

The Oregon Garden Resort

Lotus Room Fast Facts															
The Lotus Room is an ideal location for meetings, conventions, retreats, reunions, receptions, and group meals.															
Area	800 Ft ² (74.3M ²)														
Size	20'-6" * 39' (6.24M * 11.89M)														
Ceiling Height	9' (2.7M)														
Maximum Number of People	80														
Contact Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com															
	<table border="1"> <thead> <tr> <th>Set up options</th> <th>Number of people</th> </tr> </thead> <tbody> <tr> <td>Theater</td> <td>80</td> </tr> <tr> <td>Classroom. Three people per 8' table</td> <td>40</td> </tr> <tr> <td>U Shape</td> <td>25</td> </tr> <tr> <td>Hollow Square</td> <td>35</td> </tr> <tr> <td>Rounds. Eight people per table</td> <td>40</td> </tr> <tr> <td>Reception</td> <td>80</td> </tr> </tbody> </table>	Set up options	Number of people	Theater	80	Classroom. Three people per 8' table	40	U Shape	25	Hollow Square	35	Rounds. Eight people per table	40	Reception	80
Set up options	Number of people														
Theater	80														
Classroom. Three people per 8' table	40														
U Shape	25														
Hollow Square	35														
Rounds. Eight people per table	40														
Reception	80														

Set up options explained:

Theater

Chairs are set up in rows, all facing the front. This set-up is used primarily for meetings where attendees do not have to take notes. It is an ideal set-up option for showing presentations or for a non-interactive internet seminar or broadcast.

Classroom

Long (6' or 8') tables are set up in rows with 3 or 4 chairs at each table, all facing the front. This set-up is used mainly for meetings where people are expected to take notes. It is an ideal set-up option for interactive presentations or training.

U Shape

Chairs are set up around a series of tables set up in a U shape. This set-up is used mainly for meetings where people have to interact with each other and take notes. It is an ideal set-up option for a group discussion and a smaller presentation.

Hollow Square

Chairs are set up around a series of central tables, which form a hollow square inside the tables. This set-up is used mainly for formal meetings where people have to interact with each other and take notes. It is an ideal set-up option for larger group discussions. It is not ideal for presentations, as people are facing each other across a table.

Rounds

Chairs are set up around a series of circular tables throughout the room. This set-up is used mainly for banquets, weddings, dinners, or social dining events. It is also used for larger meetings or retreats, with participants turning chairs toward a speaker or audio-visual presentation.

Reception

Participants stand and mingle during a reception-style event. Tables are used only for food and beverage or group materials.

Oregon Garden Resort

895 W. Main Street, Silverton, OR 97381
www.MoonstoneHotels.com