

The Cypress Room at Pelican Cove Inn

The Cypress Room Fast Facts			
The Cypress Room is a light, bright meeting room, complete with a fireplace, which is perfect for family reunions, meals, small conferences, off-site training sessions or management retreats.			
Area	400 Ft ² (37.2 M ²)	Set up options	Number of people
Size	22'-8" * 17'-8" (6.9 M * 5.4 M)	Theater	44
Ceiling Height	8'-3" (2.5 M)	Classroom	30
Maximum Number of People	44	Boardroom	20
Contact Michelle Raymond (805) 927-6114 ext 2231 MichelleR@MoonstoneHotels.Com		U Shape	20
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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.

Boardroom

Chairs are set up around a central table. 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 group discussions. It is not ideal for presentations, as people are facing each other across a table.

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.

Pelican Cove Inn

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