

Meeting Room Setup									
	Boardroom	U-Shape	Banquet	Cabaret	Theatre	Pod Tables	Ceremony	Width	Length
Garden Suite	15	18	40	30	40	80	40	15 ft	34 ft
Kingswood Suite	15	18			40	80	40	15 ft	34 ft
Locke Suite	30	40	110	70	120	120	80	33 ft	50 ft
Authors Lounge	12							14.5 ft	18 ft
Drawing Room	12	18		25	70		70	22 ft	34 ft
Joseph Locke Library	12							14.5 ft	18 ft

Meeting Room Setup (2m Social Distancing)									
	Boardroom	U-Shape	Banquet	Cabaret	Theatre	Pod Tables	Ceremony	Width	Length
Garden Suite	6	9	15	9	12	30	18	15 ft	34 ft
Kingswood Suite	6	9			12	30	20	15 ft	34 ft
Locke Suite	10	12	60	30	24	60	40	33 ft	50 ft
Authors Lounge	6							14.5 ft	18 ft
Drawing Room	6	8		8	18			22 ft	34 ft
Joseph Locke Library	6							14.5 ft	18 ft