

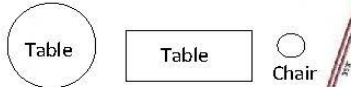
**FINAL FLOOR PLAN AND  
COMPLIMENTARY EQUIPMENT LIST**

**MUST** be submitted 2 weeks prior to event.

<u>No. of Tables Needed:</u>	<u>Kallet Has:</u>	<u>You Need:</u>
Round (60"-seats 8)	12	_____
Round (48"-seats 6)	5	_____
Round (72"-seats 10)	12	_____
Long (96' x 30"-seats 8)	24	_____
Chairs (200 Fabric Padded) Approx. 400		_____

- Screen (12' x7') \_\_\_\_\_
- Hand held mic \_\_\_\_\_
- Podium \_\_\_\_\_
- Wifi \_\_\_\_\_
- Hard Wired Internet \_\_\_\_\_
- Flag \_\_\_\_\_
- Table Cloths \_\_\_\_\_  
(Vinyl/Flannel Backed)
- Kitchen Refrigerator Space  
Y / N

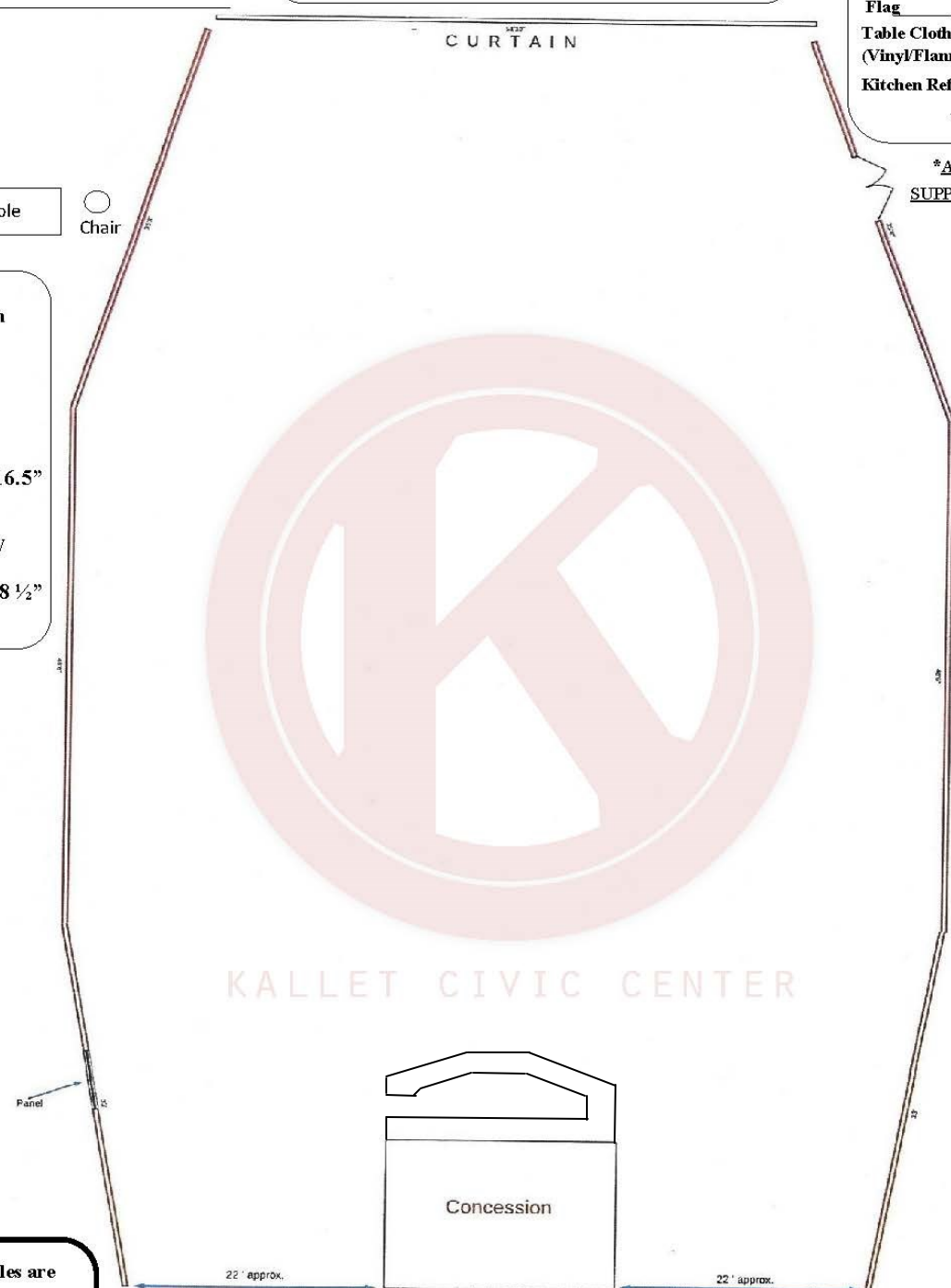
**\*ALL FOOD MUST BE  
SUPPLIED BY A LICENSED  
CATERER**



**ALL tables are  
approx. 30" from  
tabletop to floor**

**Metal Chairs:**  
Seat- 16 1/4" D,  
15 3/4" W  
Height - 29"-30"  
Seat to Floor- 16.5"

**Padded Chairs:**  
Seat-15" D, 15" W  
Height-34 1/2"  
Seat to Floor-18 1/2"



**\*NO lit candles are  
allowed in decorating.  
NOTE: helium balloons  
MUST be weighted.  
NO free floating balloons  
allowed as they will trigger  
the fire sensors.**

KALLET CIVIC CENTER