

## **SET UP OPTIONS:**

We offer several different set up options depending on the purpose, size and tone of your gathering, with customized seating and three choices of tables.

- Four-foot tables seat two per side
- Eight-foot tables seat 4 per side
- Round tables seat 8.

Each set up option can be used in the full room or the half room. Variations and combinations of the basic setups are also available. We will be happy to work with you to select the setup design that will best suit your needs:

### ▪ **Banquet Style:**

- For formal dining events, the Jamestown Civic Center can be set for up to 1000 people, with 125 round tables, or 125 rectangular tables, each seating 8 people.
- This setup can include buffet tables and bars.

### ▪ **Classroom Style:**

- For seminars and lectures that may require notes or writing, the Civic Center can accommodate up to 150 people, with rows of tables and chairs, all facing the front of the room.

### ▪ **Theatre Style:**

- For seminars and lectures, the Exchequer Room can accommodate up to 350 people, with chairs only, all facing the podium or screen at the front of the room.

### ▪ **U-Shape Style:**

- This setup is for presentations that require some interaction among members of the audience.
- The U-shape set up allows audience members to view the front of the room or each other with comfort.

### ▪ **Fishbone Style:**

- For variety and convenience, the fishbone style can accommodate up to 320 people.

### ▪ **Hollow Square Style:**

- The hollow square set up is for meetings and conferences requiring discussion and exchange of ideas.