



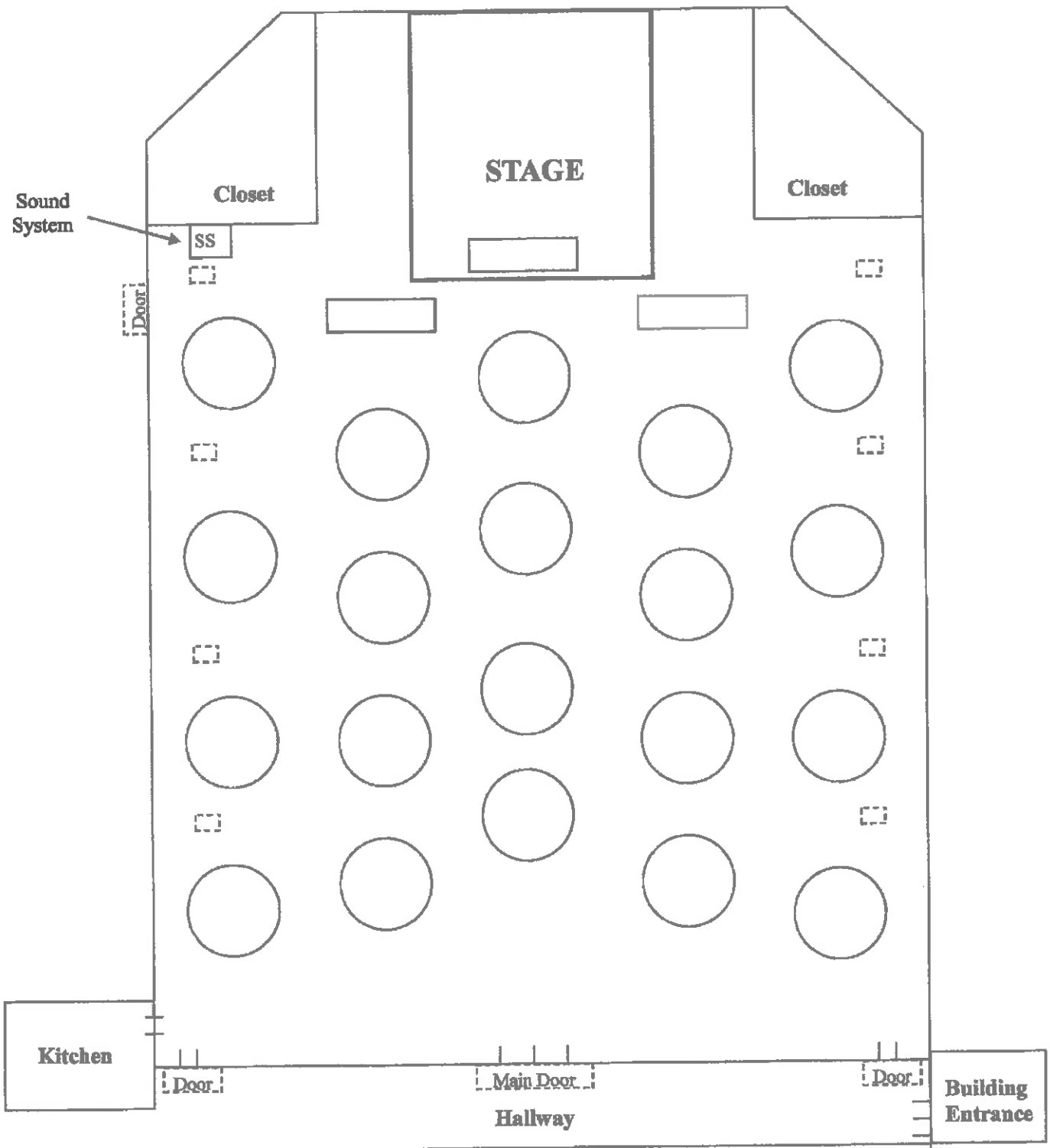
**PARKS + RECREATION
BOWLING GREEN, OHIO**

Simpson Banquet Room Examples

Set-Up Form due 30 days prior to reservation date

Full Floor Set-Up Example

20 DINING TABLES
3 HEAD TABLES



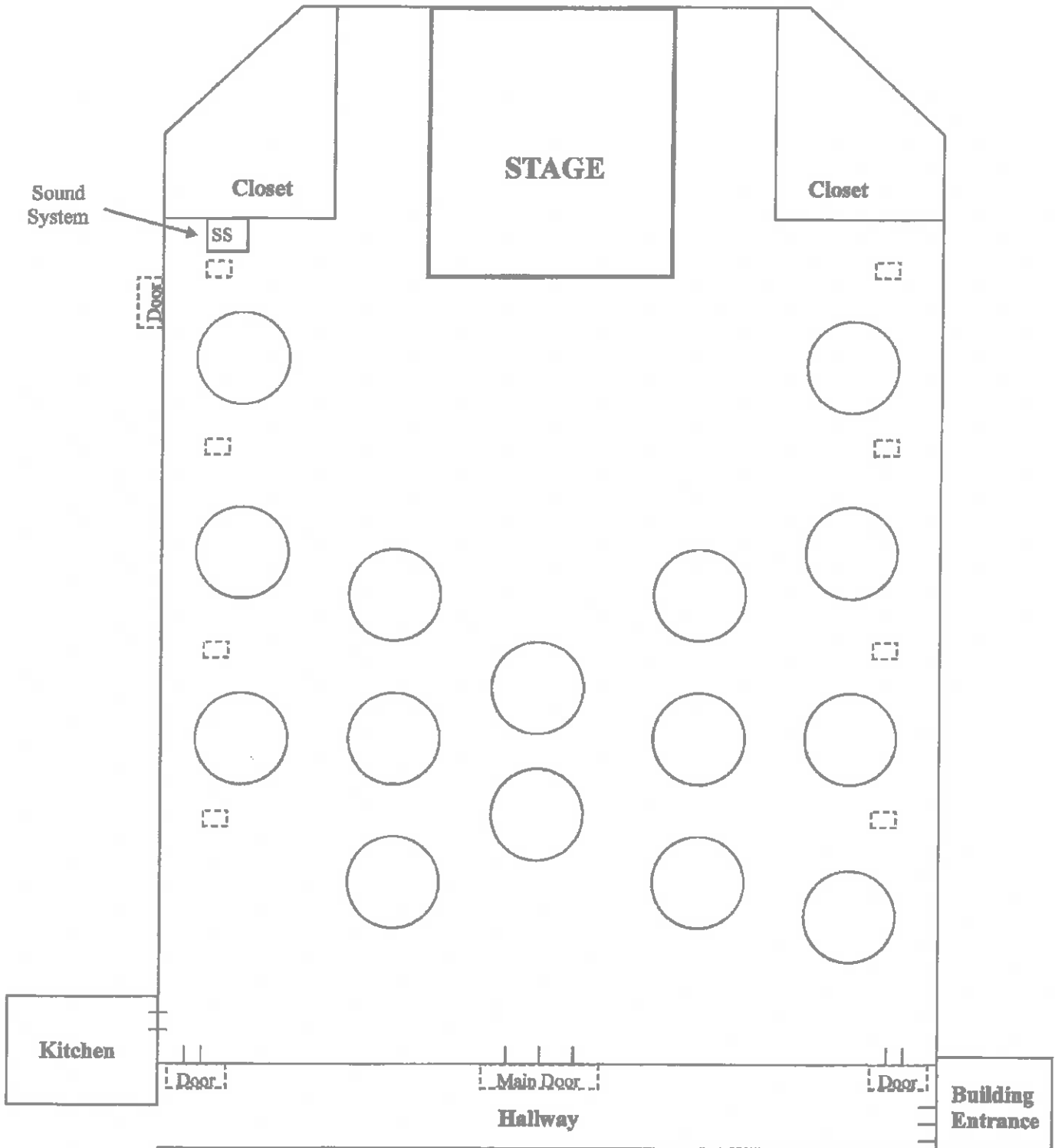
Renter's Name: _____
 Renter's Phone Number: _____
 Date of Rental: _____
 Rental Approval (Initial): _____
 Reservation #: _____

Set-Up Key Form

Chairs = X, # of chairs needed: _____
 Round Tables (for guests) = 60" (5ft.)
 Rectangle Tables (for serving) = 72" (6ft.)
 Square Footage of Banquet Room: 2,520

With Dance Floor Set-Up Example

15 DINING TABLES

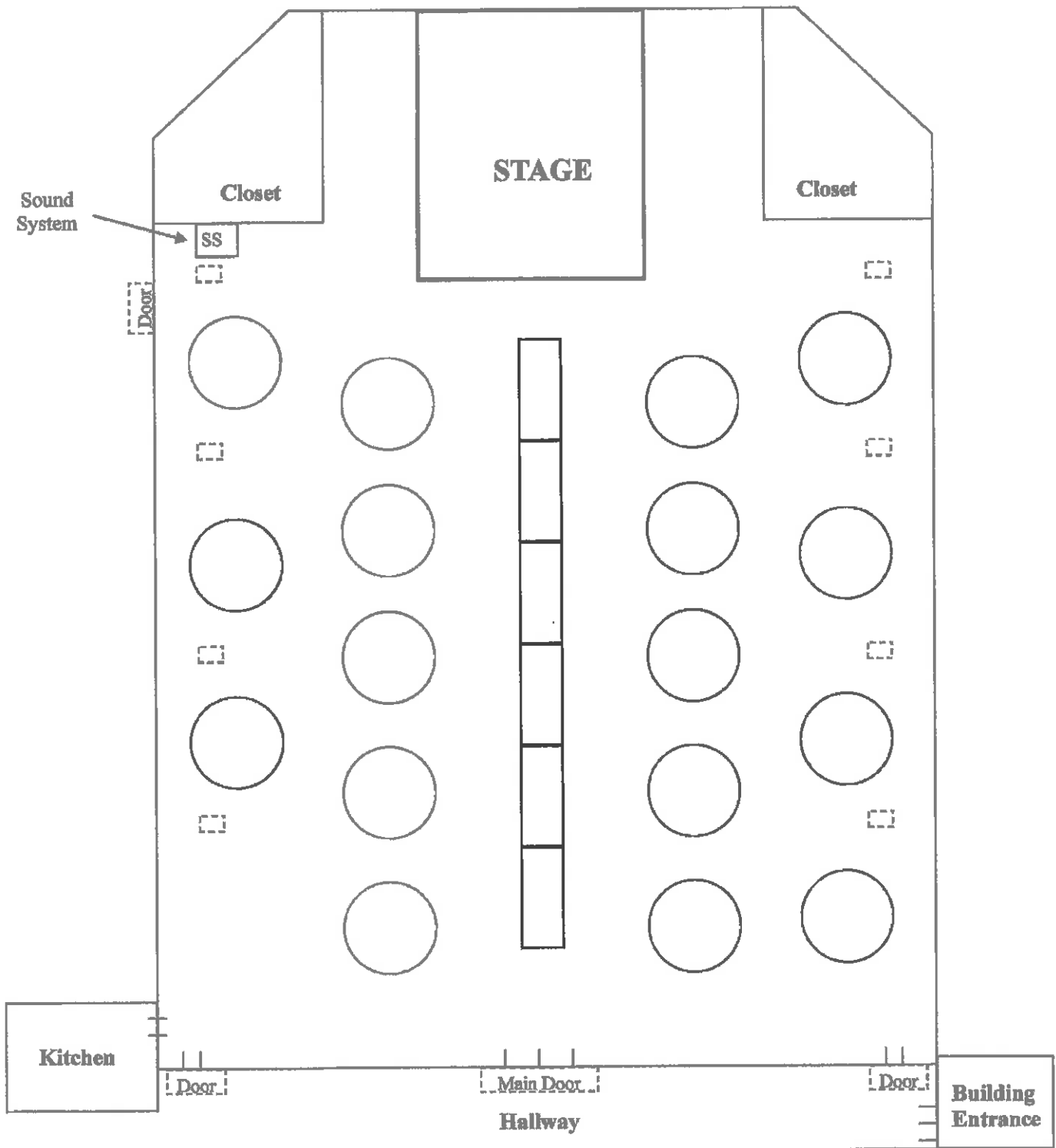


Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form
Chairs = X, # of chairs needed: _____
Round Tables (for guests) = 60" (5ft.)
Rectangle Tables (for serving) = 72" (6ft.)
Square Footage of Banquet Room: 2,520

Center Buffet Table Set-Up Example

17 DINING TABLES
6 BUFFET TABLES

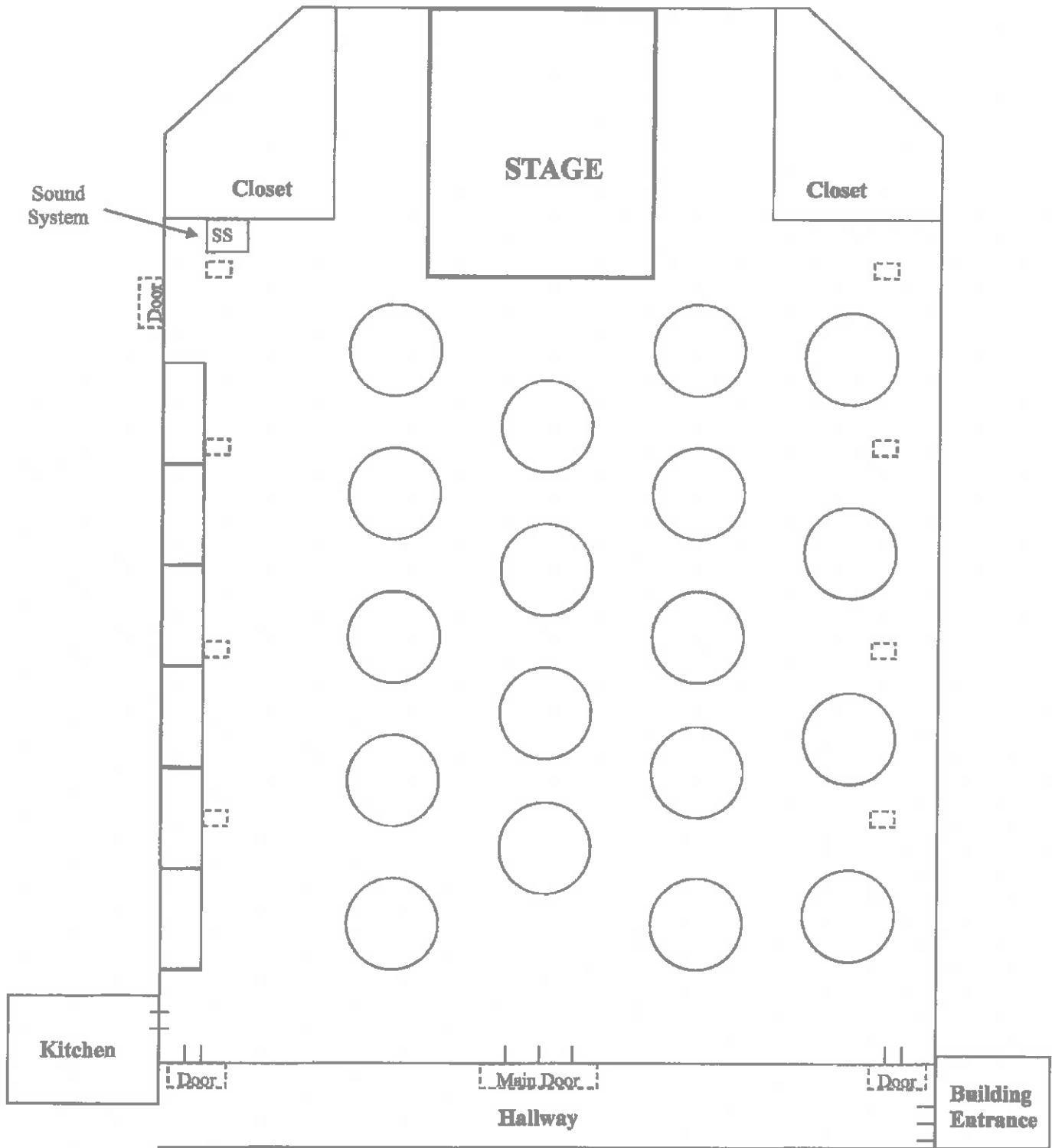


Renter's Name: _____
Renter's Phone Number: _____
Date of Rental: _____
Rental Approval (Initial): _____
Reservation #: _____

Set-Up Key Form
Chairs = X, # of chairs needed: _____
Round Tables (for guests) = 60" (5ft.)
Rectangle Tables (for serving) = 72" (6ft.)
Square Footage of Banquet Room: 2,520

West Wall Buffet Table Set-Up Example

18 DINING TABLES
6 BUFFET TABLES

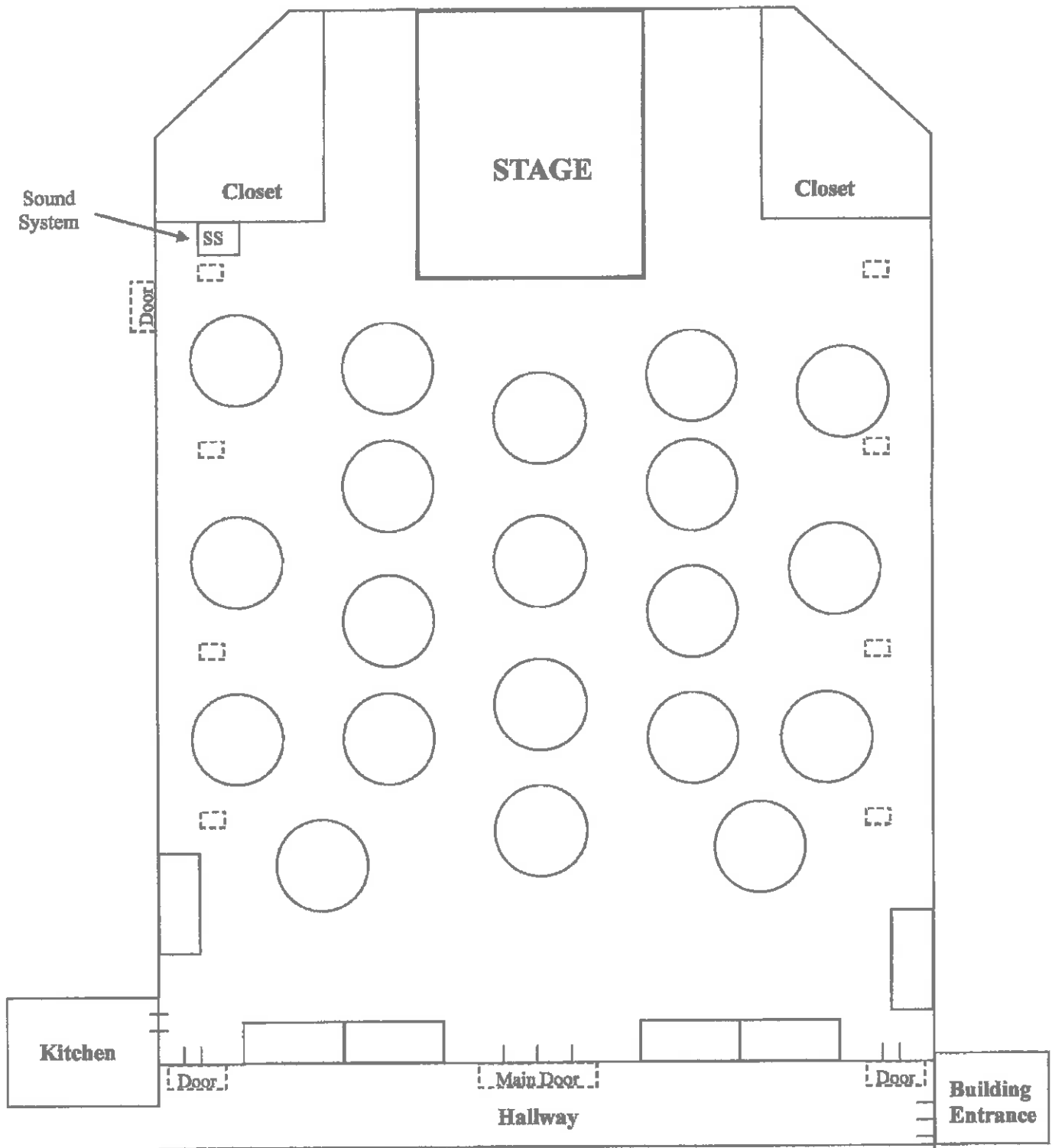


Renter's Name: _____
 Renter's Phone Number: _____
 Date of Rental: _____
 Rental Approval (Initial): _____
 Reservation #: _____

Set-Up Key Form
 Chairs = X, # of chairs needed: _____
 Round Tables (for guests) = 60" (5ft.)
 Rectangle Tables (for serving) = 72" (6ft.)
 Square Footage of Banquet Room: 2,520

Back Wall Buffet Table Set-Up Example

20 DINING TABLES
6 BUFFET TABLES

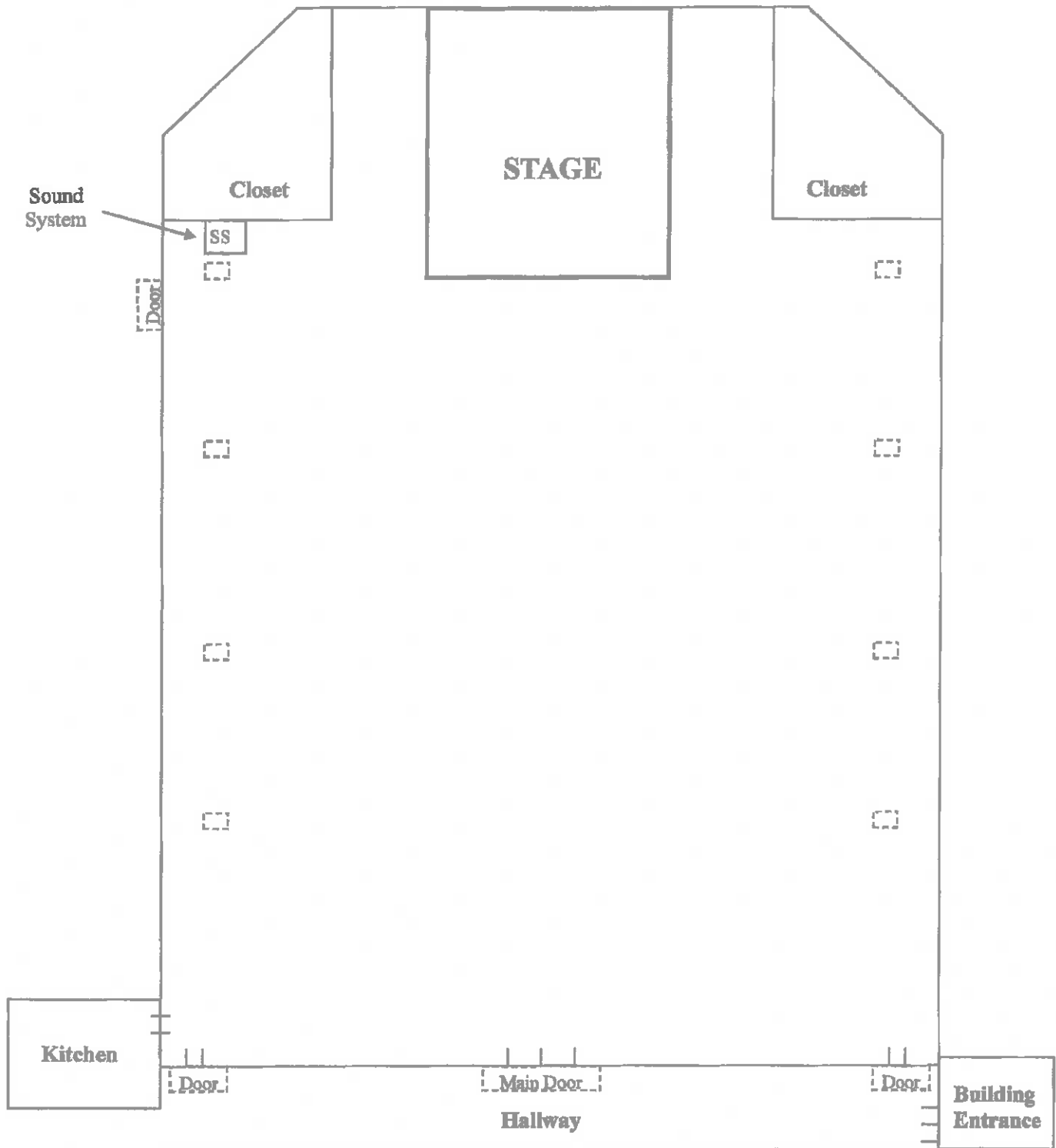


Renter's Name: _____
 Renter's Phone Number: _____
 Date of Rental: _____
 Rental Approval (Initial): _____
 Reservation #: _____

Set-Up Key Form

Chairs = X, # of chairs needed: _____
 Round Tables (for guests) = 60" (5ft.)
 Rectangle Tables (for serving) = 72" (6ft.)
 Square Footage of Banquet Room: 2,520

Banquet Room Customizable Set-Up
 20 ROUND TABLES AVAILABLE
 RECTANGULAR TABLES AVAILABLE PER REQUEST
 160 CHAIRS AVAILABLE



Renter's Name: _____
 Renter's Phone Number: _____
 Date of Rental: _____
 Rental Approval (Initial): _____
 Reservation #: _____

Set-Up Key Form
 Chairs = X, # needed: _____
 Round Tables = 60" (5ft.), # needed: _____
 Rectangle Tables = 72" (6ft.), # needed: _____
 Square Footage of Banquet Room: 2,520



