

A Guide to Table Arrangements and Seating for Parties & Banquets



TABLE SELECTION AND SEATING CAPACITY

Cocktail Tables – Pedestal Type

24" Round, 30" Round & 36" Round
Will seat 2 to 6 persons depending on use

Card Tables

30" x 30" – Seats 4 Persons

Banquet Tables

6' x 30" – Seats 6 – 8 Persons

8' x 30" – Seats 8 – 10 Persons

¼ Round Serpentine and ½ Round – Aesthetically pleasing
and different arrangement use.

Round Tables

48" – Seats 6 – 8 Persons

60" – Seats 8 – 10 Persons

72" – Seats 10 – 12 Persons

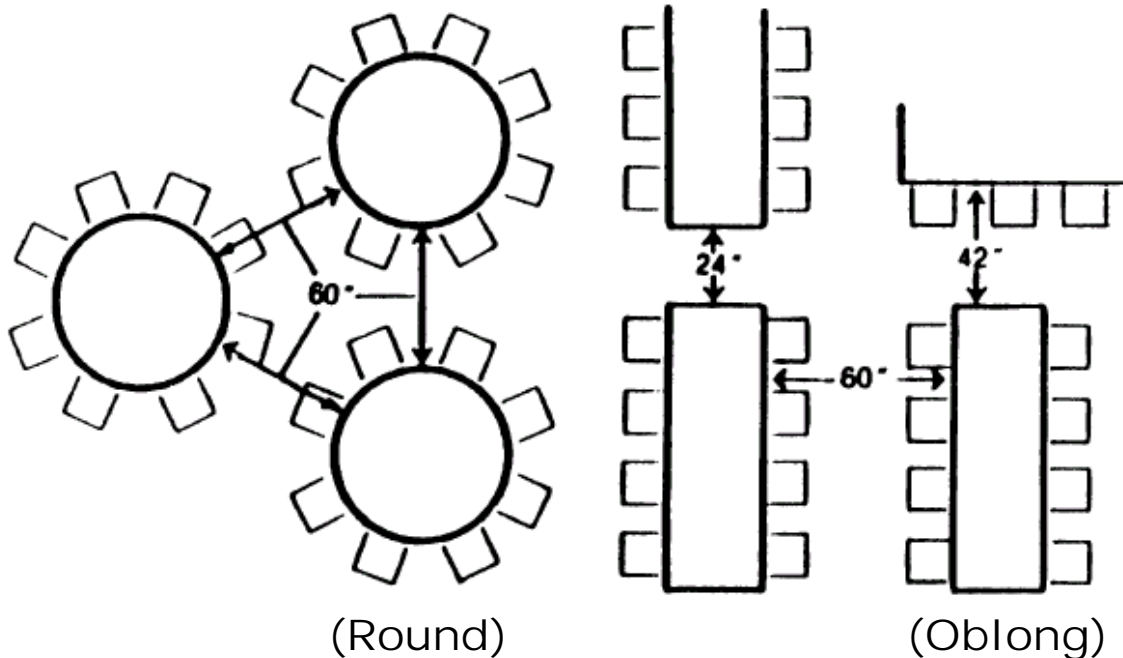


PARTY SEATING AND SPACE INFORMATION

Cocktail Parties (stand up).....	5 to 6 Sq. Ft./person
Cocktail Parties (some seated).....	8 Sq. Ft./person
Reception, tea type (some seated).....	8 Sq. Ft./person
Dinner, using oblong tables.....	8 Sq. Ft./person
Dinner, using round tables of 10.....	10 Sq. Ft./person
Dinner, using round tables of 6, 8 or 12.....	12 Sq. Ft./person
Cathedral seating (seating in rows).....	6 Sq. Ft./person
Dance Area.....	2 to 4 Sq. Ft./person

SEATING ARRANGEMENTS

Banquet Style



Aside from main traffic areas, allow 54" between round tables for chair and service space and 60" between oblong tables where seating is back-to-back. This permits 24" service space behind 18" chair depth.

In Classroom or Theater style seating situations, where food service is not required and seating is at one side of the table, allow 36" between tables.

While this may vary with degree of aisle comfort required, 36" distance between rows of chairs will suffice.

Rule of Thumb

For Banquet Style seating

To determine the number of people your room will accommodate:
When using oblong tables, divide the room area (Sq. Ft.) by 8.
When using round tables, divide the room area (Sq. Ft.) by 10.
These figures are for maximum seating. If space is available for more comfortable seating, allow an additional 2 Sq. Ft. per person.

For Classroom Style seating

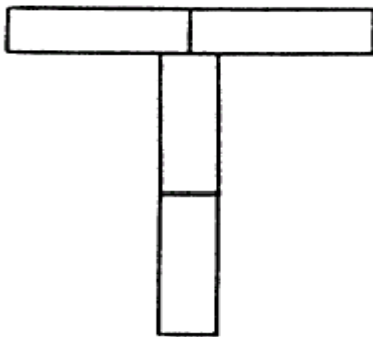
Divide the “student” seating area (Sq. Ft.) by 8.

For Theater Style seating

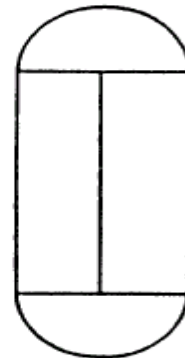
Divide “spectator” seating area (Sq. Ft.) by 6.

This method of figuring allows for chair and passage aisle. It does not allow for problems caused by wide traffic aisle, location of column, service doors or unique room shapes. It is useful for a quick, general approximation.

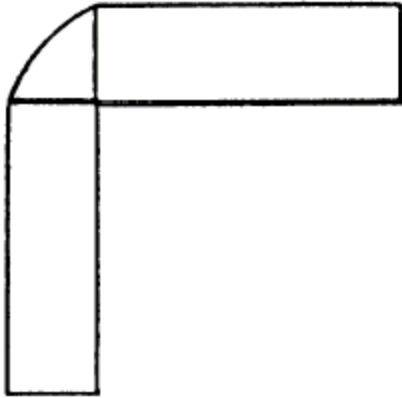
BANQUET, DINNER MEETINGS AND BUFFET LAYOUTS



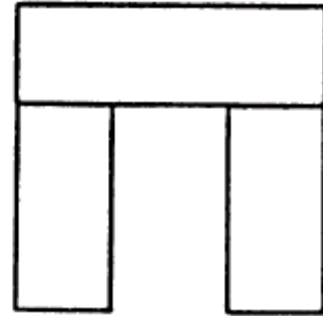
A) 4-8' tables



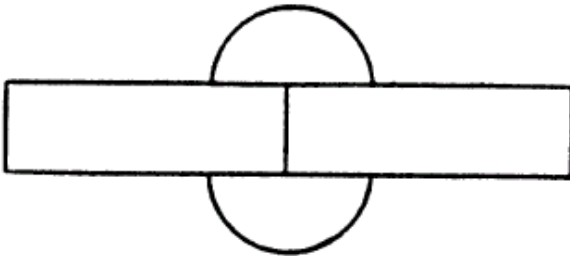
(B) 2-8' tables & 2-60" ½ rounds



(C) 2-8' tables & 1-30" ¼ round



(D) 1-8' table 2-6' tables



(E) 2-8' tables 2-60" ½ rounds



(F) 3-10' serpentine 2-30" ¼ rounds



We have a nice selection of table-covers for round or banquet tables along with easy to use table skirting for a finished look to your buffet area.