

IDA TOWN HALL CAPACITY/TABLES AND CHAIRS AVAILABLE

Town Hall Capacity - Per Garfield Fire Chief: Jed Tatro – March 2016

<u>No. of People</u>	<u>Type of Event</u>
130	Table Seating
200	Chair Seating
400	Standing

Kitchen

We have a few utensils and towels available for use. We ask that you wash the utensils but leave the towels near the sink and we will launder.

Clean up

We have a utility room with trash bags, mops and such. **Please wipe down both tables and chairs after use and clean up any large messes.**

No glitter or confetti-like products are to be used in town hall.

Tables and Chairs available for use:

<u>Size</u>	<u>No. available for use</u>	<u>Seats approx.</u>
6 ft	10	6 each
8 ft	3	8 each
Large round	2	6-8 each

Our townhall will easily table-seat 60-70 guests with several extra tables for food and various displays. We also have approximately 200 chairs for use in the hall. (We do not rent tables or chairs. WE do not have table covers. We do not have an oven.)

We ask that you leave the town hall as you found it.

Town Hall Basic set up (please do this after your event):

- | | | | |
|---|--|---|--|
| 2 | 8 ft tables at south end of hall/w 4 padded chairs | 1 | Round table in corner, south end of town hall |
| 1 | 8 ft table along west wall (kitchen) | | |
| 1 | 6 ft table along east wall (parking lot) | | |
| 1 | 6 ft table outside of utility room | 8 | 6 ft tables plus one round on cart - north end |

