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Space Requirements Guidelines

Planning your special event will necessitate your calculation of the space required for the tables you will be using. The following is a good rule of thumb:

72" round with chairs	121 sq. ft. = 10 sq. ft./ person with 12 guests 121 sq. ft. = 12 sq. ft./ person with 10 guests
60" round with chairs	100 sq. ft. = 10 sq. ft./ person with 10 guests 100 sq. ft. = 13sq. ft./ person with 8 guests
48" round with chairs	81 sq. ft. = 13 sq. ft./ person with 6 guests
36" round with chairs	64 sq. ft. = 16 sq. ft./ person with 4 guests
8' rectangle with chairs	98 sq. ft. = 12 sq. ft./ person with 8 guests
6' rectangle with chairs	83 sq. ft. = 14 sq. ft./ person with 6 guests
8' rectangle against wall	65 sq. ft.
6' rectangle against wall	55 sq. ft.

If you decide you do not have room to seat your guests, the following is a good rule of thumb:

Standing Cocktail Party	5-6 sq. ft./ person
Limited Seating Cocktail Party	8 sq. ft./ person

In planning a dance floor, 4 sq. ft. per person is required for dancing (you will have to estimate how many of your guests will be dancing at any one time).

Cathedral Seating (Chairs in rows facing a stage or ceremony area) = 6 sq. ft./ person

Classroom Seating (Seating on one side of a conference table [18" wide]) = 8 sq. ft./ person

If you have catering/serving staff, be sure to allow a two foot (2') walking aisle *behind chairs* or *buffet tables*.