

# Hampden Hall Room Set Up

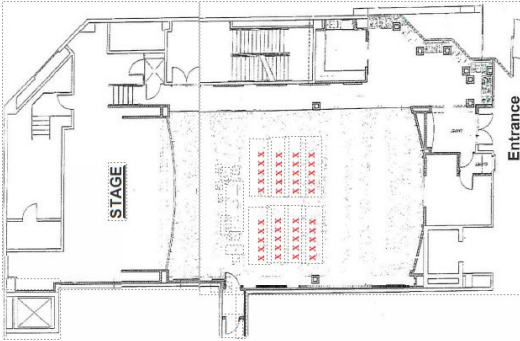
Contact Name and Department: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date & Time: \_\_\_\_\_

**PLEASE FILL OUT AND RETURN TO [RESERVATIONS@ENGLEWOODCO.GOV](mailto:RESERVATIONS@ENGLEWOODCO.GOV) (Must Fill out form ENTIRELY)**

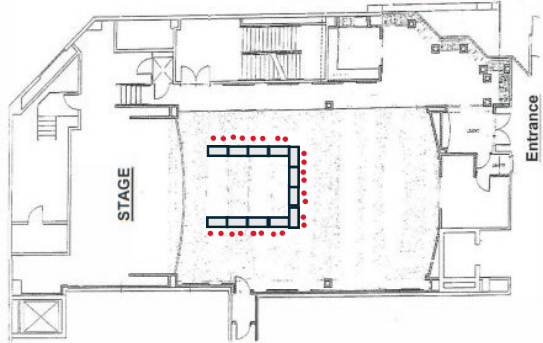
**Please Select A, B, C, or D for your set up style, then enter the number of seats needed for your Event**

**A. Theater/Lecture Style (Chairs Only)**



Number of Seats \_\_\_\_\_

**B. Meeting Style (U Shape Tables & Chairs)**



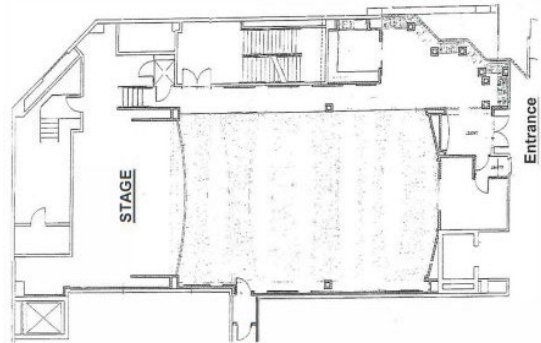
Number of Seats \_\_\_\_\_

**C. Classroom Style (Tables & Chairs Facing One Direction)**



Number of Seats \_\_\_\_\_

**D. Custom (With Approval)**



Number of Seats \_\_\_\_\_

**Setup Requirements: (Circle ALL that Apply)**

**\*\*\*Teams NOT Available\*\*\***

Podium    Microphone/Sound System    Registration Table    AV Table    Tables/Chairs    Stage Lighting

**IF AUDIO/VISUAL IS REQUIRED; PLEASE FOLLOW LINK <https://forms.office.com/g/h073yQwGx1>**