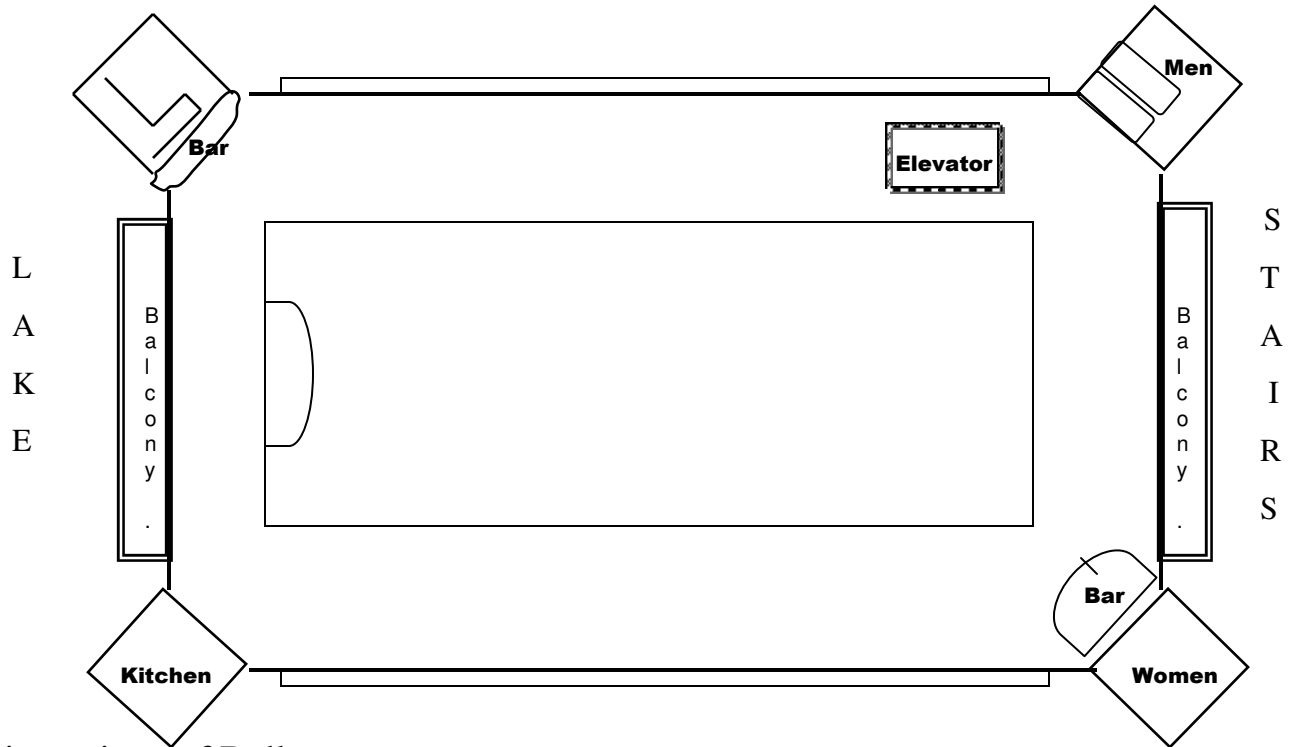


**Submit floor plan 2 weeks prior to event**

Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_



### Dimensions of Ballroom

- Outside Perimeter Depth - 15 ft
- Dance Floor - 39 ft x 65 ft
- Ballroom Capacity:
- 375 - no dance floor
- 220 – round\* tables, small dance floor
- 300 - banquet tables, small dance floor
- (\*Round tables may be rented from a rental company.)

### Tables and Chairs Available

<u>ITEM</u>	<u>QUANTITY</u>
Cushion Chairs	280
Tables: 8' x 30"	38

Total Number of Guests \_\_\_\_\_

Guests Scheduled to Arrive\* \_\_\_\_\_

*\*Rental Fee begins when Guests Arrive*

Head Table on "Stairs" side \_\_\_\_\_

or "Lake" side \_\_\_\_\_

Number at Head Table \_\_\_\_\_

Time scheduled for Setup \_\_\_\_\_

*(Scheduled Setup Time must be completed)*

Name and address of Caterer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

For questions, contact **Chuck Gray** at the  
 City Hall (262) 249-4086  
 Monday - Friday 10:00 am-5:00 pm