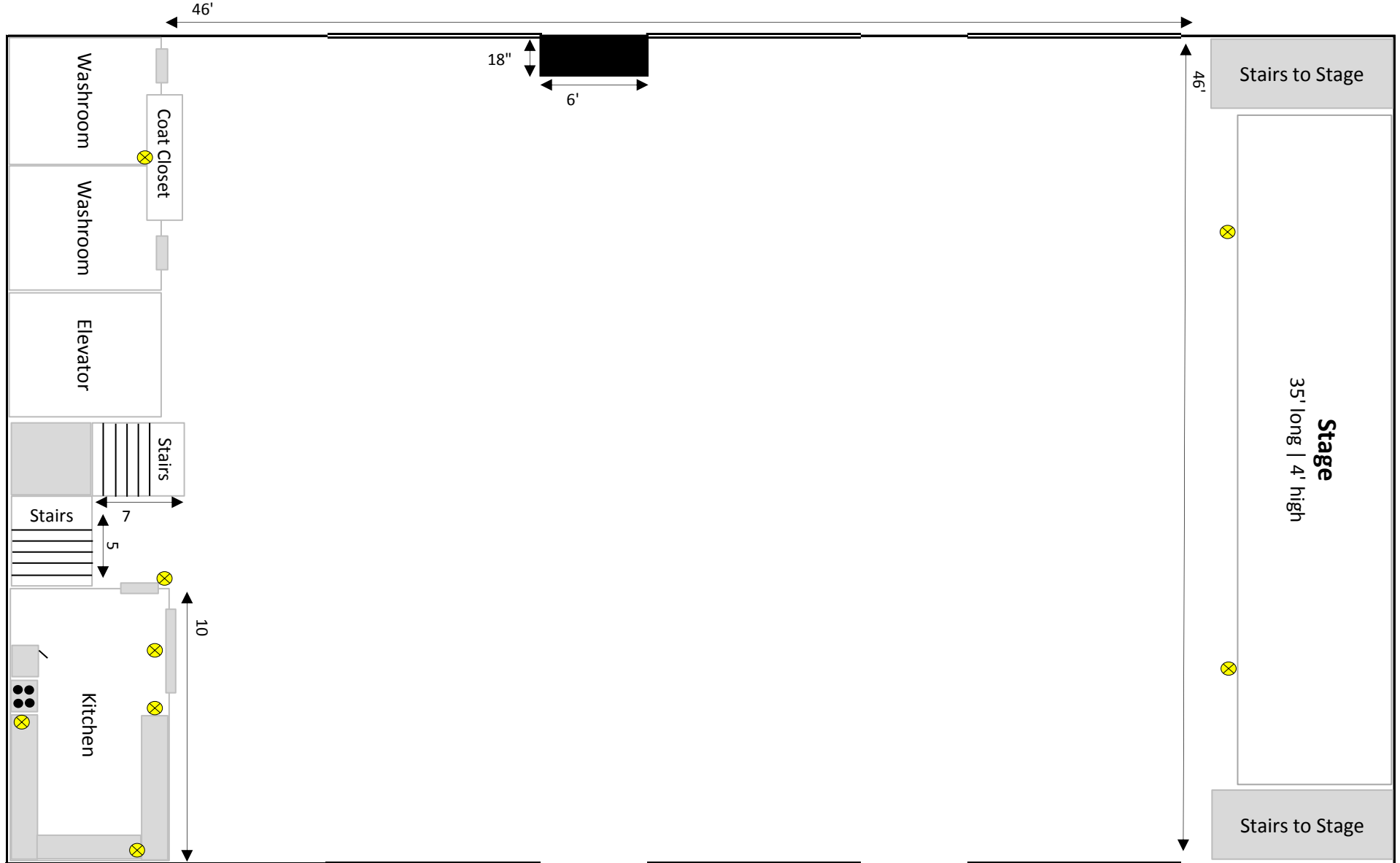


Facility Layout Planning Sheet: Southampton Town Hall

Please return to Facility Booking Coordinator
no later than 1 week prior to your event.

Event:	Date:	Time:	Contact:
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Equipment Requirements	
35- 6' rectangular tables	2- 4' rectangular tables
200- beige padded chairs	Kitchen/bar access
Household fridge available	Household stove available
Wifi available	Elevator access

Windows
 Outlets