

Design Your Floor Layout

Fax To: 864-848-7467 (Office Phone: 848-7212)

Name: _____

Phone #: _____

Event Time: _____

Event Date: _____



INCLUDED WITH YOUR RENTAL

TABLES & CHAIRS

- 120 Padded stackable chairs
- 15 60 in. round tables
- 3 8 ft. rectangular tables
- 3 6 ft. rectangular tables
- 3 4 ft. rectangular tables

LINENS & TABLE SKIRTS

- One (1) 85in x 85in. per **ROUND** table
(4 corners reach floor)
- All rectangular tables – black or white top & black or white skirting
- If needed, black or white skirting for 2 round tables will be provided.
(ex. Cake table, gift table, etc...)

AVAILABLE AT ADDITIONAL CHARGE

Floor length linens • table toppers • glassware
chair covers & sashes • additional chairs
invitations • much more....

LABEL YOUR TABLES

Place the corresponding code(s) on each table to indicate how you want it setup. Separate each code with a comma.

- W** = White Linen
- B** = Black Linen
- SB** = Skirt this table black (*buffet, cake, dj, etc....*)
- SW** = Skirt this table black (*buffet, cake, dj, etc....*)
- 10** = 10 chairs around table (*most common*)
- 9** = 9 chairs around table
- 8** = 8 chairs around table

Examples:

- 10,W** = 10 chairs, White top linen
- W,SB** = White top linen, black skirt, no chairs

EMERGENCY CONTACT

If, while setting up on the day of your event, our staff has a question about your setup, who should they call?

Name: _____

Phone #: _____

Mezzanine Level
above restrooms
and
kitchenette

Alcohol

If your event will have alcohol, a permit (\$100) is required. Please call The Davenport office for more information.

Caterer:

DJ:

Florist:

Coordinator:

Photographer:

Cut-out Accessories

Please note that the cut-out accessories below represents more tables & chairs than are available, since some accessories are pre-labeled for your convenience (ex. CAKE, BAR, etc...). Refer the list of **TABLES & CHAIRS** on the **Design Your Floor Layout** page for the exact number of available items.

Also, note that the tables below labeled HEAD TABLE & BUFFET consist of an 8 ft. & 6 ft. table together.

