



Multipurpose Room

Room Capacity 82

Seated at table 22

Name:
 Contact phone:
 Event date:
 Set up time:
 Time and duration of event:

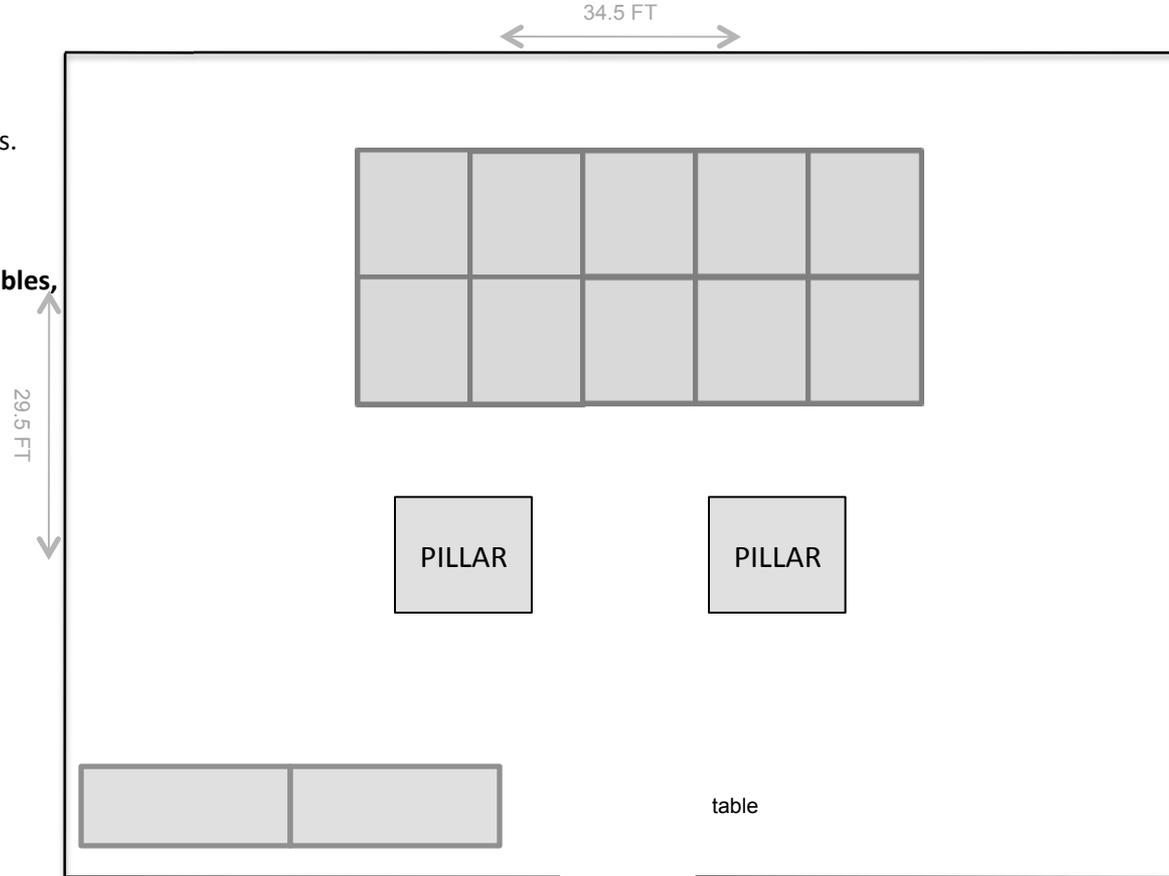
To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

Provided in Room:

- 22 wooden chairs around table with 15 wooden chairs around room and 1 rack (33) folding chairs.
- 10 square tables
- 2 6-foot banquet tables

Please note if additional equipment is needed (chairs, tables, podium):

Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) capitolscheduling@utah.gov

