

The Oregon Garden Resort

Orchid Room Fast Facts															
The Orchid Room is a casually elegant ballroom that is an ideal location for meetings, conventions, retreats, reunions, receptions, and group meals. It is divisible by an operable wall into two halves, Orchid A and Orchid B.															
Area	3240 Ft ² (301M ²)														
Size	79' * 41' (24M * 12.5M)														
Ceiling Height	9' (2.7M)														
Maximum Number of People	316														
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>300</td> </tr> <tr> <td>Classroom. Three people per 8' table</td> <td>150</td> </tr> <tr> <td>U Shape</td> <td>65</td> </tr> <tr> <td>Hollow Square</td> <td>80</td> </tr> <tr> <td>Rounds. Eight people per table</td> <td>160</td> </tr> <tr> <td>Reception</td> <td>316</td> </tr> </tbody> </table>	Set up options	Number of people	Theater	300	Classroom. Three people per 8' table	150	U Shape	65	Hollow Square	80	Rounds. Eight people per table	160	Reception	316
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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.

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