

# *Planning Guide!*

The following is provided as a guide to help you estimate the space allowance of equipment for your party or event. For more information please call us at  
**(812) 867-1040**

## **Banquet Seating**

Rectangular tables	8-10 square feet per person
Round tables seating 6-10 people	10-15 square feet per person

## **Cocktail Parties and Receptions**

All standing	6-10 square feet per person
Some seated	8-15 square feet per person

## **Additional Allowance**

Dance floor area	4-5 square feet per person
Beverage/bar area	100 square feet
Buffet area (per 8' table)	100 square feet

## **Seating Capacity Per Table**

24" - 44" round	2-6 people
6' x 24" banquet	6-8 people
8' x 24" banquet	8-10 people
60" round	8-10 people
72" Round	10-12 people

Along with planning the number of guests, it is a good idea to figure in other activities, events, presentations and meals to get the best accurate seating schedule. Every event requires some planning and attention to the smaller details which means the difference between an ordinary event and one that people will remember forever.

When sizing your tent, always plan for the worst case weather scenario. Ask yourself what you will do in the event of rain, because you will want enough room to cover everyone comfortably, or at least have a backup plan to use more of your home, office, historic property or other event site. Tents provide a wonderful ambiance whether it is sunny or rainy, providing both shade and shelter, so don't risk your entire event by waiting for the five day weather forecast to call for a tent rental. A great event requires sound planning.