

****STANDARD ROOM SET-UP****



FACILITY OF THE BARTLETT PARK DISTRICT

Set-up Sheet

Please list table & chair quantity*, then indicate location on diagram.

Round Tables (16 max.)

16

160

4

1

1

0

0

0

Chairs (10 max. per table – 160 total max.)

8 ft. Tables (6 max.)

6 ft. Tables (2 max.)

36" Round Cake Table (1 only)

Couch (1 only; EXTRA CHARGE – must be reserved ahead of time)

Podium (1 only; EXTRA CHARGE – must be reserved ahead of time)

Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)

*Depending on the number of people attending and desired room set-up, the use of all of the above furniture may not be possible.

Room Set-ups are due 2 weeks prior to your event date. One week or less prior to the event date, renters will receive standard room set-up.

For Office Use Onl	ly:
# of Round Tablecoverings # of Rectangular Tablecoverings Skirting Requested?/# Bar Type Bar Times	
Additional Notes:	Event Date:
	Event Ennet

Bartlett Community Center

700 S. Bartlett Road * Bartlett, IL 60103 * Phone: 630-540-4800 * Fax: 630-540-4869 * www.bartlettparks.org





A FACILITY OF THE BARTLETT PARK DISTRICT

Set-up Sheet

Please list table & chair quantity,* then indicate location on diagram.

Round Tables (9 max.)

Chairs (10 max. per table - 90 total max.)

8 ft. Tables (6 max.)

6 ft. Tables (2 max.)

36" Round Cake Table (1 only)

Couch (1 only; EXTRA CHARGE – must be reserved ahead of time)

Podium (1 only; EXTRA CHARGE – must be reserved ahead of time)

Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)

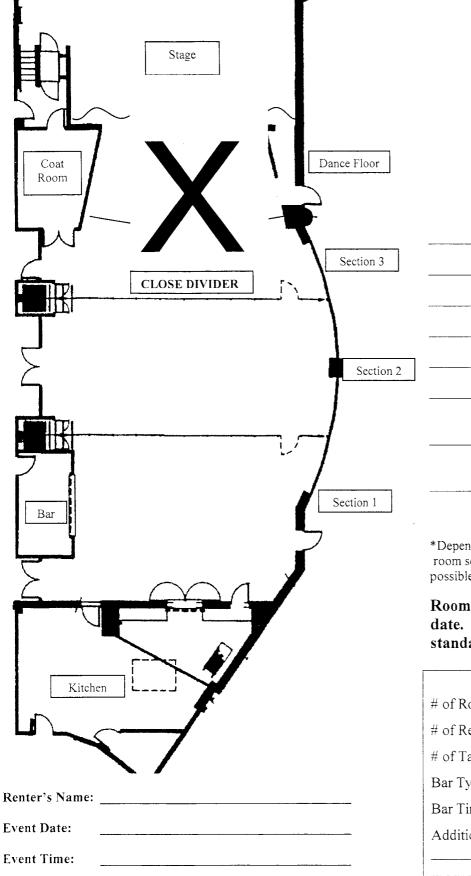
*Depending on the number of people attending and desired room set-up, the use of all of the above furniture may not be possible.

Room Set-ups are due 2 weeks prior to your event date. One week or less prior, renters will receive standard room set-up.

For Office U	se Only:
# of Round Tablecovers	
# of Rectangular Tablecovers	
# of Table Skirts	
Bar Type	
Bar Times	
Additional Notes:	

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	**SEE REV
Stage Coat Dance Floor	AFAC
Room	Ple
	ther
Section 3]
Section 2	
	·
Bar Section 1	
	*Depending on the room set-up, the upossible.
	Room Set-ups date. One wee standard room
Kitchen	
	# of Round Tabl # of Rectangular Skirting Request Bar Type Bar Times
Renter's Name:	Additional Notes
Event Date:	
Event Time:	

****FILL OUT AND RETURN** VERSE SIDE FOR SAMPLE****



OF THE BARTLETT PARK DISTRICT 11 IT

Set-up Sheet

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Round Tables (16 max.)

Chairs (10 max. per table – 160 total max.)

8 ft. Tables (6 max.)

6 ft. Tables (2 max.)

36" Round Cake Table (1 only)

Couch (1 only; EXTRA CHARGE - must be reserved ahead of time)

Podium (1 only; EXTRA CHARGE - must be reserved ahead of time)

Corded Microphone (1 only; EXTRA CHARGE – must be reserved ahead of time)

e number of people attending and desired use of all of the above furniture may not be

are due 2 weeks prior to your event ek or less prior, renters will receive n set-up.

# of Round Tablecoverings	-
# of Rectangular Tablecoverings	3
Skirting Requested?/#	
Bar Type	
Bar Times	
Additional Notes:	

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