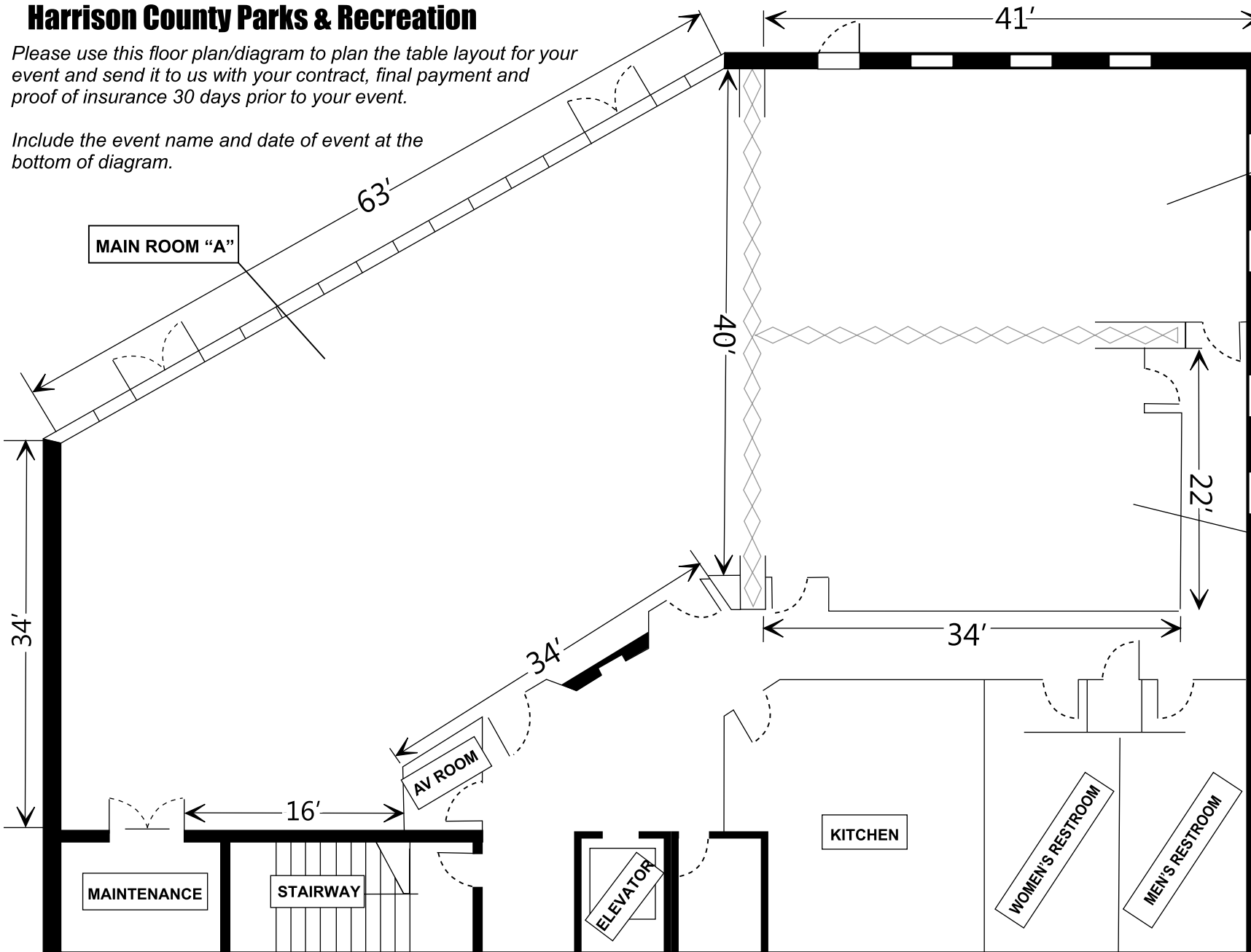


Harrison County Parks & Recreation

Please use this floor plan/diagram to plan the table layout for your event and send it to us with your contract, final payment and proof of insurance 30 days prior to your event.

Include the event name and date of event at the bottom of diagram.



CLASSROOM "C"

WE REQUIRE THE FOLLOWING ITEMS FOR OUR MEETING

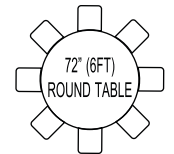
- PODIUM
- MIC
- FLAG
- MISC.

PLEASE INDICATE PLACEMENT IN YOUR DIAGRAM

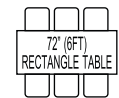
CLASSROOM "B"

NOTE:

PLEASE USE TABLE SIZES BELOW WHEN MAKING YOUR DIAGRAM AS THEY ARE DIRECTLY PROPORTIONATE TO THE SIZE OF THE ROOM.



We recommend 8 chairs per round table to eliminate crowding



Both Round and Rectangle tables are 6ft. Please keep in mind that Room A holds a maximum of 16 round tables, or 31 rectangle tables, however this fills the area to capacity and leaves no room for a dance floor. (vacant areas are mandatory as to not block doors and fire exits.)

Room B and C can accommodate no more than 6 round tables at capacity. Room B can accommodate 10 rectangle tables and Room C can accommodate 11 rectangle tables at capacity.

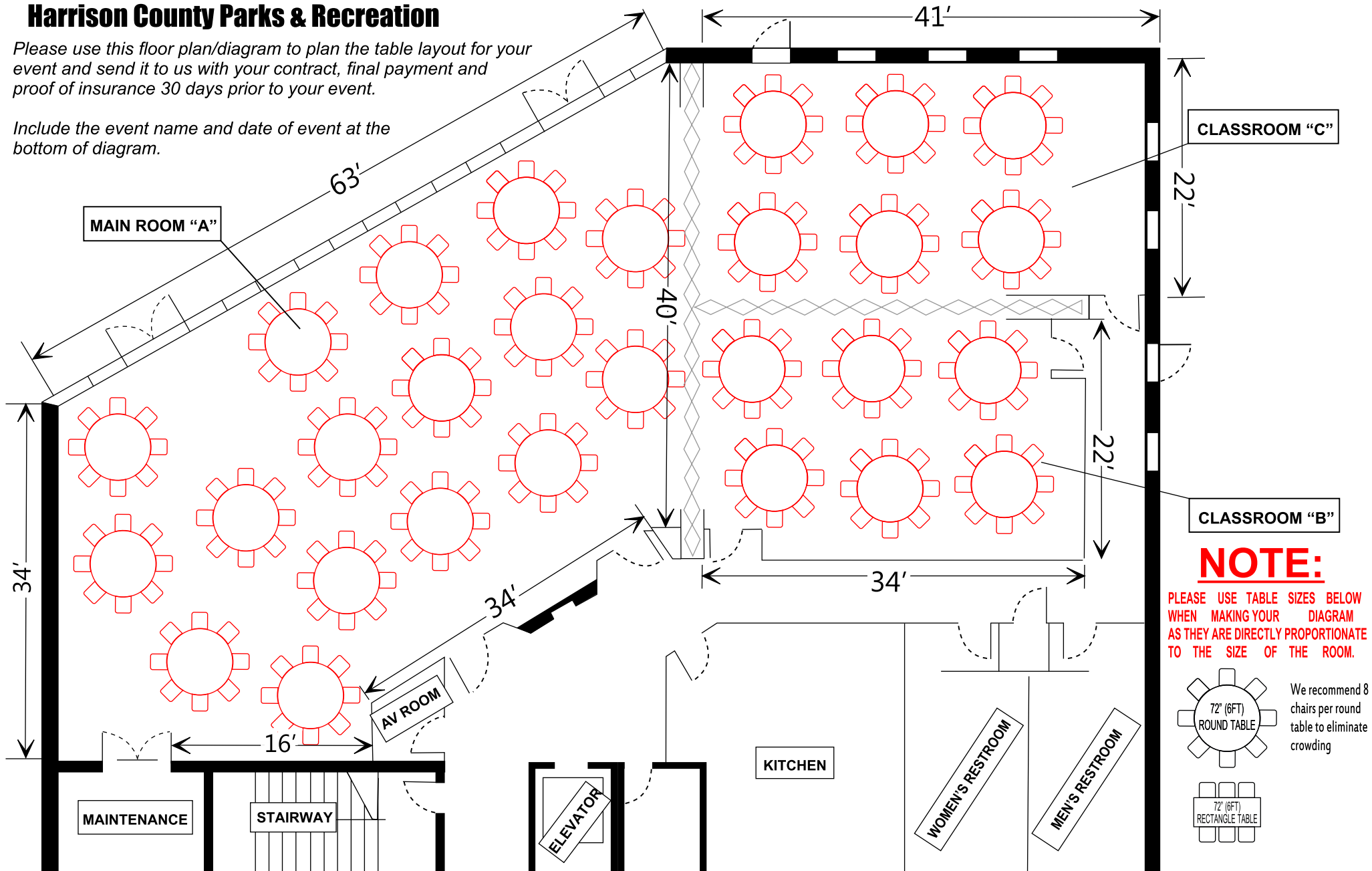
FLOOR PLAN / DIAGRAM

NAME/EVENT: _____ DATE: _____

Harrison County Parks & Recreation

Please use this floor plan/diagram to plan the table layout for your event and send it to us with your contract, final payment and proof of insurance 30 days prior to your event.

Include the event name and date of event at the bottom of diagram.



PLEASE REFER TO THIS SAMPLE FLOOR PLAN BEFORE DRAWING YOUR CHART. WHEN MAKING YOUR DIAGRAM PLEASE USE THE TABLE SIZE AT RIGHT OF THE DIAGRAM AS A GUIDE, AS IT IS DIRECTLY PROPORTIONATE TO THE SIZE OF THE ROOM. This will assure your desired layout will work.

This sample layout shows Room A at capacity with 16 round tables, Room B and C at capacity with 6 round tables each.

(tables in room B & C can be spaced accordingly if pull doors are not in use. *open floor space is mandatory to not block fire exits and doors.)

NOTE: We have 300 chairs and 30 round tables available for use. PLEASE KEEP IN MIND WHEN ROOMS ARE AT CAPACITY AS

DEMONSTRATED ABOVE, this simply leaves room for navigation throughout, there will be no room for dance floor, stage, additional tables, etc.