

Event Date: _____

DOME SET UP SHEET

(Dimensions: 150' diameter, 17,660 Sq. Ft/500 capacity)

It is important for you to keep the following in mind when planning the timing of your event: You will not be allowed access into the rental space prior to the start time of your rental period. You are expected to have the space cleaned and all guests out by the end time of your contract. If you need additional time for room preparation, your options are: to change the timing of your event or rent additional time if it is available.

_____ Arrival Time: _____ Departure: _____

Event Name: _____

The following equipment options are provided free of charge. Check all that you would like to have in your room upon your arrival.

- _____ Number of Chairs (40 Maximum) Theater Style
- _____ Number of 6' x 30" Tables (seats 6 people – 3 per side)
- _____ Number of 6' x 18" Tables (seats 3 people)
- _____ Number of 5' (60" in diameter) Round tables (seats 8 people)
- _____ Microphone
- _____ Turn Rope lighting on (\$20 Charge)

- 40 Theatre Style in between flower beds
- 16 Theatre Style at waterfall
- 40 chairs at 9 tables on balcony/chairs and tables cannot be taken of or added to balcony
- 40 Banquet Style in between flower beds
- Maximum dome

Draw a diagram indicating placement of chairs, table(s) and equipment. Tables and chairs can be set up sporadically throughout the dome.

