This floor plan has been created to assist you in creating the perfect floor plan for your event. Care has been taken to create this floor plan in scale to the actual venue room however some set ups may be different when executed. This is to be used as a guide only. Below are a few tips on using this floor plan.

1. The floor layout image is saved in the header. Please do not change this image as you will change the size of it in relation to the tables and chairs.
2. The key for each table is also saved in the header. This image is for reference only. It shows the capacity of each table and the amount of tables we have for e.g. (6 of) means we have 6 of these tables in that particular size.
3. Each table is an image and there are numerous copies of the same image. This is how many tables we have.
4. If you need to remove chairs on the sides of the rectangle tables, this can be done by cropping the image. Please double click the image and the crop tool is found in the Format tab.
5. If you accidently delete an image, just copy and paste the one you need. Please keep in mind how many tables of each we have.
6. Please remember this is a guide only and all chairs and tables you have requested will be left at the venue and you may move them around as required.
7. Please PDF this before sending to ensure the images don’t move.
8. **Note**: The kitchen is to the right of the page and the bar is to the left. They are not shown on the floor plan.

