SEAGULL ROOM

Capacity: 25
Seated: 22

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

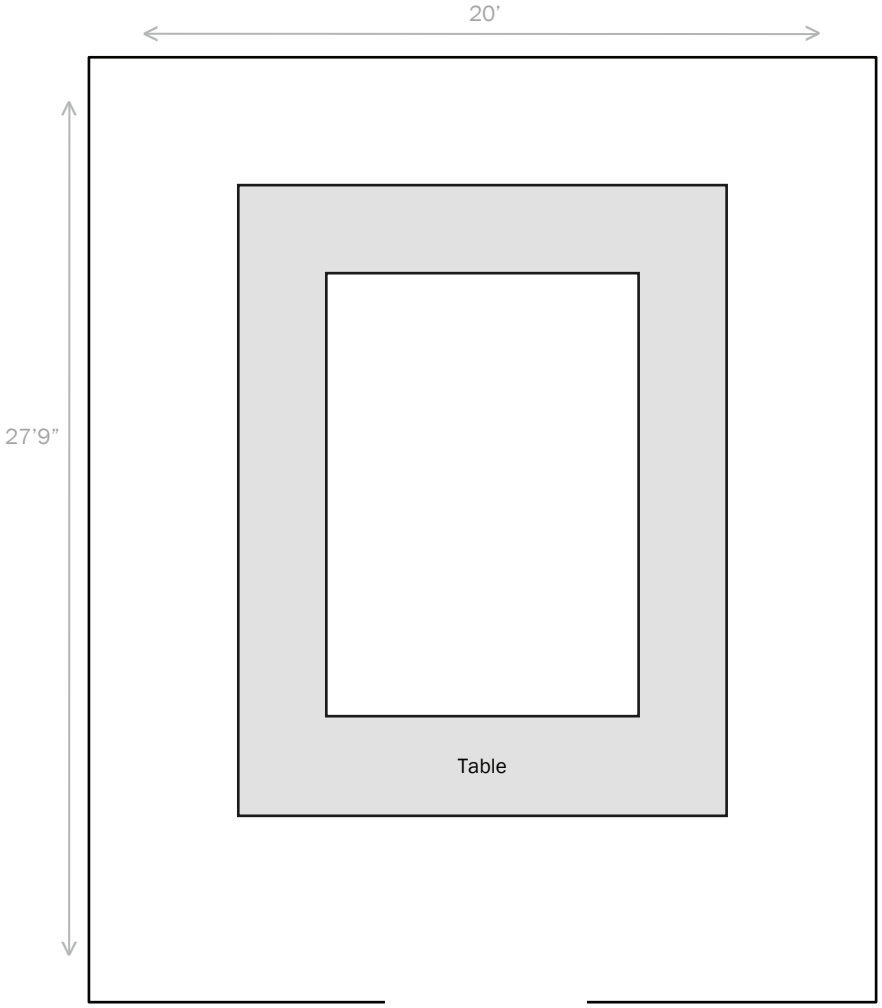
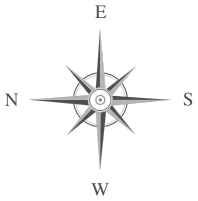
START TIME AND DURATION OF EVENT:

To complete this form electronically, please save it to your computer before filling it out. Room set at maximum capacity. No additional chairs or tables permitted in room.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

Provided in Room:
25 Chairs
7 Tables in Hollow Rectangle

Please note additional equipment needed (telephone, garbage cans, podium and mic, etc):

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

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