



Seagull Room

Room Capacity 25

Seated at table 22

Name:
Contact phone:
Event date:
Room access time:
Start 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.

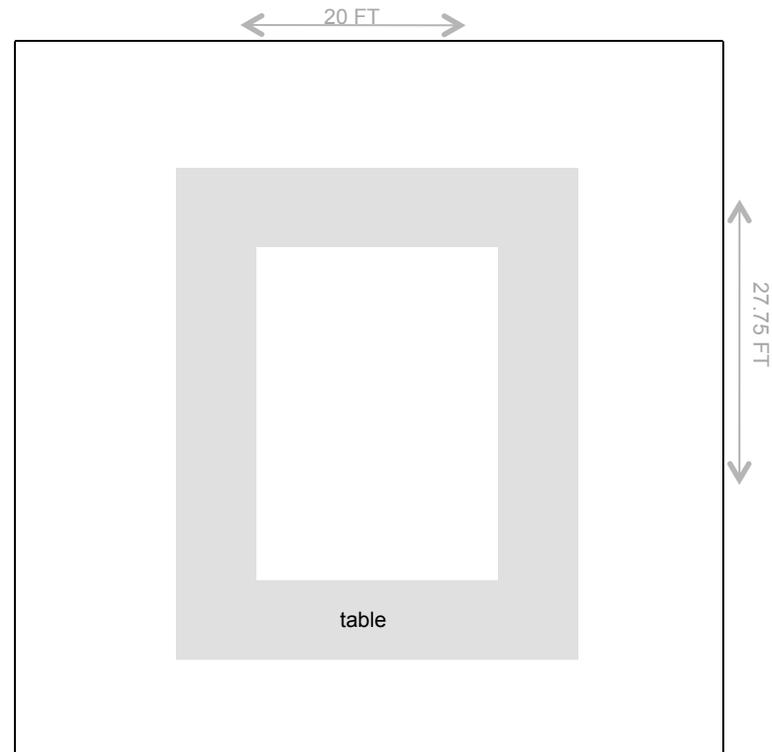
Provided in Room:

- 22 chairs
- 3 wooden chairs
- 7 tables in hollow rectangle

•Room set at maximum capacity. No additional chairs or tables permitted in room.

Please note additional equipment needed (chairs, tables, garbage cans, podium and mic):

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