

W

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT CONTACT: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

**OLIVER HALL**

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COURTYARD

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COURTYARD

TO  
PARKING LOT

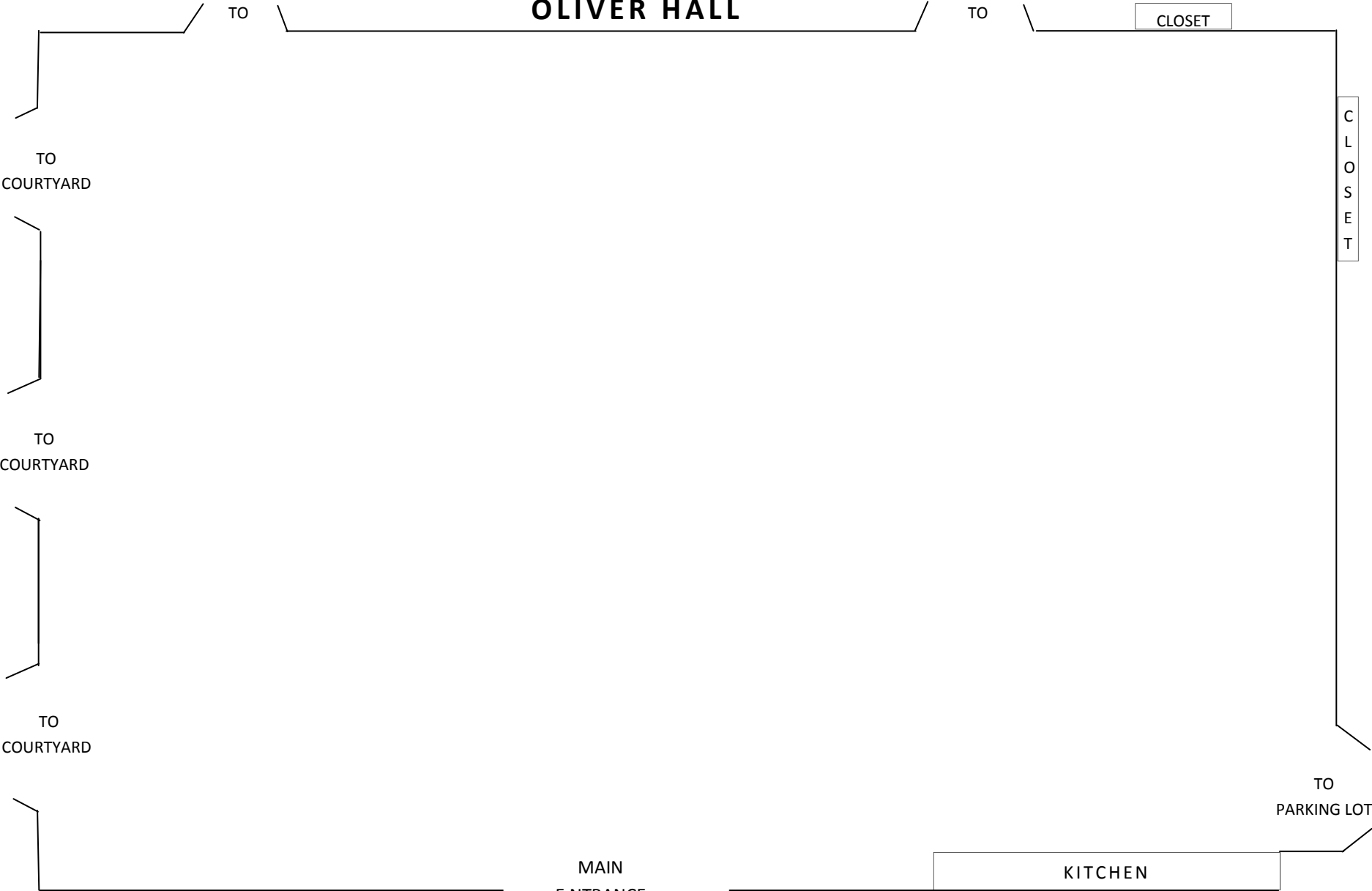
MAIN  
ENTRANCE

KITCHEN

S

E

N



**SET UP DETAILS:**

ROUND TABLES: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

8-FOOT TABLES: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

6-FOOT TABLES: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

CARD TABLES: \_\_\_\_\_

CHAIRS: \_\_\_\_\_

**TOTAL TABLES:** \_\_\_\_\_

**TOTAL CHAIRS:** \_\_\_\_\_

**ADDITIONAL INFORMATION:**