

Floor Space Guide (approximate) –Per Person

Cocktail Parties (stand up)	6 sq ft	0.56 sq mtr
Reception (buffet style)	8 sq ft	0.74 sq mtr
Dinner (rectangular tables)	10 sq ft	0.93 sq mtr
Dinner (round tables)	12 sq ft	1.12 sq mtr
Spectator Seating (rows)	6 sq ft	0.56 sq mtr
Dance Floor Area	4 sq ft	0.37 sq mtr