



<b>Sage Room Fast Facts</b>			
The Sage Room is a meeting room that is ideal for meetings, retreats, reunions, receptions, and group meals.			
<b>Area</b>	1248 Ft <sup>2</sup> (116 M <sup>2</sup> )	<b>Set up options</b>	<b>Number of people</b>
<b>Size</b>	52' * 24' (15.8 M *7.3 M)	Theater	140
<b>Ceiling Height</b>		Classroom	60
<b>Maximum Number of People</b>	140	U Shape	
<b>Contact</b>		Hollow Square	
Faith Wellman (541) 942-2491 FaithW@MoonstoneHotels.Com		Rounds	80
		Reception	140

**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.

**Village Green Resort**

725 Row River Road, Cottage Grove, OR 97424  
Tel (541) 942-2491 Fax (541) 942-2386

www.VillageGreenResortandGardens.Com or www.MoonstoneHotels.com