

Design Your Floor Layout

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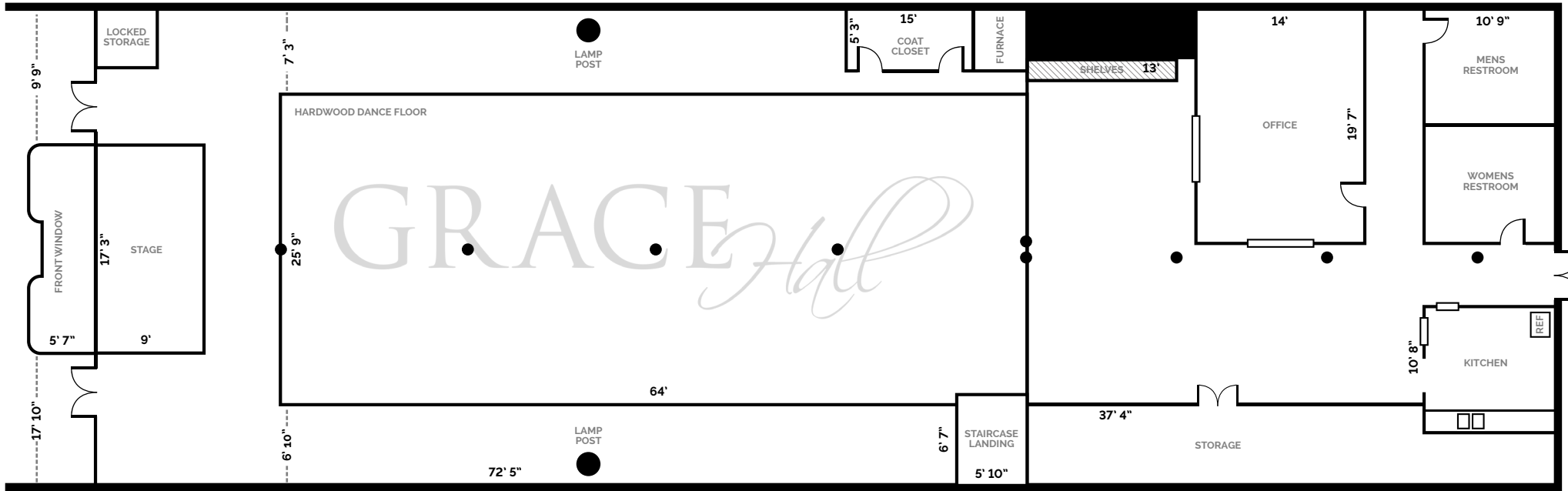
Name: _____

Event Date: _____

Phone: _____

Arrival Time: _____

Event Time: _____



📞 Emergency Contact

If we have any questions about your layout on the day of the event, who can we call?

Name: _____

Phone: _____

Caterer: _____

DJ: _____

Florist: _____

Coordinator: _____

Photographer: _____

☑ Check-off List

- Select the **linen color** for each table.
- Select the **skirt color** for tables you want skirted.
- Signify the **number of chairs** around each table.

➕ ADDITIONAL RENTAL ITEMS

- Chair Covers** color amount \$3/ea
- Chair Sashes** color amount \$1/ea
- Table Toppers** color amount \$10/ea
- Sound System & Mic..... \$150
- Alcohol Permit..... \$100

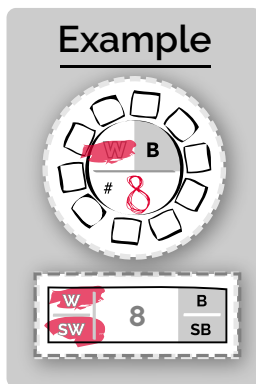
📄 Special Notes

Floor Layout Instructions

STEP 1 Cut-out & Arrange

- Cut out and arrange your tables on the open floor plan on the previous page.
- Then, mark each table's linen choice, skirt choice, and total number of chairs.

W = White Linen
SW = Skirt White
B = Black Linen
SB = Skirt Black
10 = 10 chairs
9 = 9 chairs
8 = 8 chairs
 etc...



STEP 2 Complete Check List

- Complete the check list on the previous page to make sure you didn't miss anything.
- Then...

You're Finished!

• But Don't Forget!

- Please bring your floor layout to your 30 day meeting, along with the remaining balance and your \$200 security deposit.
- If you have any questions about the floor layout, please call us at **864.848.0099** or email us at info@GraceHallGreerSC.com.

+ Included with Your Rental

TABLES & CHAIRS

- 100** Plastic Chairs
- 14** 60 in. Round Tables
- 6** 3ft. 6in. Square Tables
- 4** Cocktail Tables
- 3** 8 ft. Rectangular Tables
- 3** 6 ft. Rectangular Tables

LINENS & TABLE SKIRTS

- Each table includes a 25% discount on a linen from Greer Event Rentals (Full length, lap length and skirting are available in many colors).
- Use of 100 black or white plastic chairs, or \$100 credit at Greer Event Rentals for a different chair.



Also Available @ Additional Charge

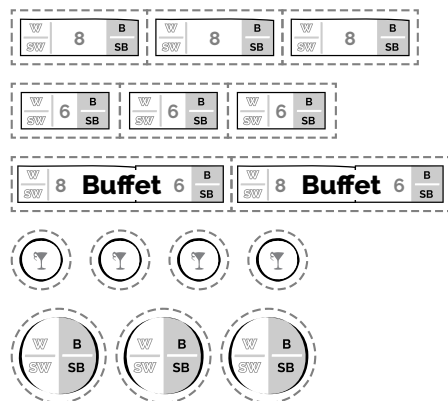
Record each additional item under special notes on your Floor Layout.

- Chair Covers & Sashes
- Chandelier tulle/lights
- Banister tulle/lights
- Cocktail/Sweetheart tables
- Bartenders/Servers
- Parking Attendants
- Linen Napkins
- Floor Length Linens
- Glassware
- Floor Monogram
- Additional Chairs
- Complete Event Clean-Up

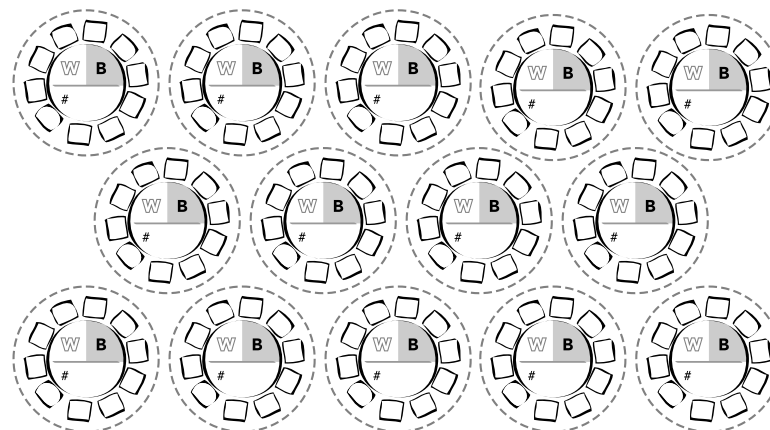
Cut-out Accessories

Please note that the cut-out accessories represent more tables & chairs than are available, since some accessories are pre-labeled for your convenience (ex. Cake, Bar, etc...). Refer to the list of Tables & Chairs above for the exact number of available items.

Rectangular & Specialty Tables



Round Tables (60in.)



Square Tables (3ft. 6in.)

