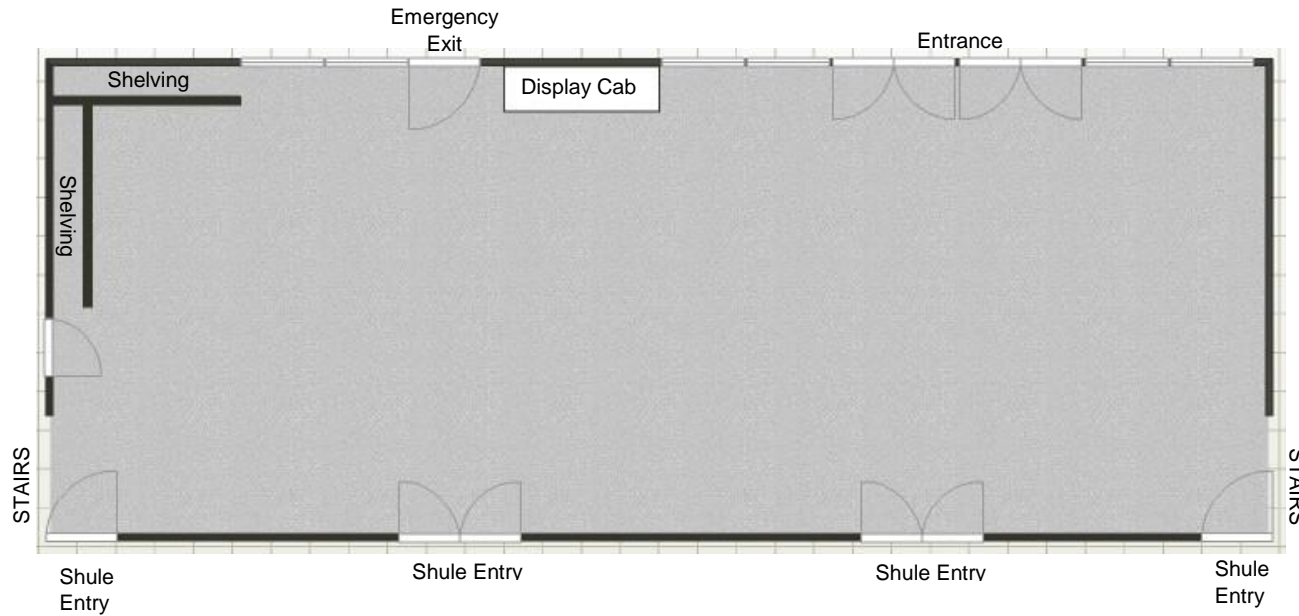


# FOYER LAYOUT (not to scale)



## Event Contact Information:

Name/Organisation: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event time: \_\_\_\_\_ until \_\_\_\_\_

## Caterer Contact Information:

Caterer: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

## Set up Requirements: *Hall chairs (100)*

**Please draw chair placement**

**# Chairs Required**

Round Tables (8 possible: 1.52m in diameter) \_\_\_\_\_

Seats per Round Table (8 comfortable, 10 max) \_\_\_\_\_

Trestle Tables (8 possible: 1830mm x 750mm) \_\_\_\_\_

Seats per Trestle Table (8, comfortable, 10 max) \_\_\_\_\_

## Additional Requirements:

- Lectern no Microphone
- Card table with water (Speaking events)
- Other \_\_\_\_\_

**All external equipment & deliveries MUST BE arranged with the office prior to the event** (eg caterer, furniture, lighting, mechitza/plants)

### BUMP IN

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

### BUMP OUT

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

**COMMENTS/ADDITIONAL INSTRUCTIONS:**

## PLEASE NOTE:

- No changes will be accepted within 48hrs prior to event
- Events are to cease at 11.30pm by Council regulations
- Cleaning will commence at end of event (as per above time)