


American Hotel Banquet Room Floor Planning Tool

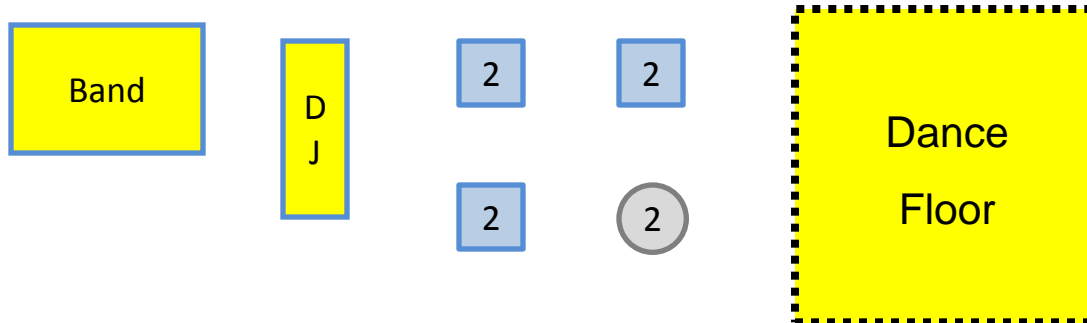
This is a guide assisting your ability to visualize a close approximation of how the room will look. Our staff will setup the room as close as possible to your floor plan. You may have to make some adjustments. If you rent linens from us we will place the cloth on each table and place napkins on the table. We let you fold the napkins because of the numerous ways to fold them.

Please cut out each table or space that you wish to use for your event.

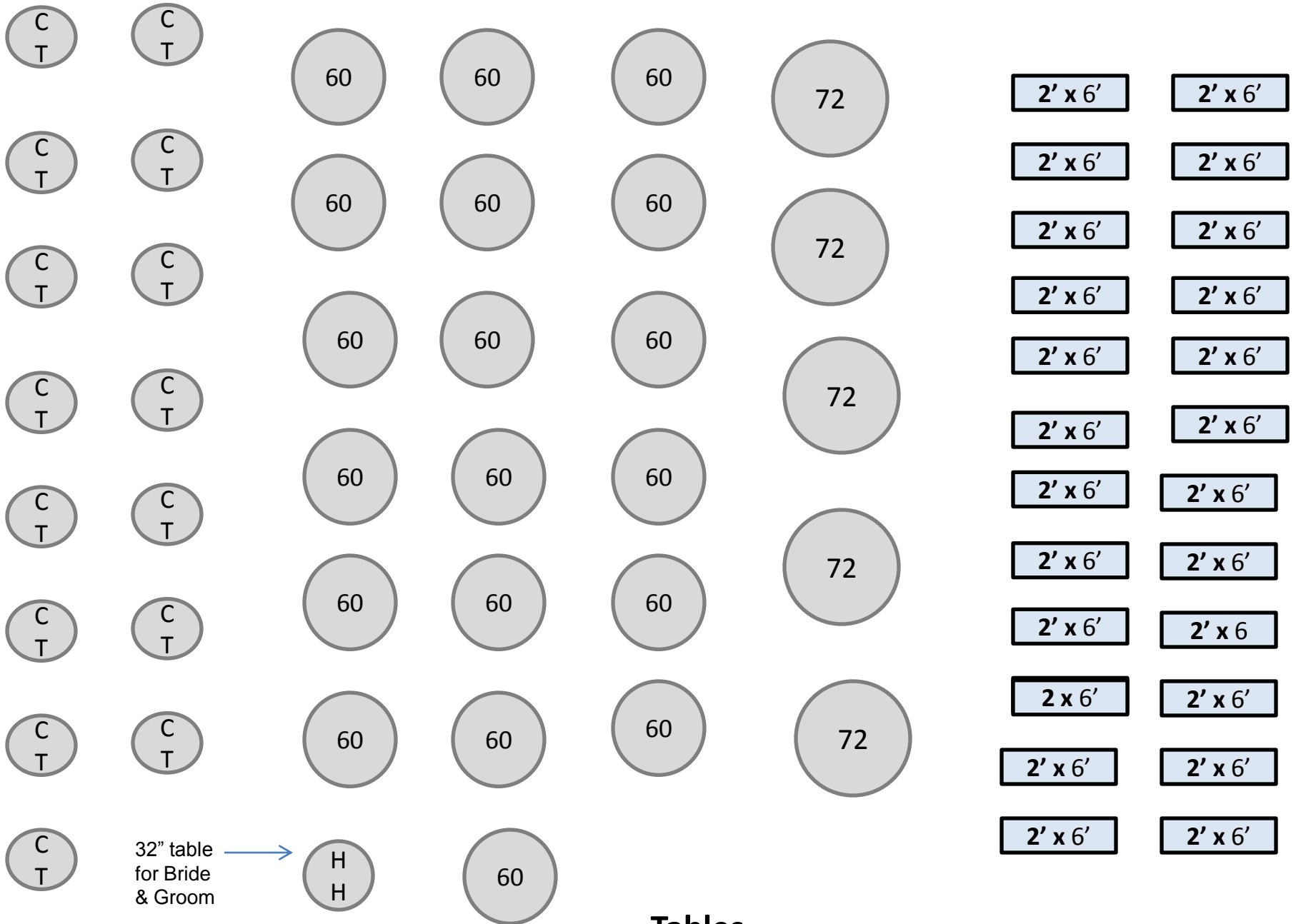
Place tables on the two floor diagrams as you would like the room setup for your event. Sixty inch tables seat 8 people per table. Seventy-two inch tables seat 10 people per table. Using all the 60 and 72 inch round tables is maximum seating. All tables are 30" high

Place all rectangle and square tables where you would like your Bar, Gifts, Cake, Candy Bar, Buffett, or other needs as you like. Use each table only once. Tables marked CT are cocktail tables, 43 inches high 32 inches round and room for 4-6 people placing cups and small hors d'oeuvre plates

The Dance Floor diagram can be made larger or smaller, for your needs. Band and DJ space is approximations please check with your Musical hire for their space requirements. Please note electrical outlets for Bands and DJ placement with a Blue Triangle = 



The American Hotel Banquet Room Table Inventory



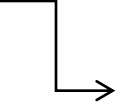
Tables

Entrance to the Grand Lobby
Parking Garage
Elevators, Rest Rooms
& Coat Racks

American Hotel Main Room

Electrical Outlets = ▲

Augusta Street

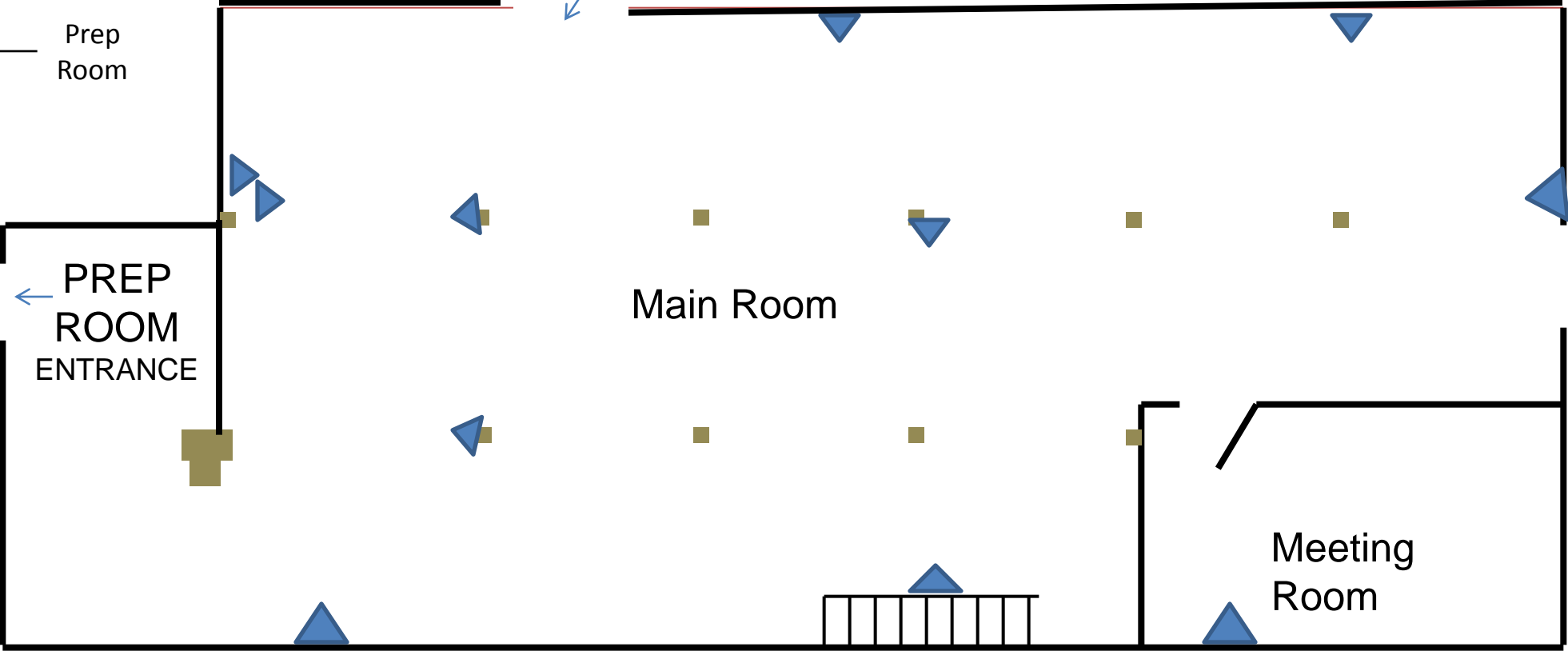


Prep Room

PREP ROOM
ENTRANCE

Main Room

Meeting Room



Event Date _____

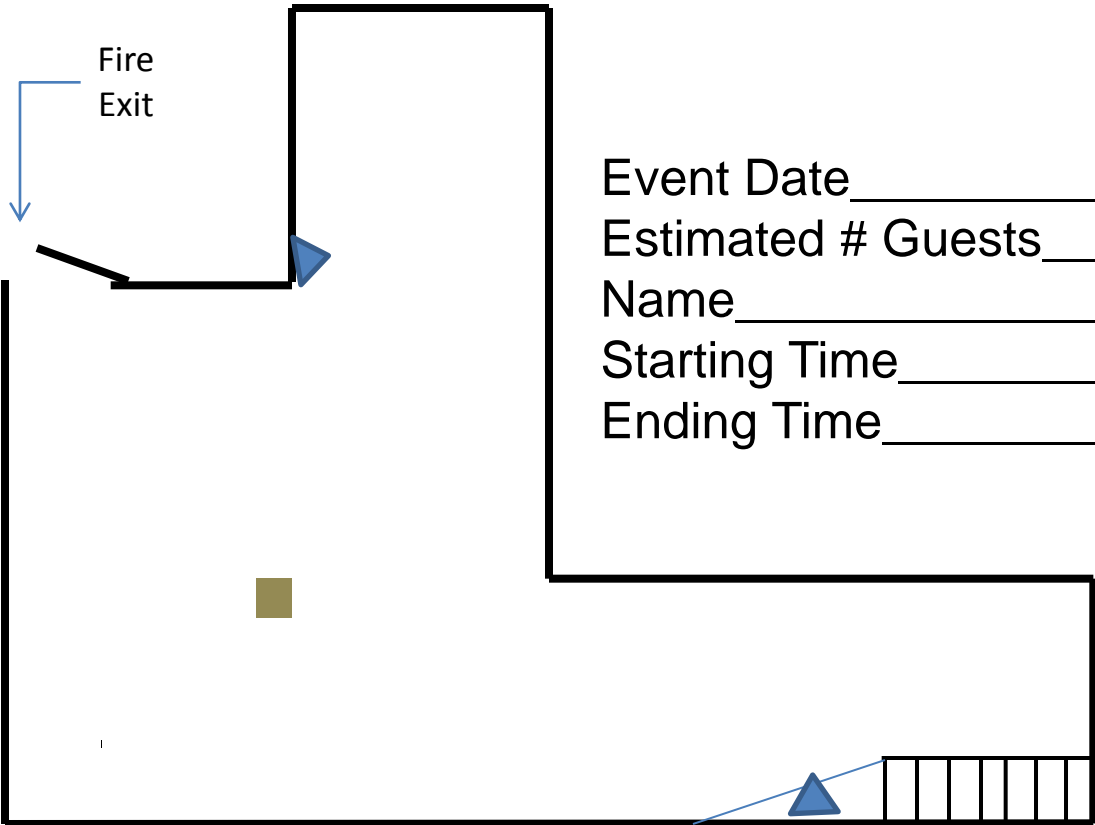
Estimated # Guests _____

Name _____

Starting Time _____

Ending Time _____

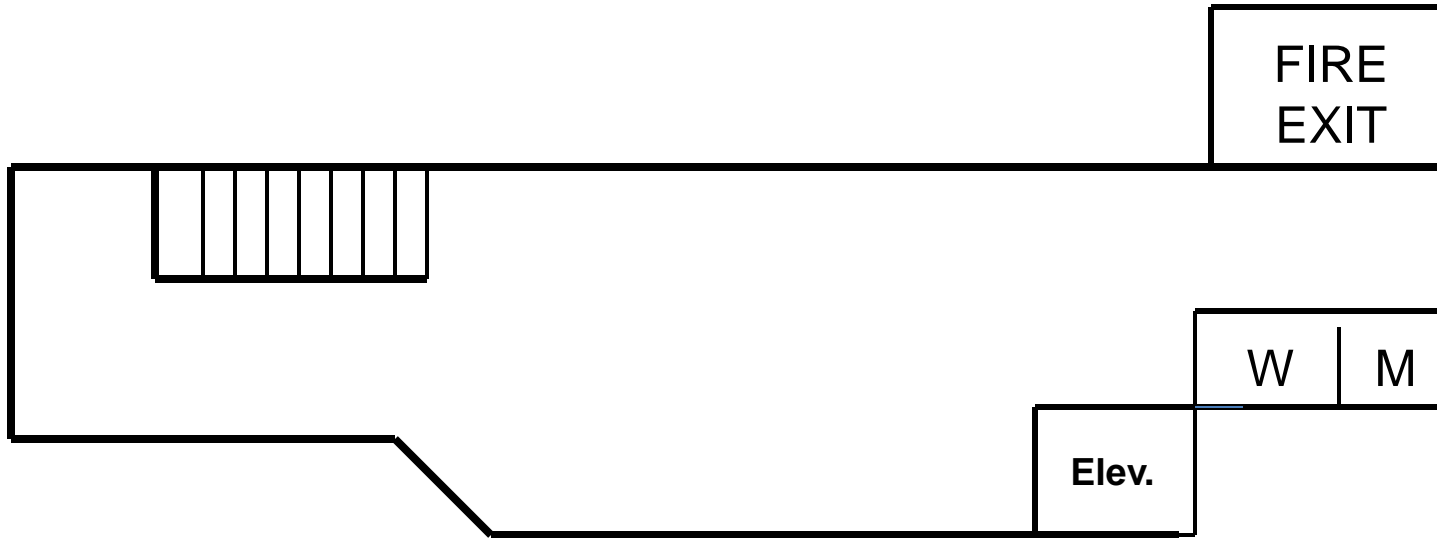
Electrical Outlets = 



Event Date _____
Estimated # Guests _____
Name _____
Starting Time _____
Ending Time _____

**American Hotel
Room Balcony**

**American Hotel
2nd Floor Landing**



Event Date _____

Estimated # Guests _____

Name _____

Starting Time _____

Ending Time _____