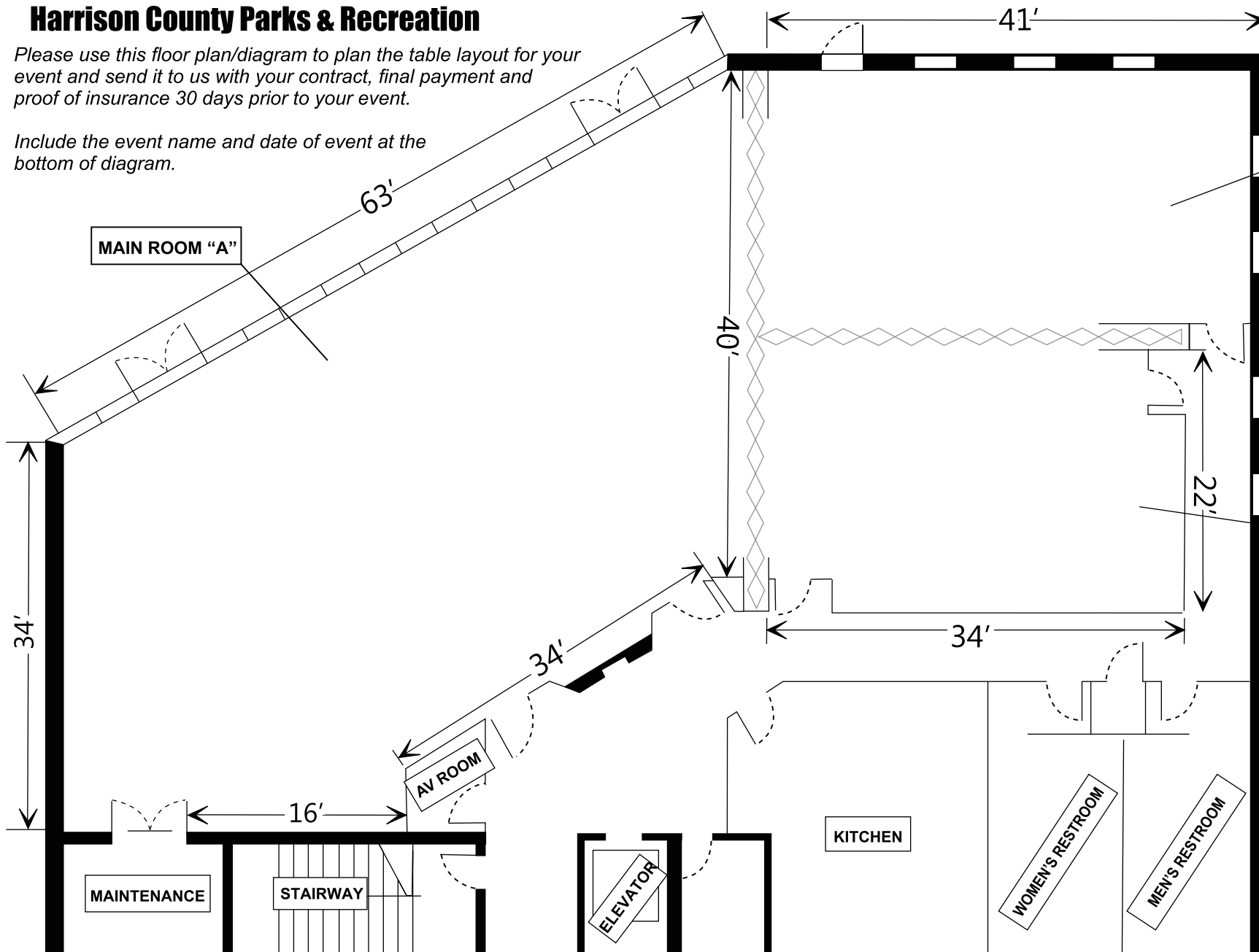


Harrison County Parks & Recreation

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.

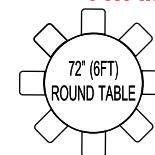
PLEASE INDICATE PLACEMENT IN YOUR DIAGRAM

CLASSROOM "B"

NOTE:

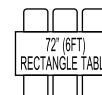
PLEASE USE TABLE SIZES BELOW WHEN MAKING YOUR DIAGRAM AS THEY ARE DIRECTLY PROPORTIONATE TO THE SIZE OF THE ROOM.

30 ROUND TABLES AVAILABLE



We recommend 8 chairs per round table to eliminate crowding.

13 RECTANGLE TABLES AVAILABLE



We recommend 6 chairs per rectangle table to eliminate crowding.

240 CHAIRS AVAILABLE

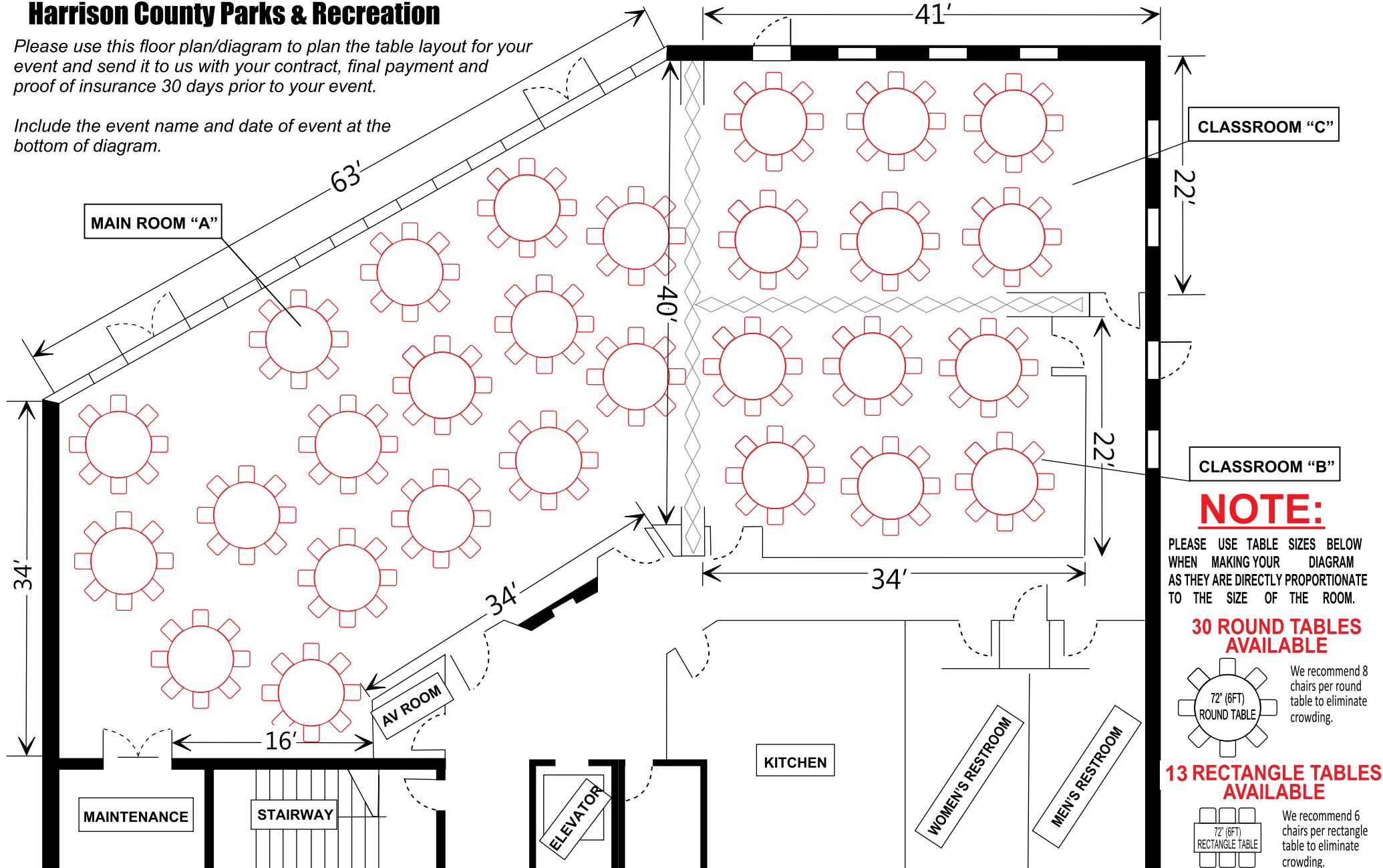
FLOOR PLAN / DIAGRAM

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 indicated is mandatory not to block fire exits and doors.)

NOTE: We have 240 chairs, 30 round tables, 13 rectangles 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, or additional tables etc.