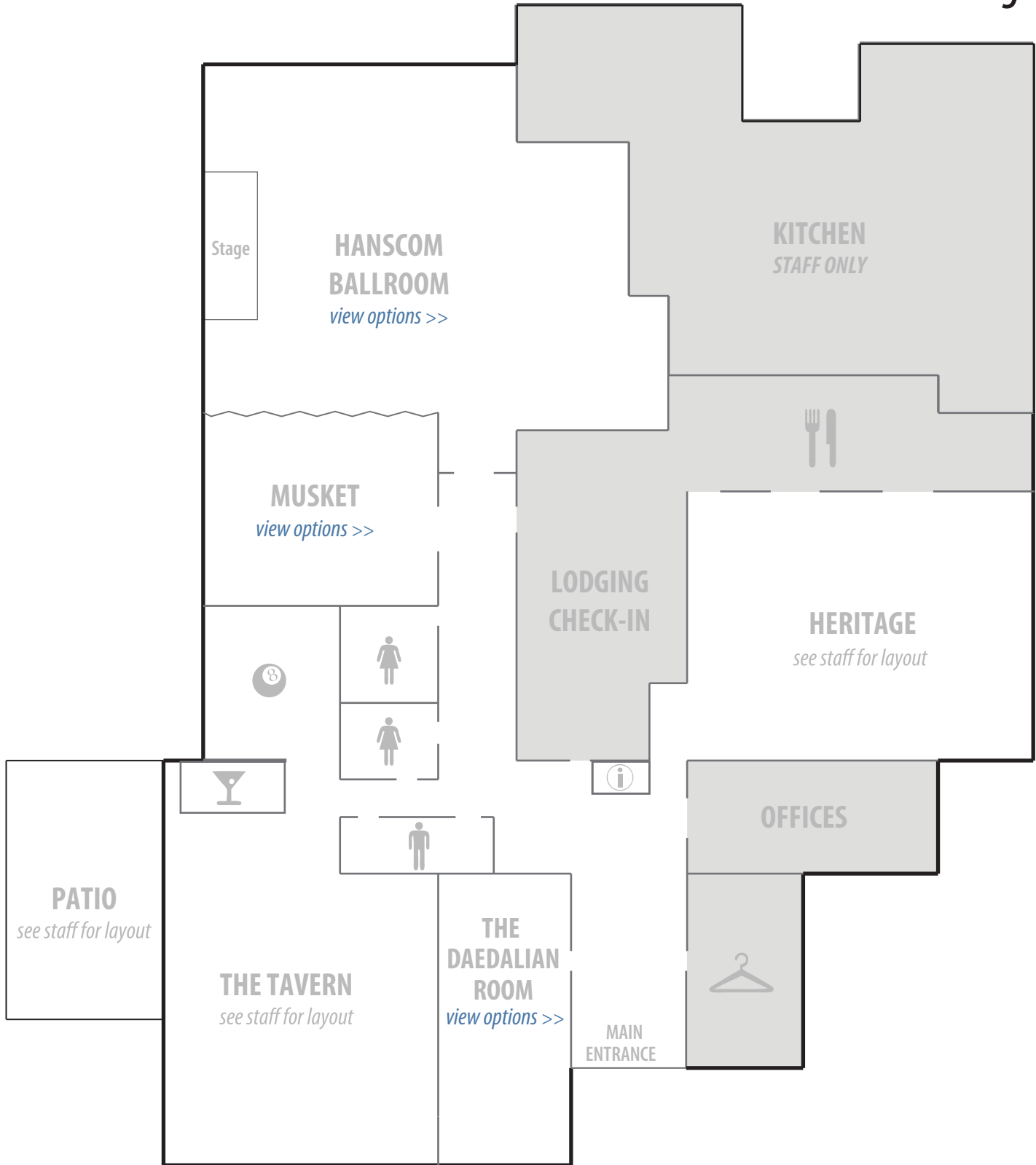


Minuteman Commons

room selection guide



FOR STAFF USE ONLY

confirmation number _____

customer signature _____ date _____

event title _____ event date _____

employee signature _____ date _____

HANSCOM BALLROOM PLAN

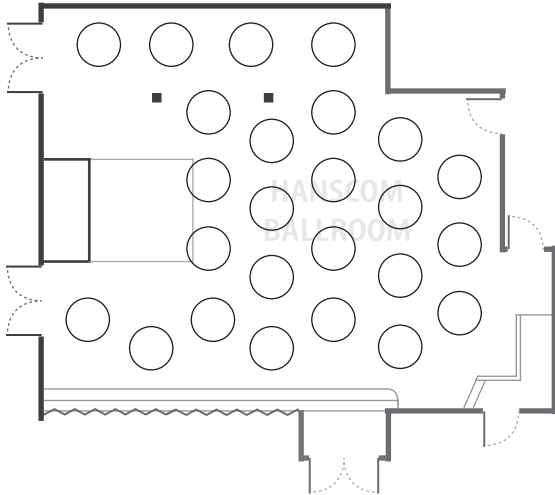
the Commons
capacity: 210 persons

"No Fee Room Contracts" are not available in the Ballroom.

Bring printed contract and floor plan when making your deposit.

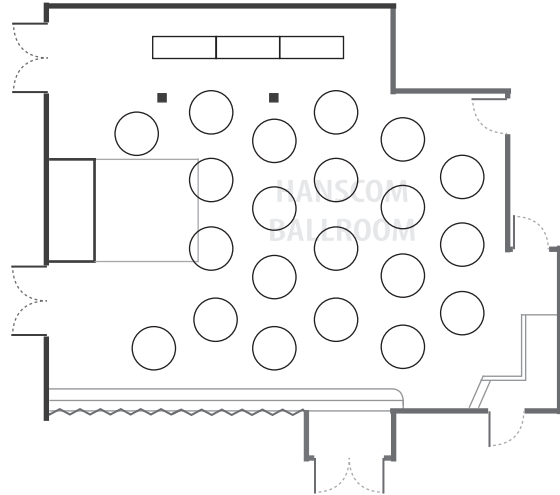
Check which box best fits your event. If options A-C* do not meet your needs please check "D." (see the Common's staff for additional floor plans)

Official Military Functions, see standard set-up: option C.



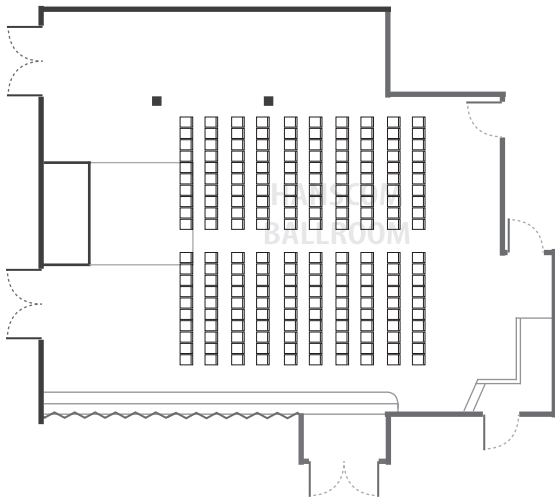
option: A _____
of persons attending

"X" out any tables you wish not to have in your room layout.



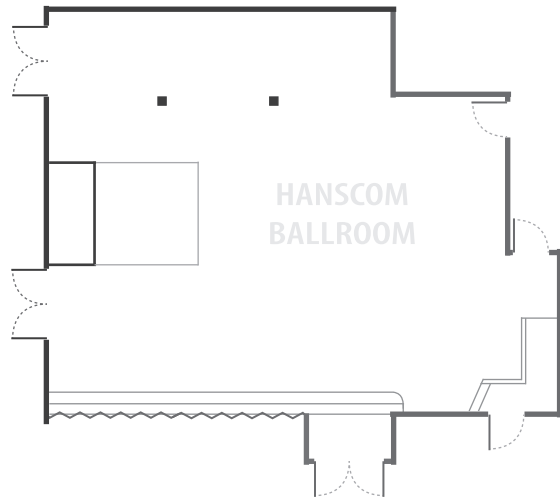
option: B _____
of persons attending

"X" out any tables you wish not to have in your room layout.



option: C _____
of persons attending

Standard set-up for official Military Functions.
Please note if you would like a banquet table.



option: D _____
of persons attending

If options A-C do not meet your needs please check box above.
(see the Common's staff for additional floor plans)

FOR STAFF USE ONLY

confirmation number _____

customer signature _____ date _____

event title _____ event date _____

employee signature _____ date _____

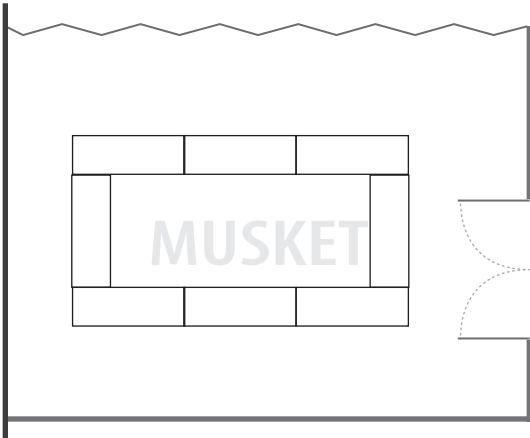
MUSKET ROOM PLAN

Bring printed contract and floor plan when making your deposit.

Check which box best fits your event. If options A-C do not meet your needs please check "D." (see the Common's staff for additional floor plans)

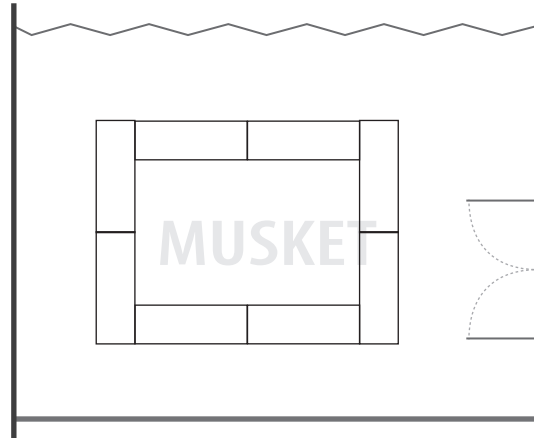
the Commons

capacity: 60 persons



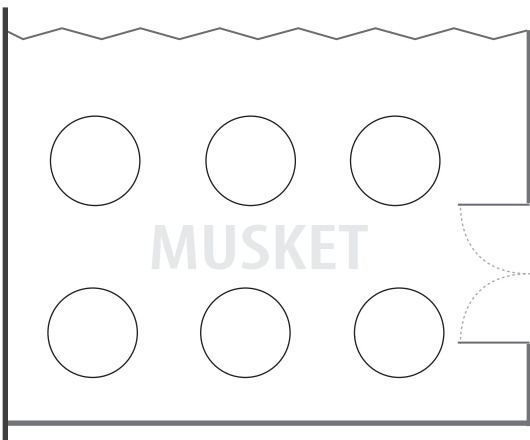
option: A _____
of persons attending

"X" out any tables you wish not to have in your room layout.



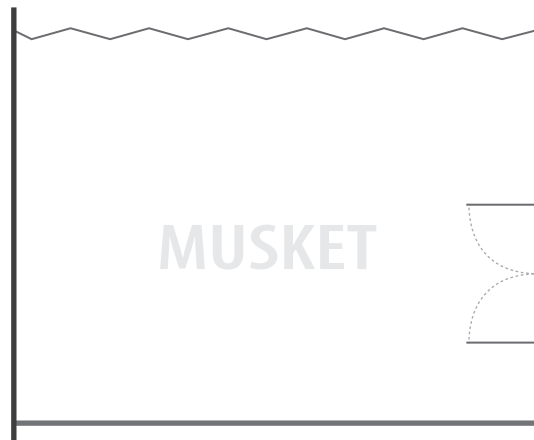
option: B _____
of persons attending

"X" out any tables you wish not to have in your room layout.



option: C _____
of persons attending

Please note if you would like a banquet table.
Max round tables 6: with no banquet table.
"X" out any tables you wish not to have in your room layout.



option: D _____
of persons attending

If options A-C do not meet your needs please check box above.
(see the Common's staff for additional floor plans)

FOR STAFF USE ONLY

confirmation number _____

customer signature _____ date _____

event title _____ event date _____

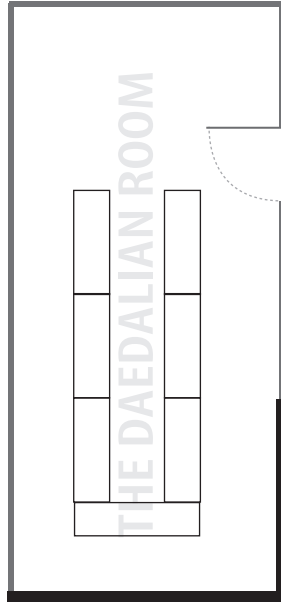
employee signature _____ date _____

THE DAEDALIAN ROOM PLAN

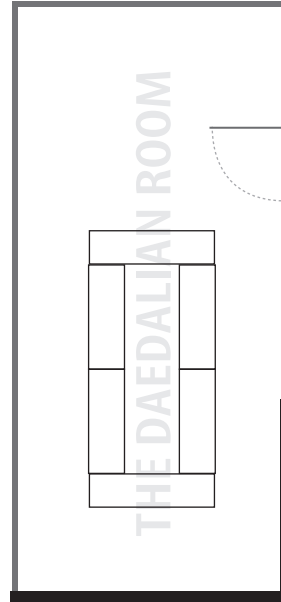
the Commons
capacity: 42 persons

Bring printed contract and floor plan when making your deposit.

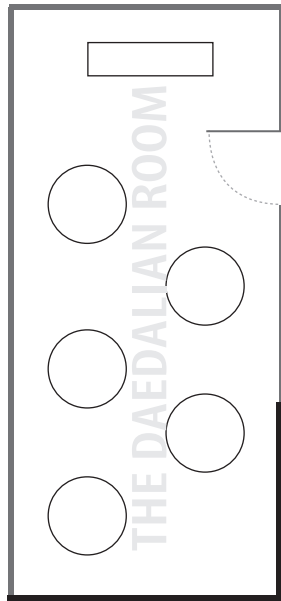
Check which box best fits your event. If options A-C do not meet your needs please check "D." (see the Common's staff for additional floor plans)



option: A _____
of persons attending
"X" out any tables you wish not to have in your room layout.



option: B _____
of persons attending
"X" out any tables you wish not to have in your room layout.



option: C _____
of persons attending
Please note if you would like a banquet table.
Max round tables 6: with no banquet table.
"X" out any tables you wish not to have in your room layout.



option: D _____
of persons attending
If options A-C do not meet your needs please check box above.
(see the Common's staff for additional floor plans)

FOR STAFF USE ONLY

confirmation number _____

customer signature _____ date _____

event title _____ event date _____

employee signature _____ date _____