

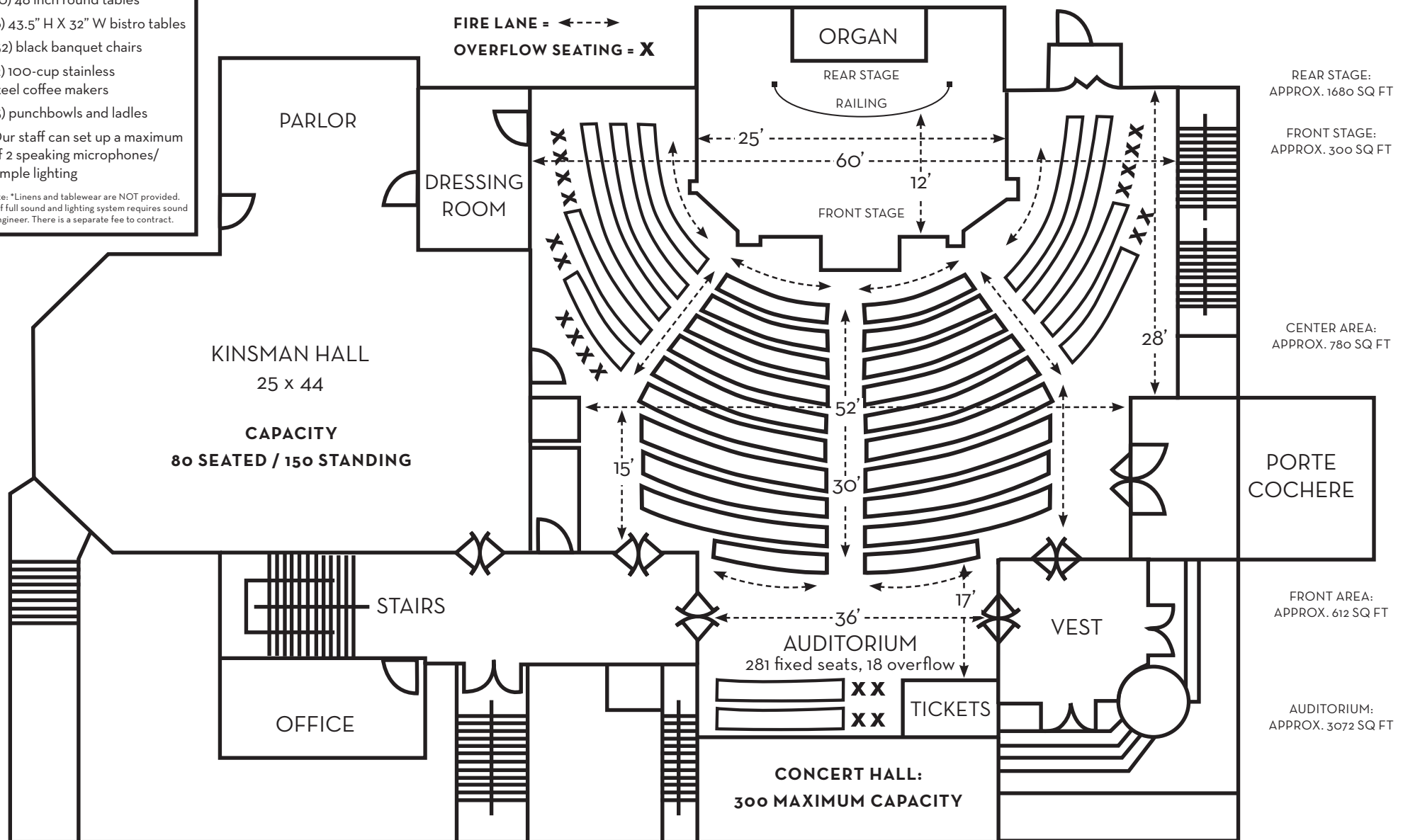
On hand:

- (10) 6 foot banquet tables
- (10) 48 inch round tables
- (6) 43.5" H X 32" W bistro tables
- (52) black banquet chairs
- (2) 100-cup stainless steel coffee makers
- (3) punchbowls and ladles
- Our staff can set up a maximum of 2 speaking microphones/ simple lighting

Note: *Linens and tablewear are NOT provided. Use of full sound and lighting system requires sound engineer. There is a separate fee to contract.

FIRE CODE LEGAL OVERFLOW SEATING

281 FIXED SEATS, 18 OVERFLOW SEATING

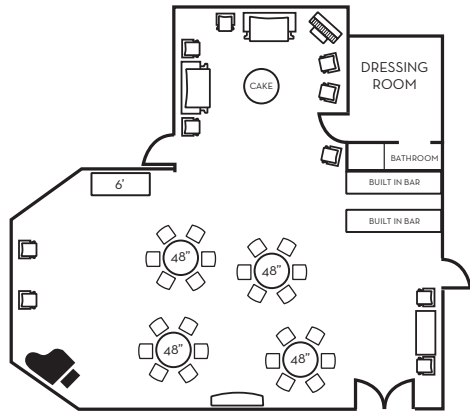


Please check items needed for your event.

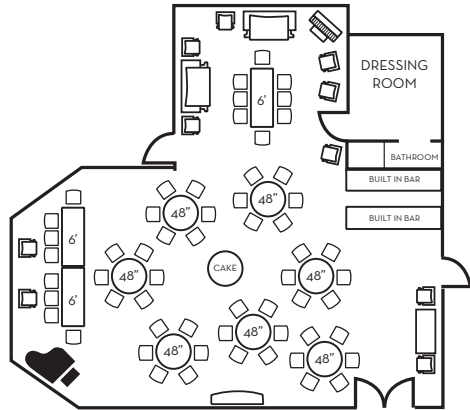
PROJECTOR	PROJECTOR SCREEN	MICROPHONES (2) W/STAND HOW MANY?	BISTRO TABLES HOW MANY?	48" ROUND FOLDING TABLES HOW MANY?	6 FOOT BANQUET TABLES HOW MANY?	CHAIRS HOW MANY?	COFFEE POTS 2 x 100 CUP HOW MANY?	PUNCH BOWLS (3) HOW MANY?	CANDELABRAS (2)

Please note: Antique tables, pianos and large antique furniture cannot be moved. For special requests, please contact office one week prior to your event.

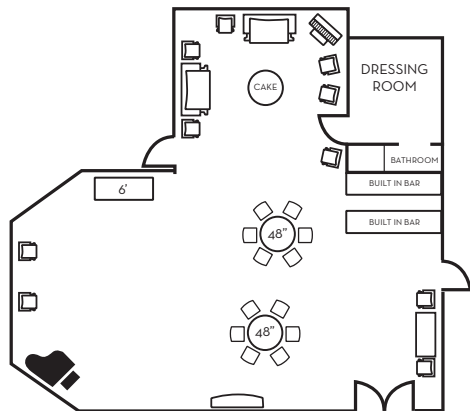
KINSMAN HALL LAYOUT FORM



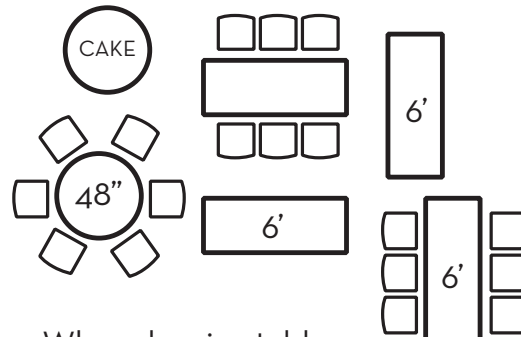
Above: typical layout, with seating at tables for 24 and dance area.



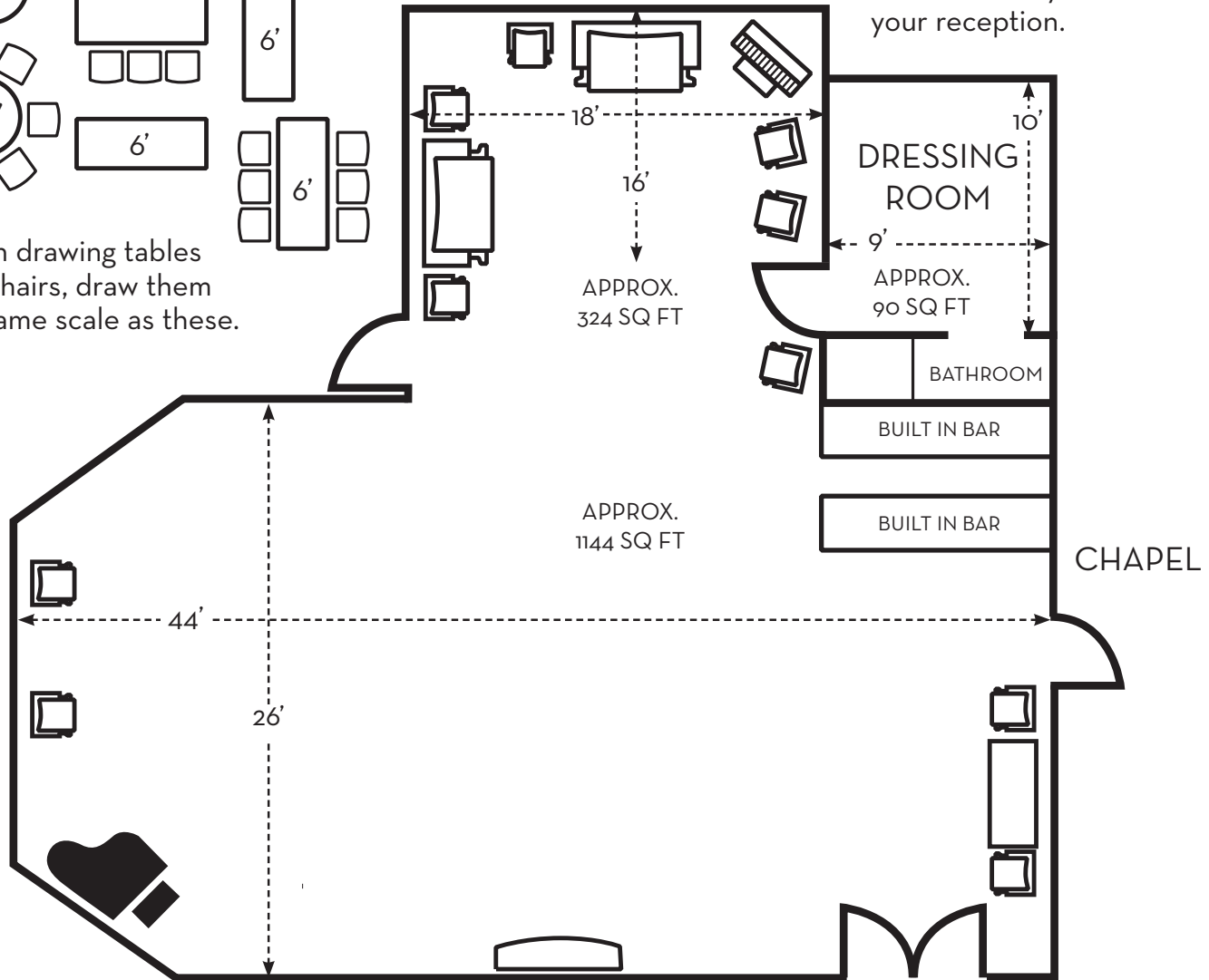
Above: seating at tables for 58, with head table, but no dance area.



Above: simple reception, lots of room, large dance area by piano.



When drawing tables and chairs, draw them the same scale as these.



Please return this form to The Old Church at least three days before your reception.

Directions: If you'd like to use one of the suggested layouts to the left, just circle the layout you'd prefer. If you'd like to make your own layout, please draw on the map above, indicating where you'd like tables and chairs placed. (**Note:** The cake table cannot be removed from Kinsman Hall, so remember to put it somewhere! You can use it for seating just like the other round tables, if you'd like.) Our built in wetbar provides ample room for serving food and drinks but you always can add banquet tables to your layout.

Please check here [] if you'd like extra chairs set up lining the available walls.