

Design Your Floor Layout

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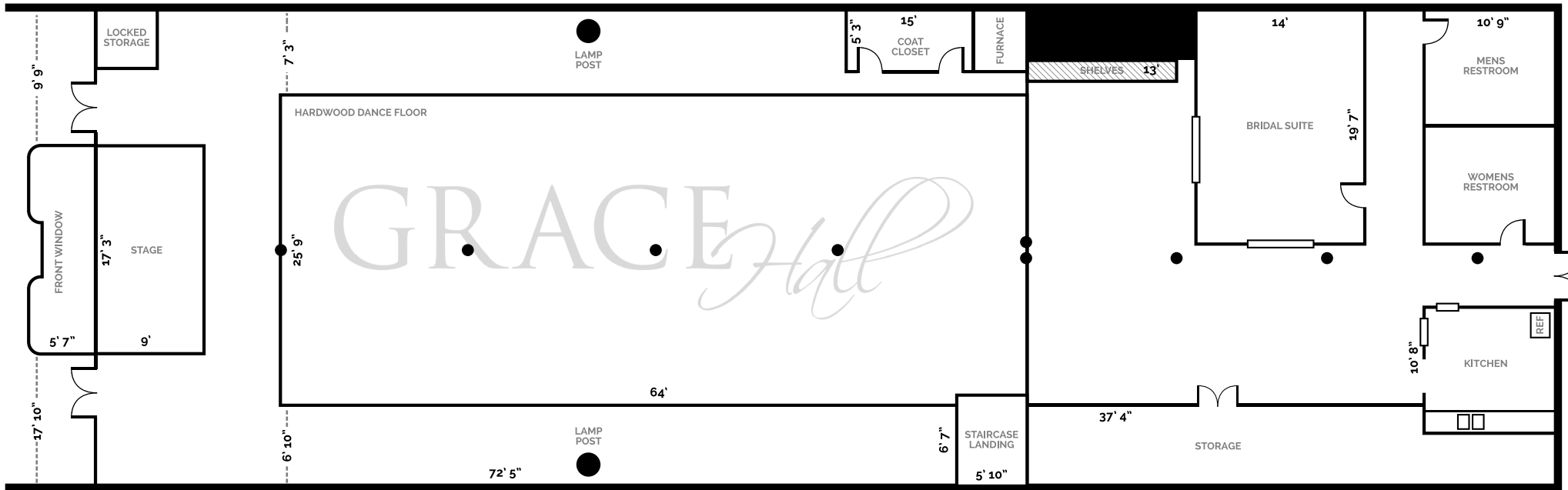
Name: _____

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

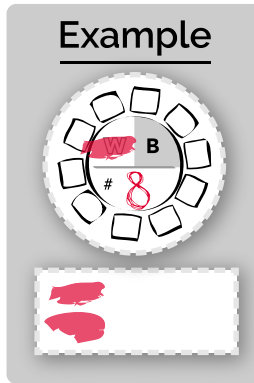
📄 Special Notes

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 Padded Chairs
- 14 60 in. Round Tables
- 12 3ft. 6in. Square Tables
- 6 Cocktail Tables
- 3 8 ft. Rectangular Tables
- 3 6 ft. Rectangular Tables

LINENS & TABLE SKIRTS

- **All Round Tables** - One(1) 85in. x 85in. top linen (black or white) per table (4 corners reach floor)
- **All Rectangular Tables** - One(1) black or white top linen & one(1) black or white skirting
- **All Square Tables** - One(1) 85in. x 85in. top linen (black or white)
- **Table Skirts** (black or white) - Five(5)



Also Available @ Additional Charge

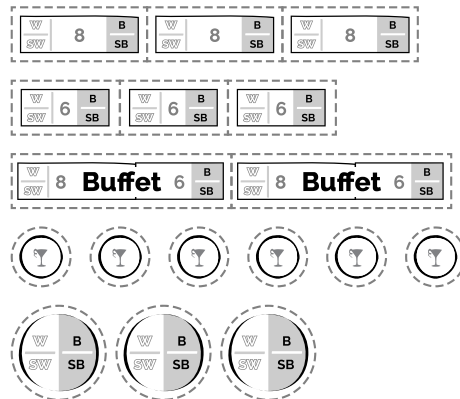
Record each additional item under special notes on your Floor Layout.

- 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

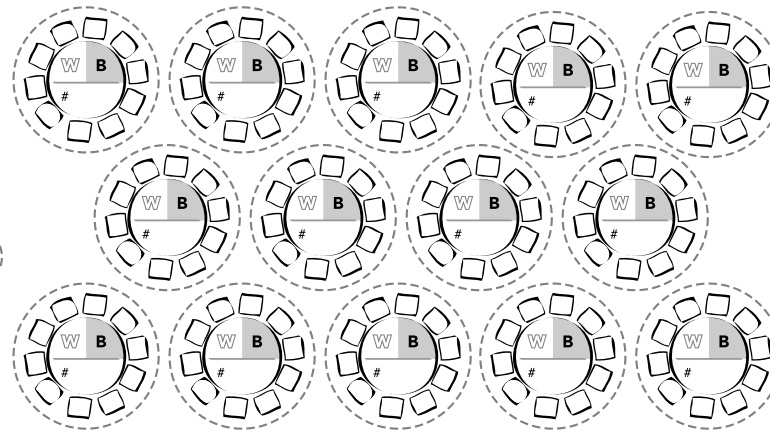
Cut-out Accessories

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.)

