



Bullen Center Set-up Sheet

Form must be completed & returned two weeks before date of event.

This form can be emailed to you as an interactive Word document and you can move the tables around on the floor plan, please let me know if you would like me to email it to you. Robyn Hoth at rhoth@cachearts.org or 435-554-7065.

Event:	_____
Event Date:	_____
Contact Person:	_____ Phone: _____
Load-In Time:	_____
Event Times:	_____ Load-Out Time: _____

Maximum Bullen Center Carousel Ballroom Room Capacity Limit – Renter *must* follow limits

Tables & Chairs:

1st Level: 96

2nd Level: 48

3rd Level: 32

Lecture Style:

1st Level: 160

2nd Level: 60

3rd Level: 32

Open Space:

1st Level: 216

2nd Level: 111

3rd Level: 67

Your rental gives you access to the following rooms:

- ___ Landings
- ___ Ballroom
- ___ Kitchen

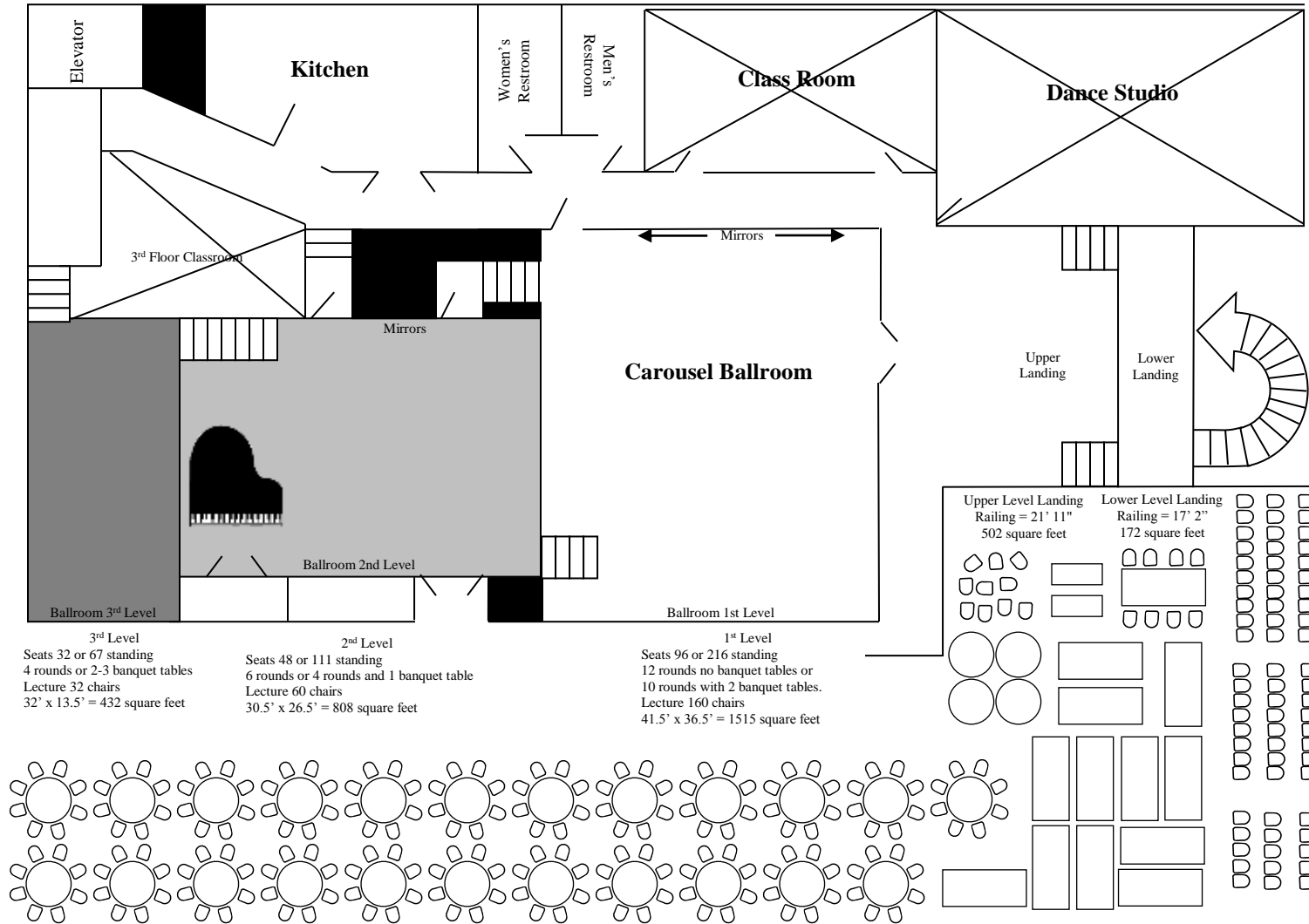
Kitchen is not provided with cooking/serving equipment.
CacheArts does not provide linens or decorations.

Indicate items needed and number of each:

- ___ Banquet tables (12) (8', seats 8)
- ___ Round tables (27) (60", seats 8)
- ___ Guest book table (48"x 20")
- ___ Chairs (250) White ___ or Grey ___
- ___ Piano (must stay on second level)
(baby grand, tuning not included)
- ___ Wireless microphone and stand or podium
- ___ Movable wall closed (between levels 1&2)
- ___ Stairs (movable along the ledge between levels 1&2)
- ___ Use of in-house sound system
- ___ Railing up (between levels 1&2)

Please indicate placement of items needed on the Floor Plan below:

At the bottom you will find tables and chairs that can be moved around on the floor plan. The piano can be moved around on the second level and the stairs located on level 1 can be moved anywhere along the 2nd level edge on the 1st level.



3rd Level
 Seats 32 or 67 standing
 4 rounds or 2-3 banquet tables
 Lecture 32 chairs
 32' x 13.5' = 432 square feet

2nd Level
 Seats 48 or 111 standing
 6 rounds or 4 rounds and 1 banquet table
 Lecture 60 chairs
 30.5' x 26.5' = 808 square feet

1st Level
 Seats 96 or 216 standing
 12 rounds no banquet tables or
 10 rounds with 2 banquet tables.
 Lecture 160 chairs
 41.5' x 36.5' = 1515 square feet

