



Facility Layout Guide

Palm Coast
Community Center

City of Palm Coast Parks & Recreation



Thank you for choosing the Palm Coast Community Center as your event venue! We strive to provide excellent customer service and a safe, pleasant experience. Our layout guide encompasses traditional and modern styles, from dinner and dance to formal ceremonies. Layout styles are sized to our rooms and are approximate in nature. When setting up a room, staff will take into account space for walking, event activities, and tables and chairs i.e. elbow room. There are mock setups and suggestions within this guide to help give renters perspective on how each room will look when completely set up.

Please keep in mind that not all layout styles accommodate all rooms. Recommendations are on the bottom of each layout page. Each room has a maximum number of allowed chairs, tables, and occupants. Please refer to Community Center staff for rental inquiries, questions and references. Any requested alterations or variations to existing layout guide styles must be approved by the Hospitality Specialist at least 2 weeks prior to the event.

TABLE OF CONTENTS

General Information

Tablecloth Add-Ons & More.....	3-4
Room Dimensions & Capacity.....	5
Round Table & Chair Capacity.....	6

Event Layouts

Standard.....	7-10
Dance Floor.....	11-21
Formal.....	22-26
Stations.....	27
Birthday Party.....	28-30

Meeting Layouts

U-Shape.....	31-32
Boardroom.....	33
Lecture Hall.....	34
Classroom.....	35
Conference.....	36
Circle.....	37

Reference Key

Table Sizes & Diagram Legend.....	38-40
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ADD-ONS

Round Tablecloths

120in
diameter
\$12 per
tablecloth



6ft Rectangle Tablecloths

72in x 24in
\$12 per
tablecloth



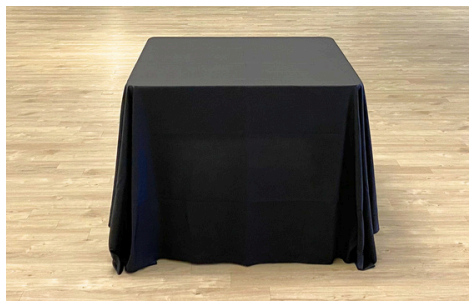
5ft Rectangle Tablecloths

60in x 30in
\$12 per
tablecloth



Square Tablecloths

42in x 42in
\$12 per
tablecloth



ADD-ONS

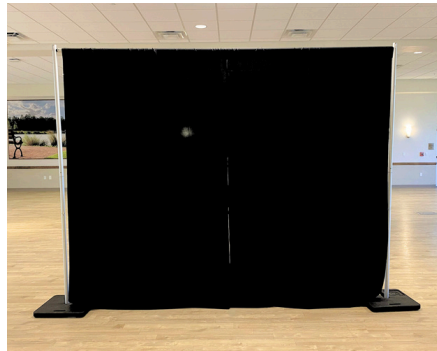
High Top Tables

36in x 42in
\$8 per table
\$12 per
tablecloth



Backdrop

8ft x 10ft
\$15 each
Linens included



Speaker System

\$40
Bluetooth or AUX
Switch board
included



ROOM DIMENSIONS & CAPACITY

Function Room Dimensions

Exploration Room #114/115.....	24' 2" x 14' 9.5"
Hometown Room #101.....	49' 4" x 41' 4"
Waterfront Room #116.....	61' 4" x 52' x 8"
Sunshine Room #112.....	73' 0" x 71' 4"

Maximum Seating Capacity (without tables)

Exploration Room #114/115.....	40 Occupants
Hometown Room #101.....	125 Occupants
Waterfront Room #116.....	175 Occupants
Sunshine Room #112.....	225 Occupants

Maximum Seating Capacity (with tables)

Exploration Room #114/115.....	25 Occupants
Hometown Room #101.....	80 Occupants
Waterfront Room #116.....	120 Occupants
Sunshine Room #112.....	192 Occupants



ROUND TABLE & CHAIR CAPACITY

Sunshine Room #112

8 Chairs per table.....	24 Round tables max.
7 Chairs per table.....	27 Round tables max.
6 Chairs per table.....	32 Round tables max.

Waterfront Room #116

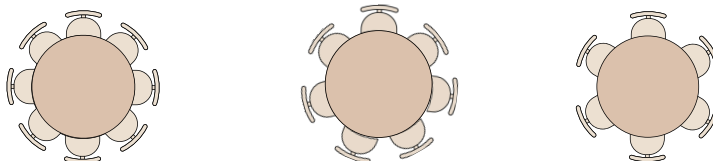
8 Chairs per table.....	15 Round tables max.
7 Chairs per table.....	17 Round tables max.
6 Chairs per table.....	20 Round tables max.

Hometown Room #101

8 Chairs per table.....	10 Round tables max.
7 Chairs per table.....	10 Round tables max.
6 Chairs per table.....	10 Round tables max.

Exploration Room #114

The Exploration Room does NOT have the capacity to hold round tables

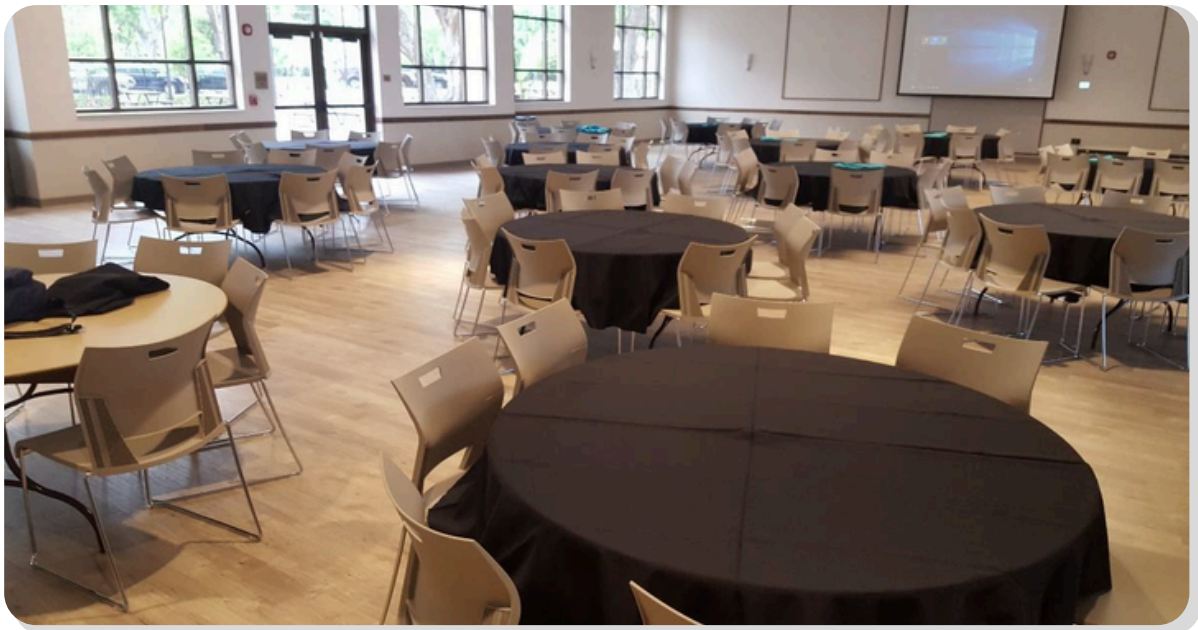
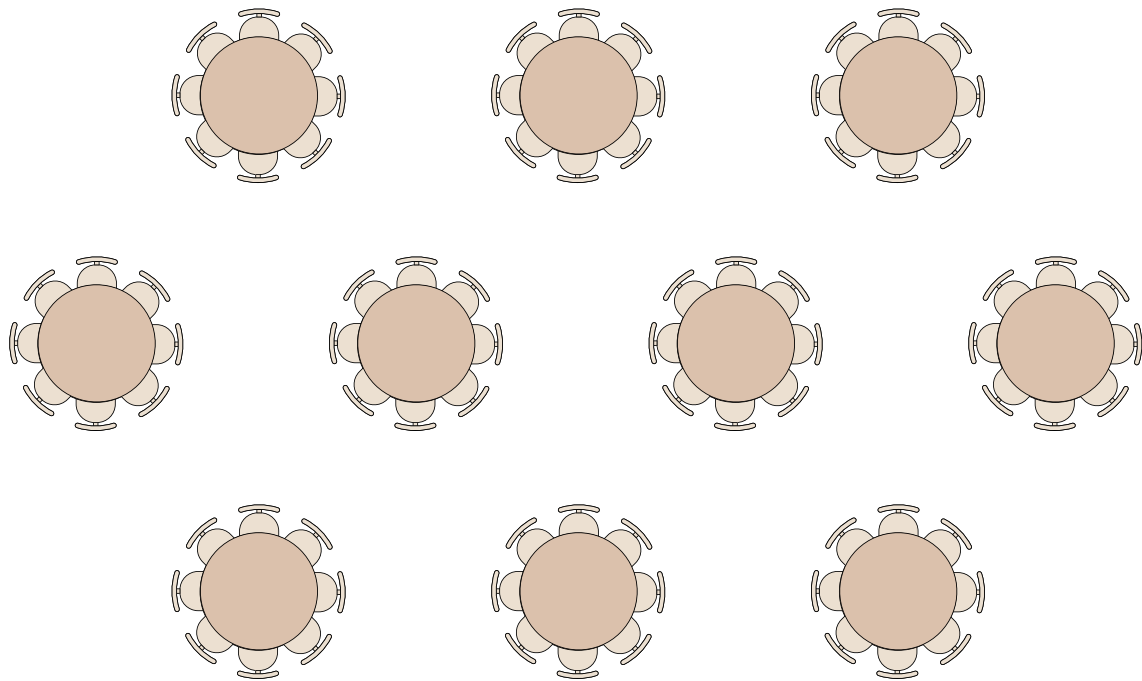


*Please keep in mind when selecting a layout with a dance floor, a higher number of tables and chairs will reduce the available dancing space. Renters desiring a larger dance floor should consider booking a larger room. Note: Rentals at maximum capacity cannot accommodate a dance floor.

**A default layout will face towards the screens/monitors within the room unless otherwise specified.

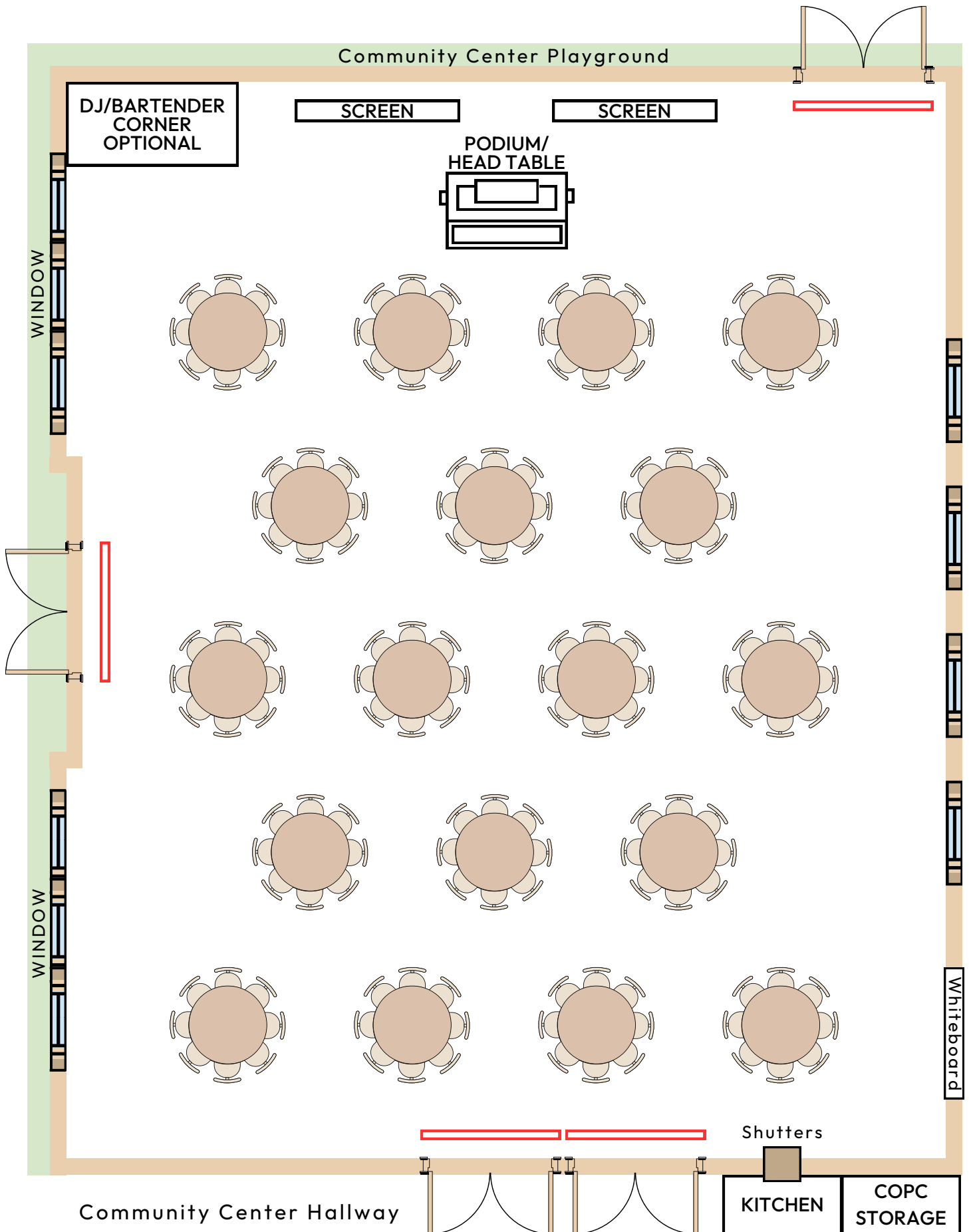
LAYOUT 1

Traditional Banquet Style

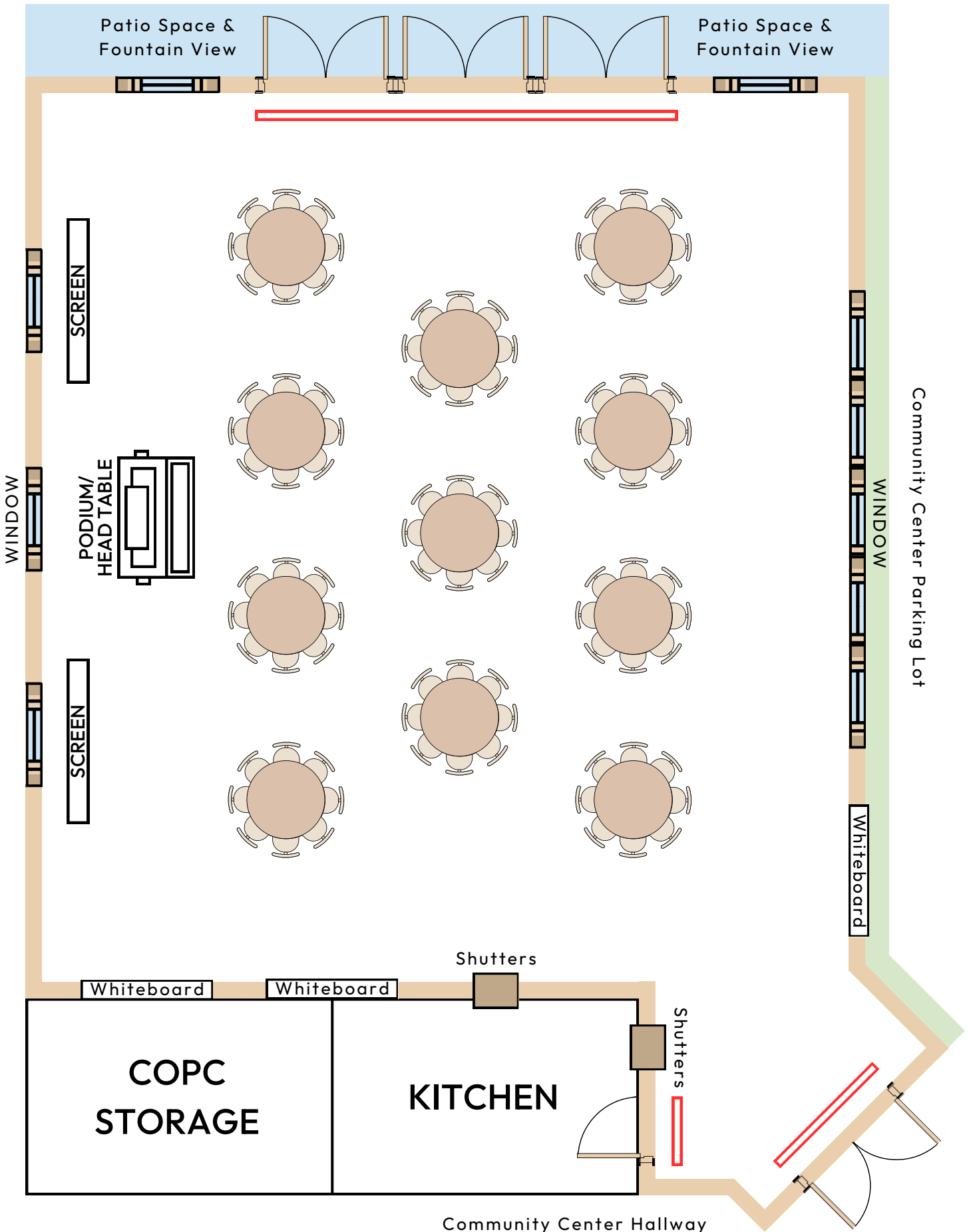


***Recommended for all rooms**

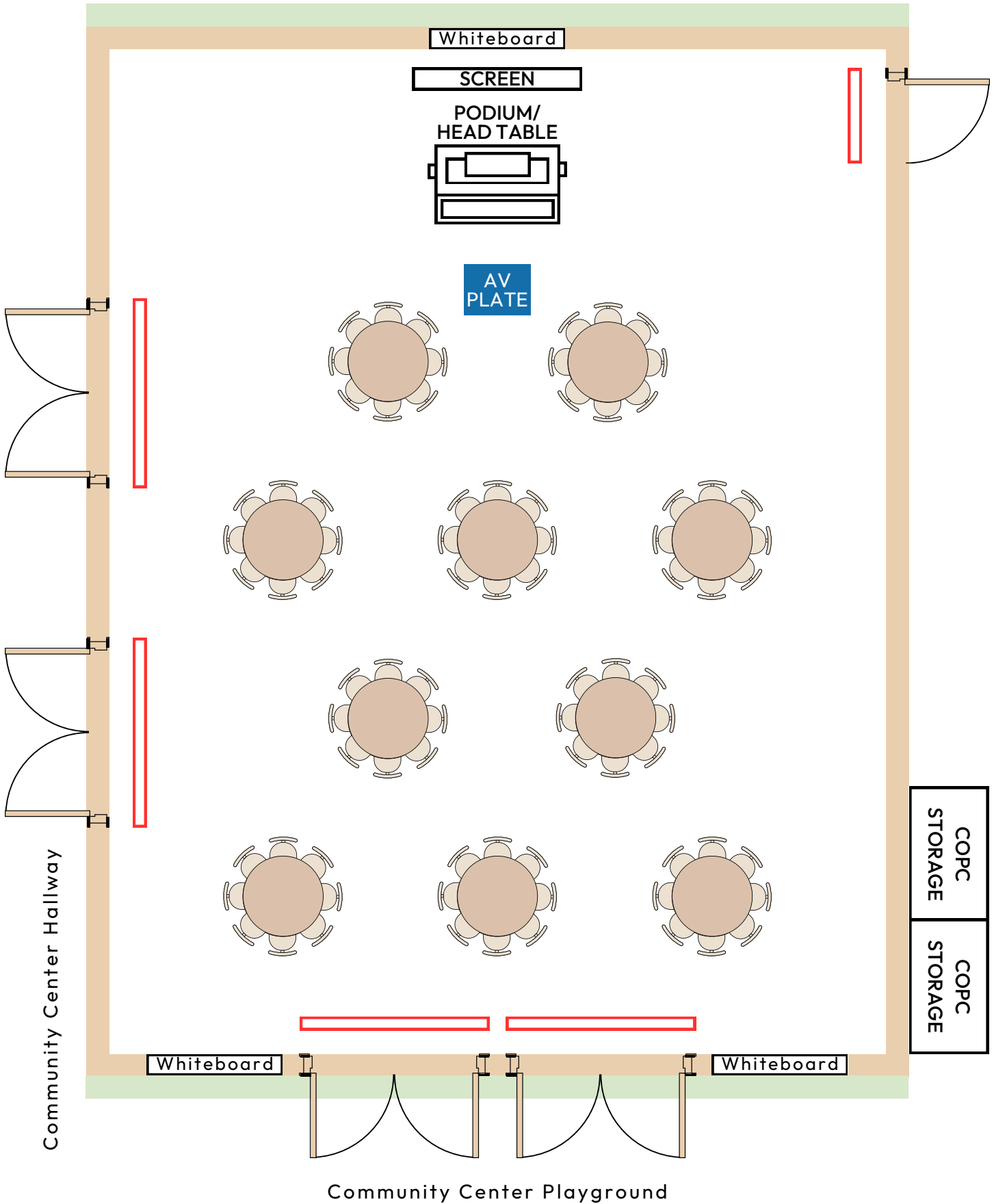
Layout 1 - Sunshine Room (Room 112)



Layout 1 - Waterfront Room (Room 116)



Layout 1 - Hometown Room (Room 101)

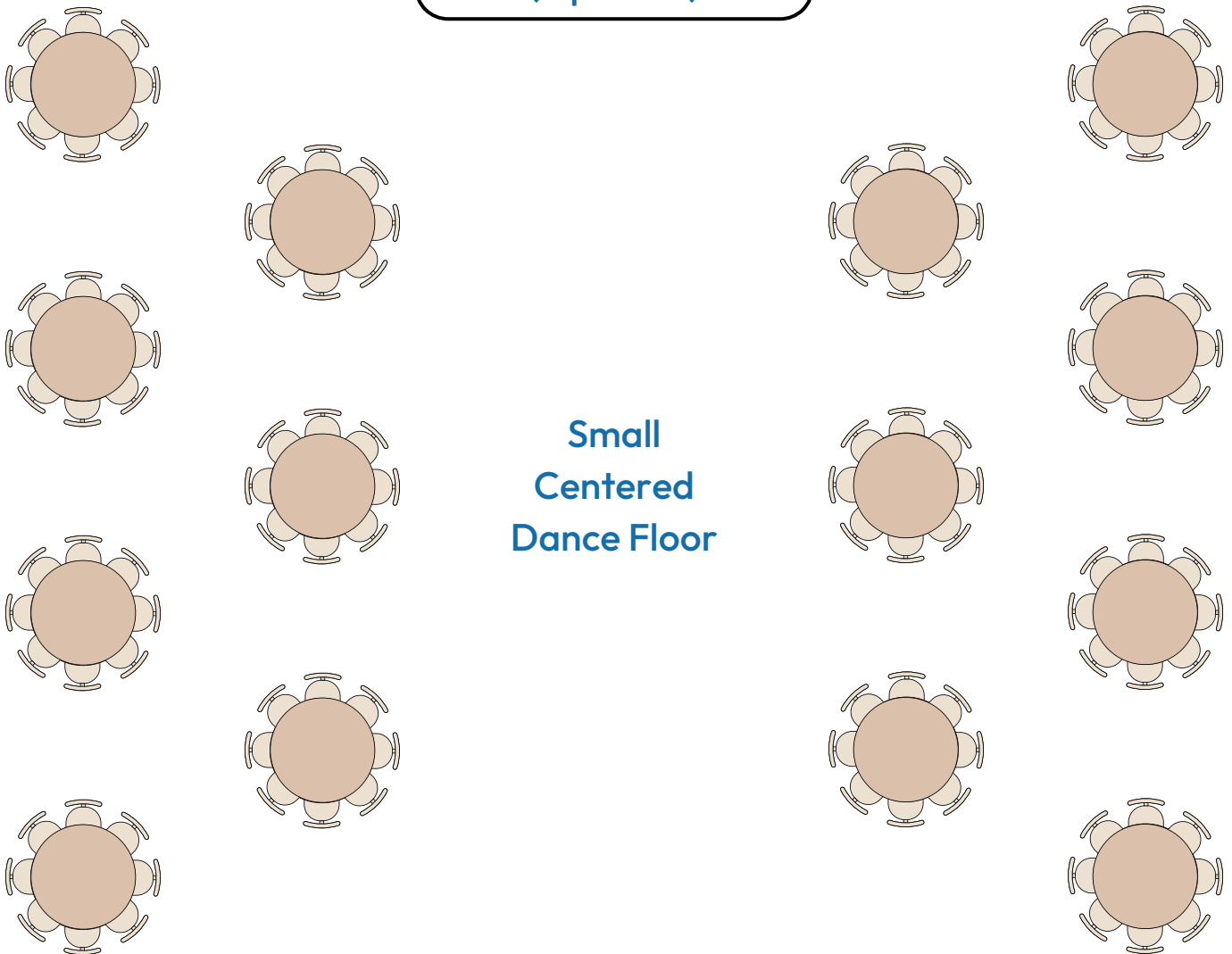


LAYOUT 2

Banquet Style with Dance Floor

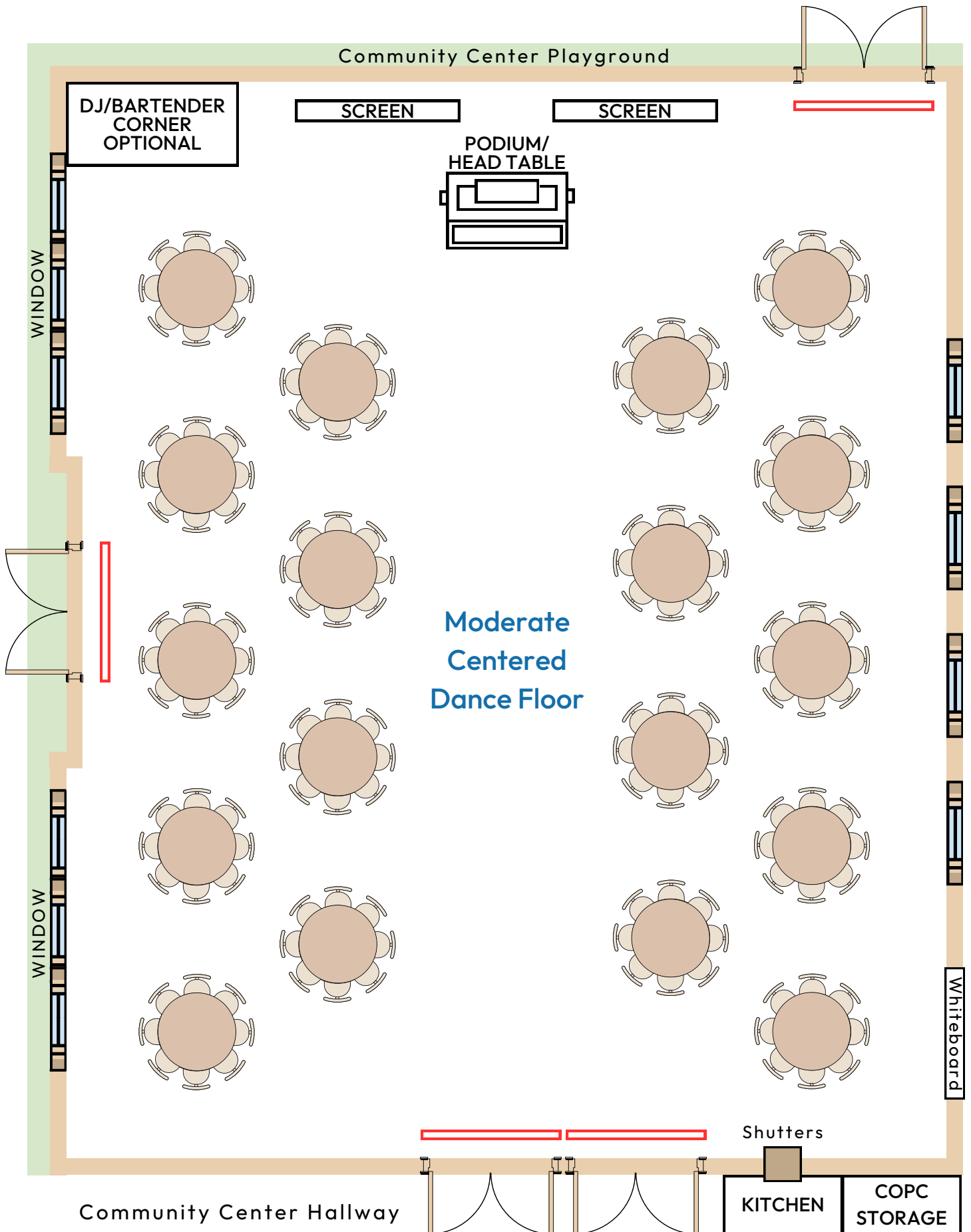
Small Event Size

Head Table/
Screen Display
(Optional)

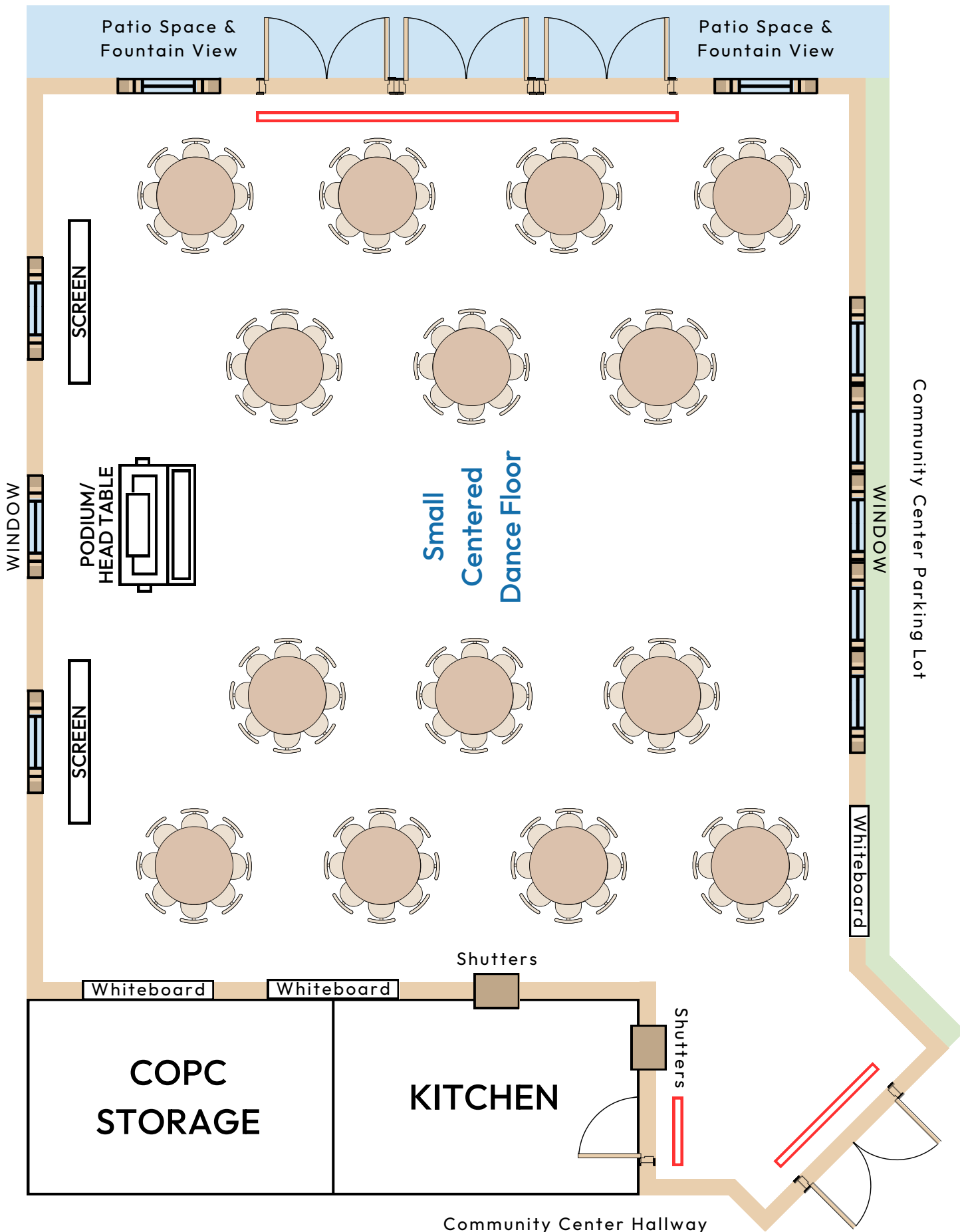


***Recommended for Sunshine & Waterfront Rooms**

Layout 2 - Sunshine Room (Room 112)



Layout 2 - Waterfront Room (Room 116)

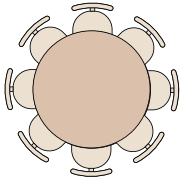
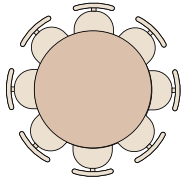
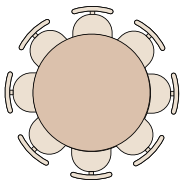
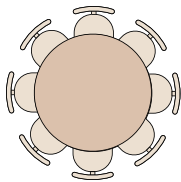


LAYOUT 3

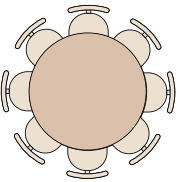
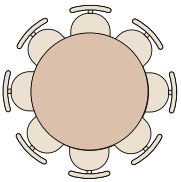
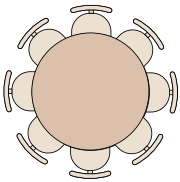
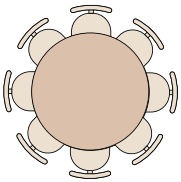
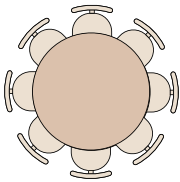
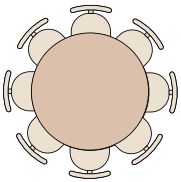
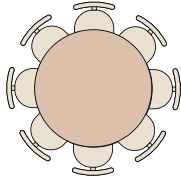
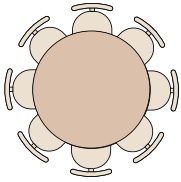
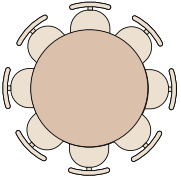
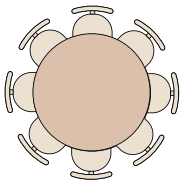
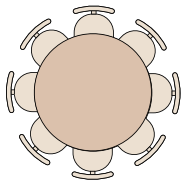
Festive Style

Moderate/Small Dance Floor

Head Table/
Screen Display
(Optional)

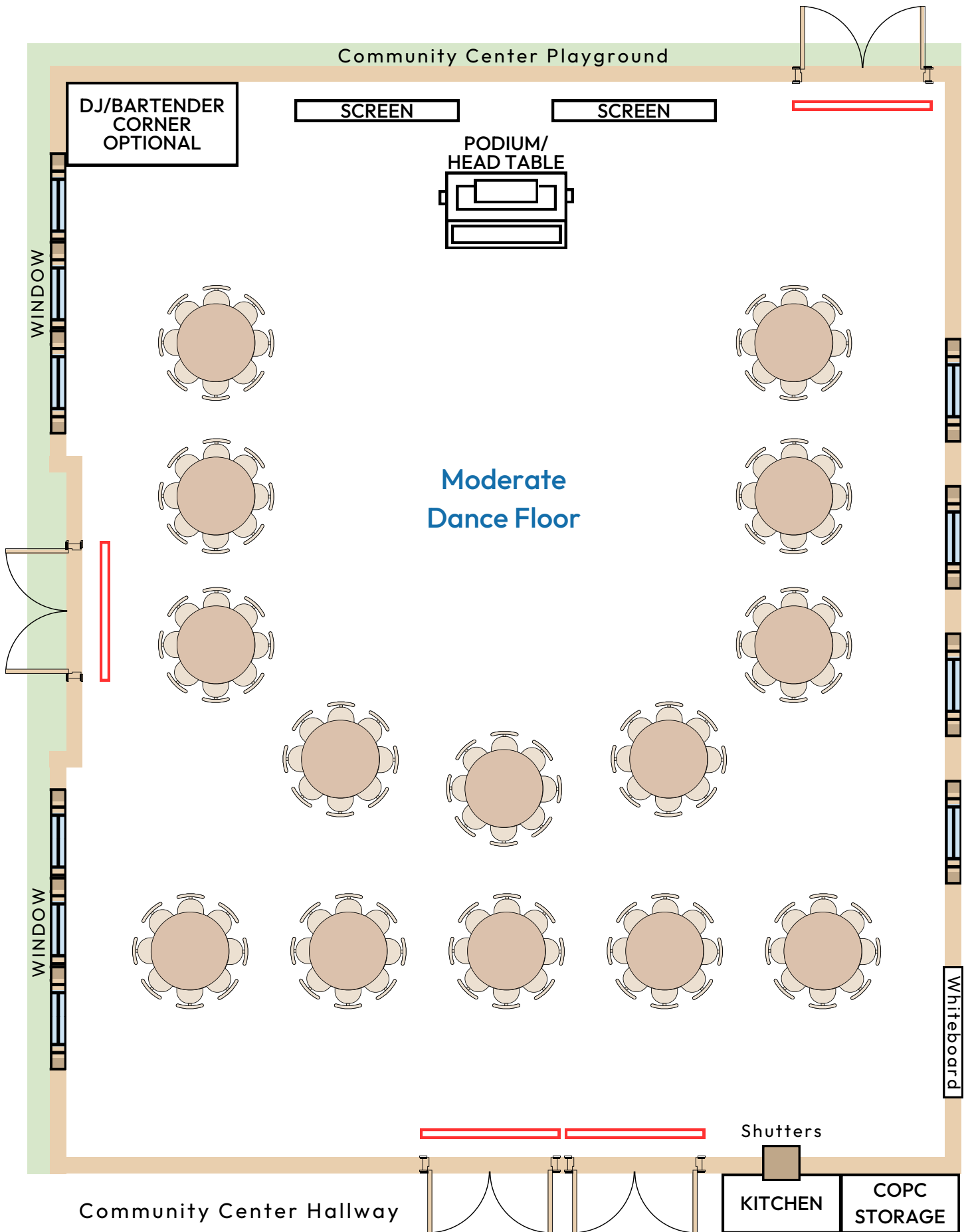


Small/
Moderate
Dance Floor

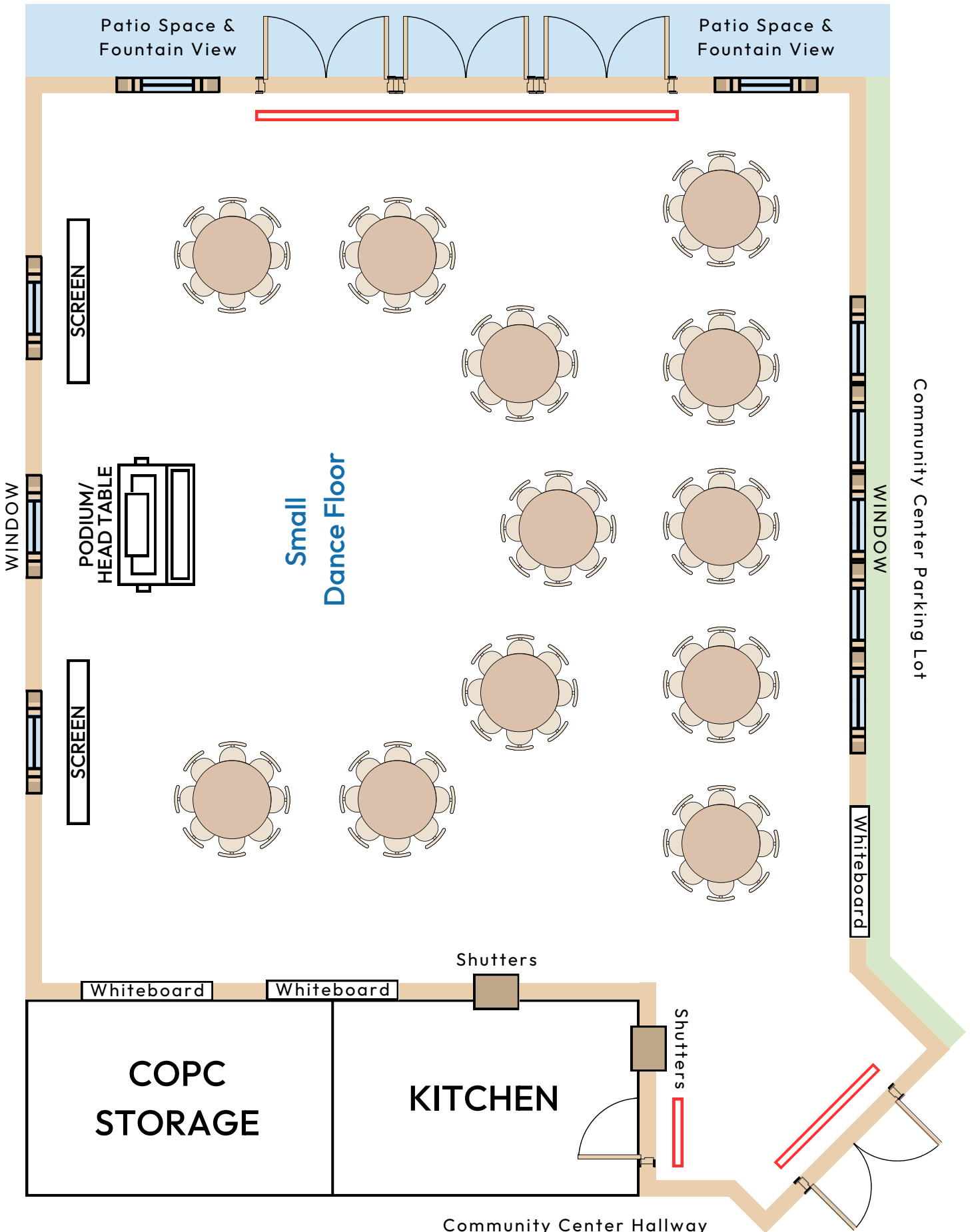


***Recommended for Sunshine & Waterfront Rooms**

Layout 3 - Sunshine Room (Room 112)



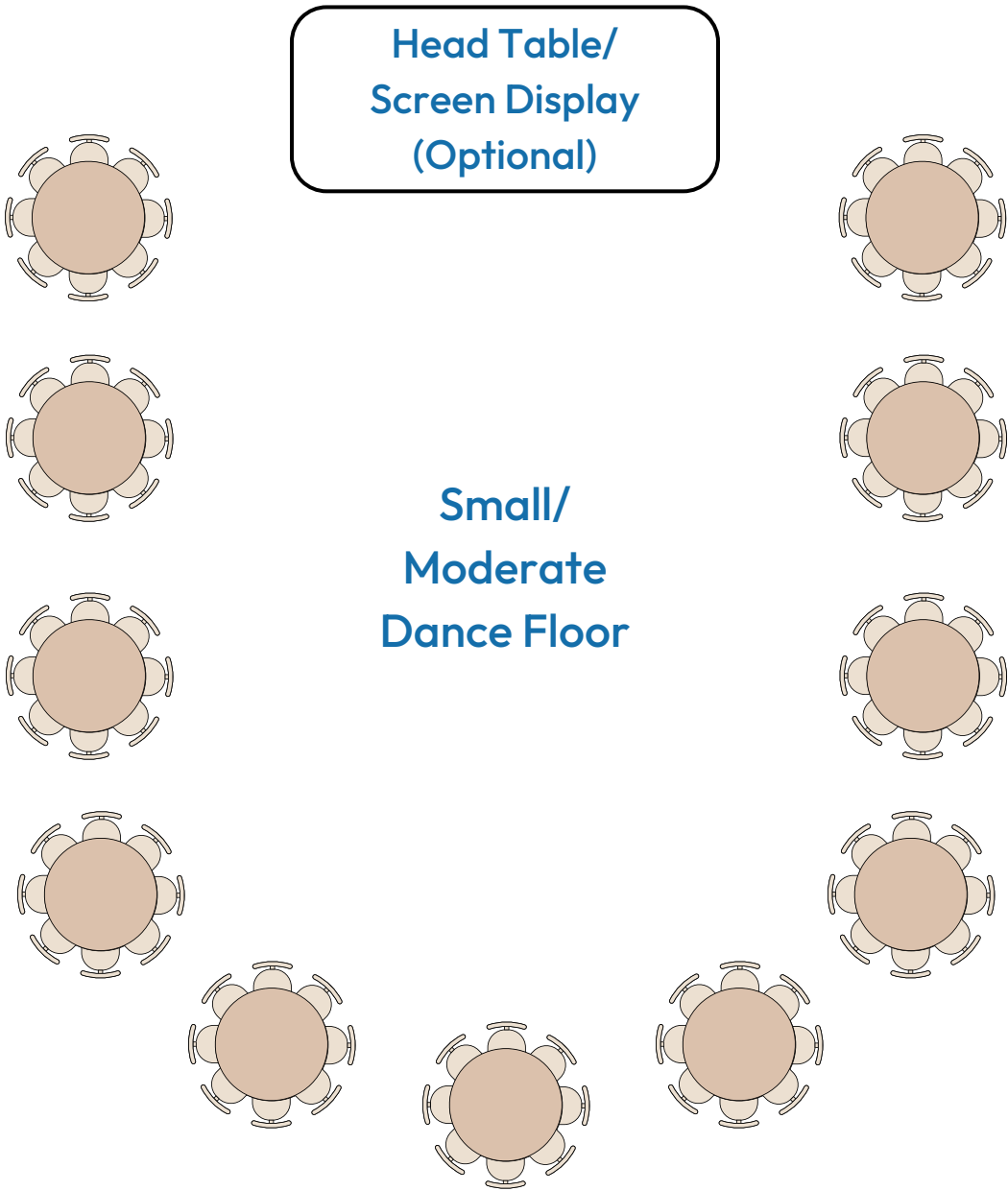
Layout 3 - Waterfront Room (Room 116)



LAYOUT 4

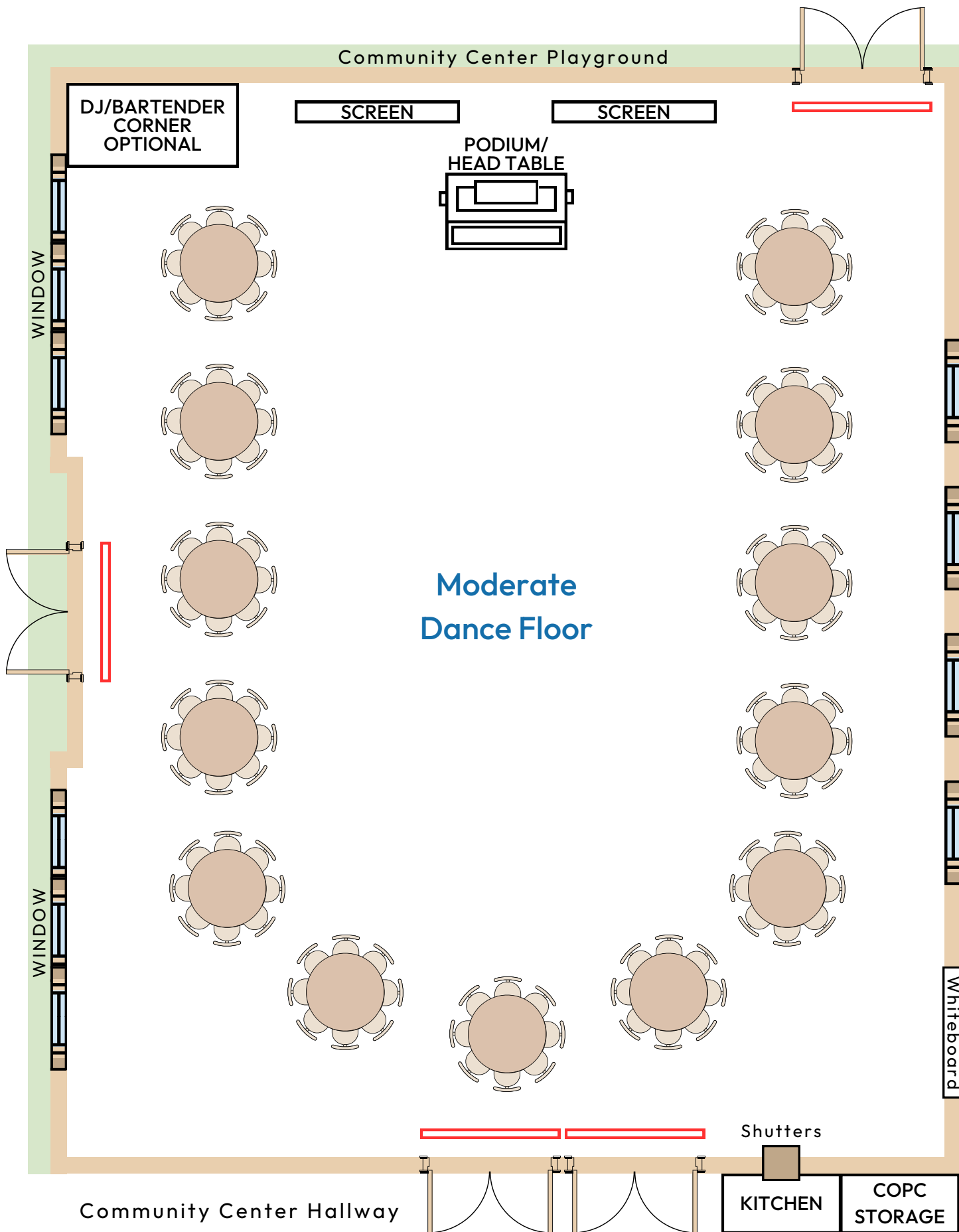
U-Shape Style

Moderate/Small Dance Floor

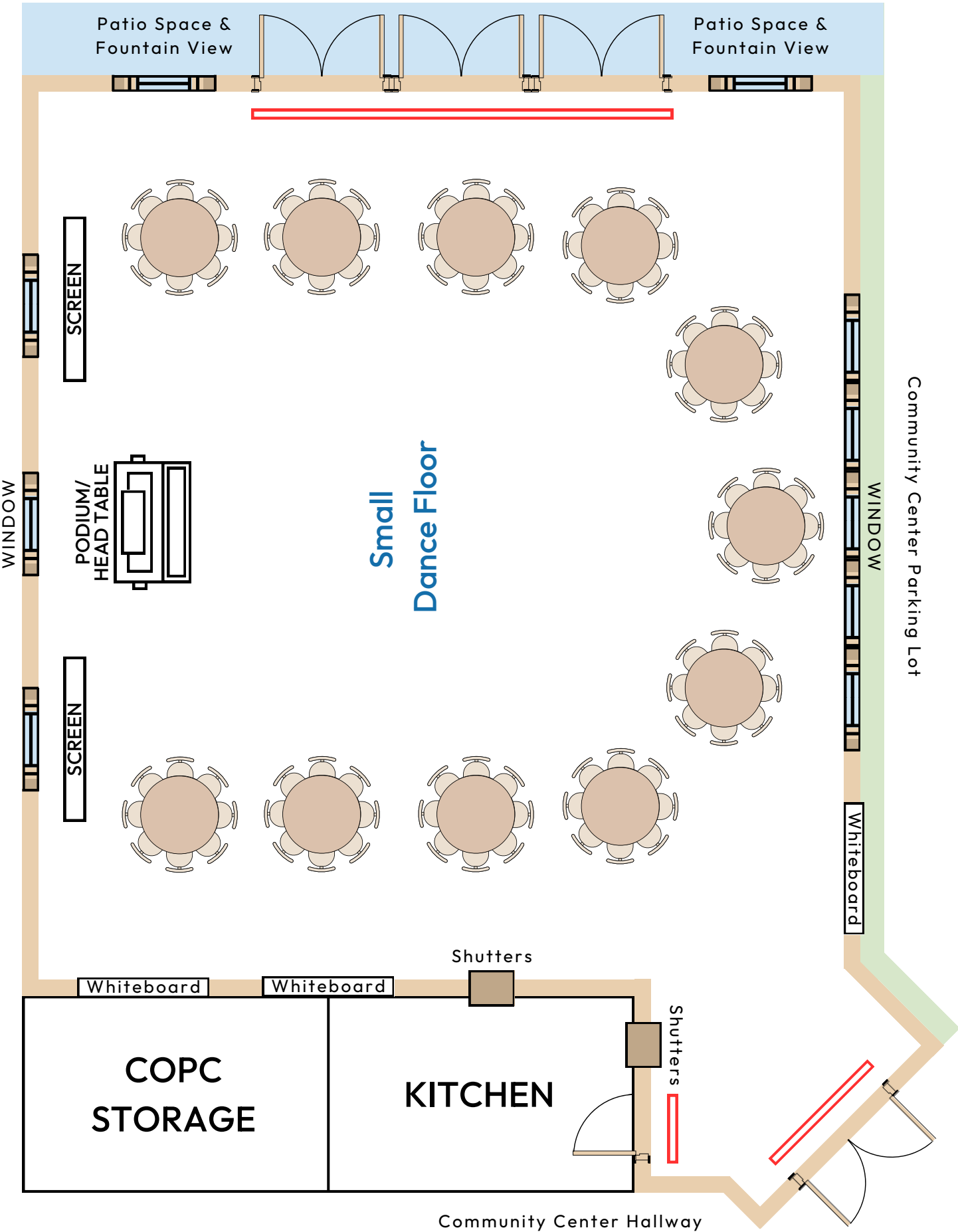


***Recommended for Sunshine & Waterfront Rooms**

Layout 4 - Sunshine Room (Room 112)



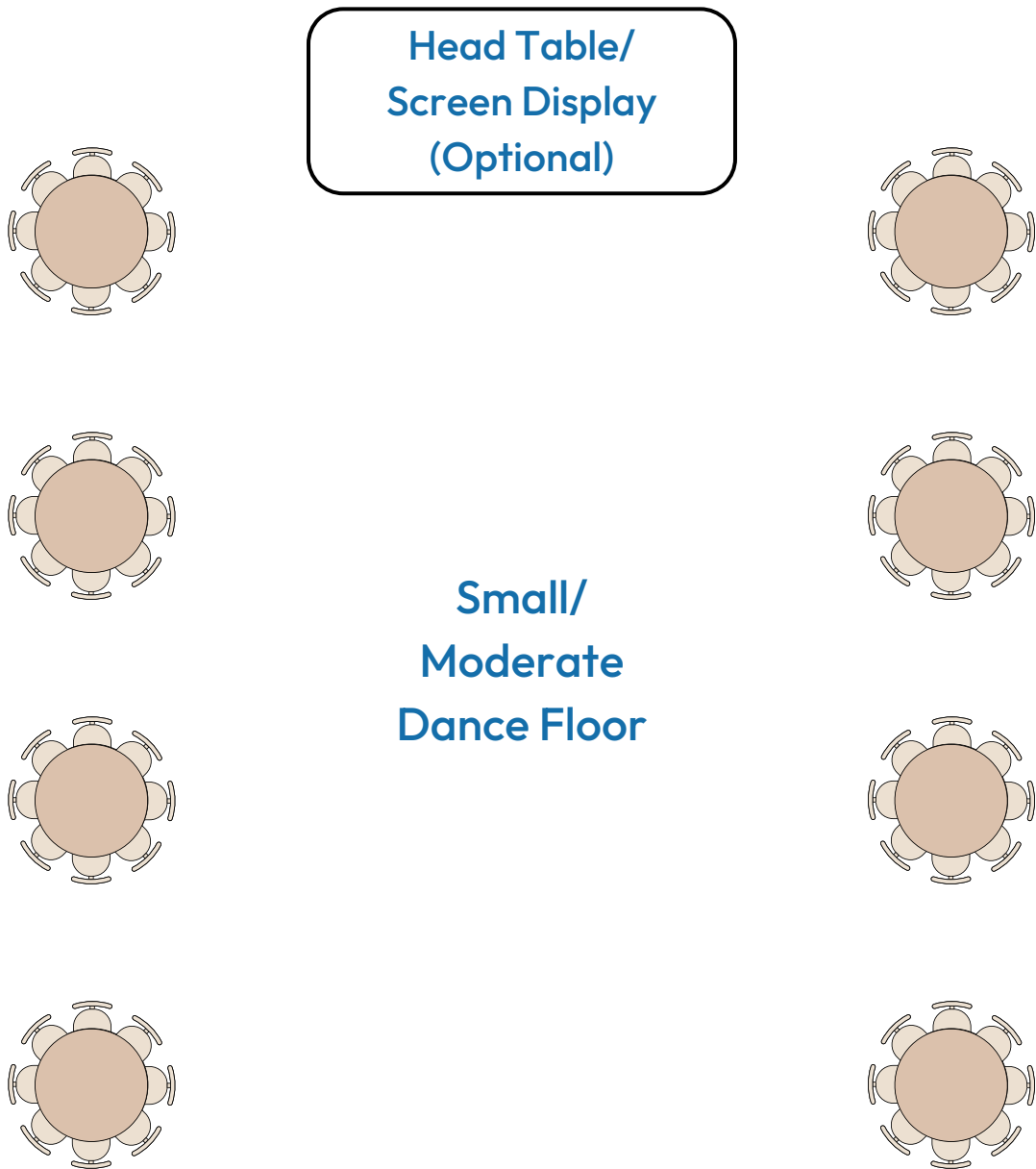
Layout 4 - Waterfront Room (Room 116)



LAYOUT 5

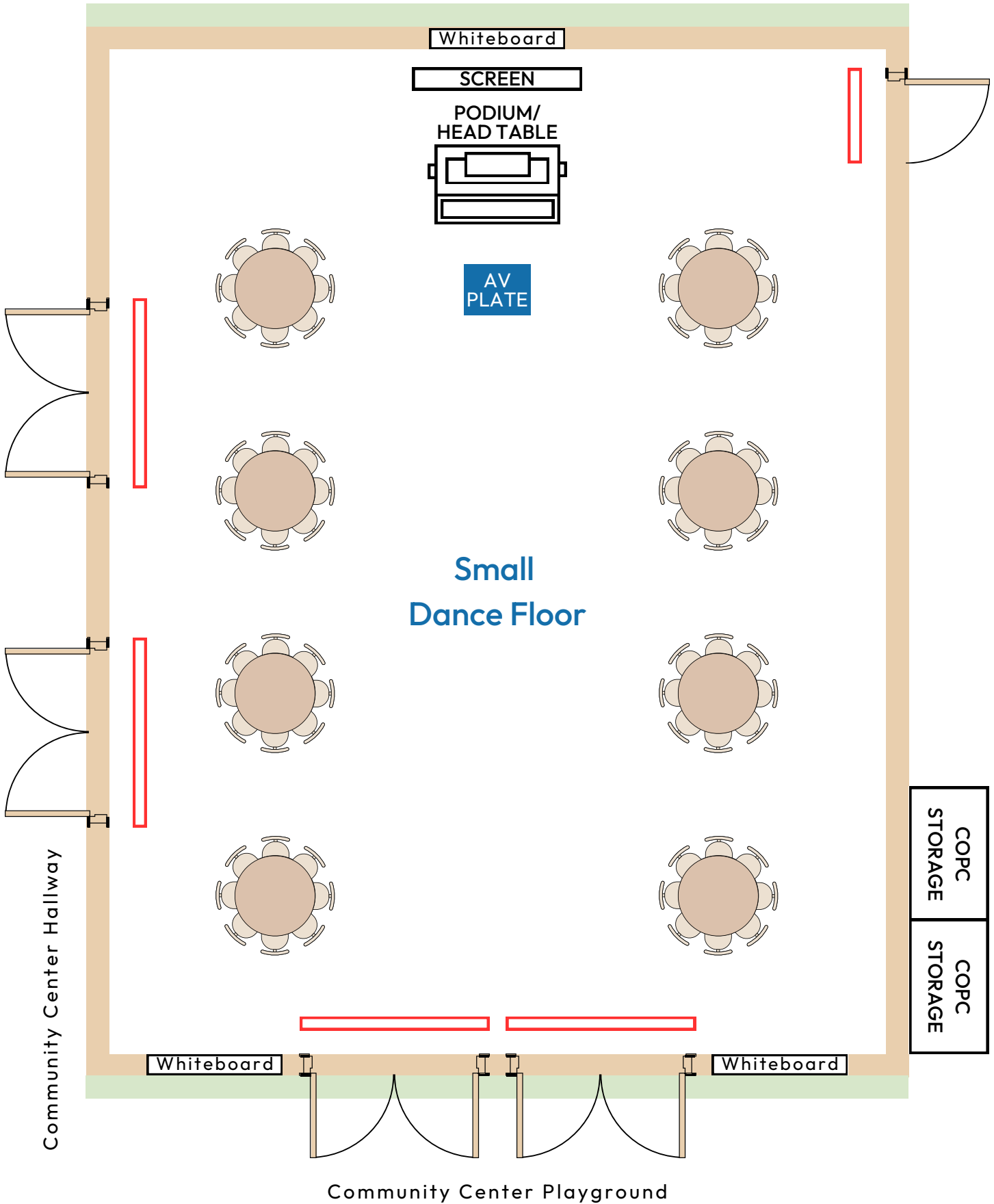
Scaled down version of Layout 2

Moderate/Small Dance Floor



***Recommended for Sunshine & Waterfront Rooms**

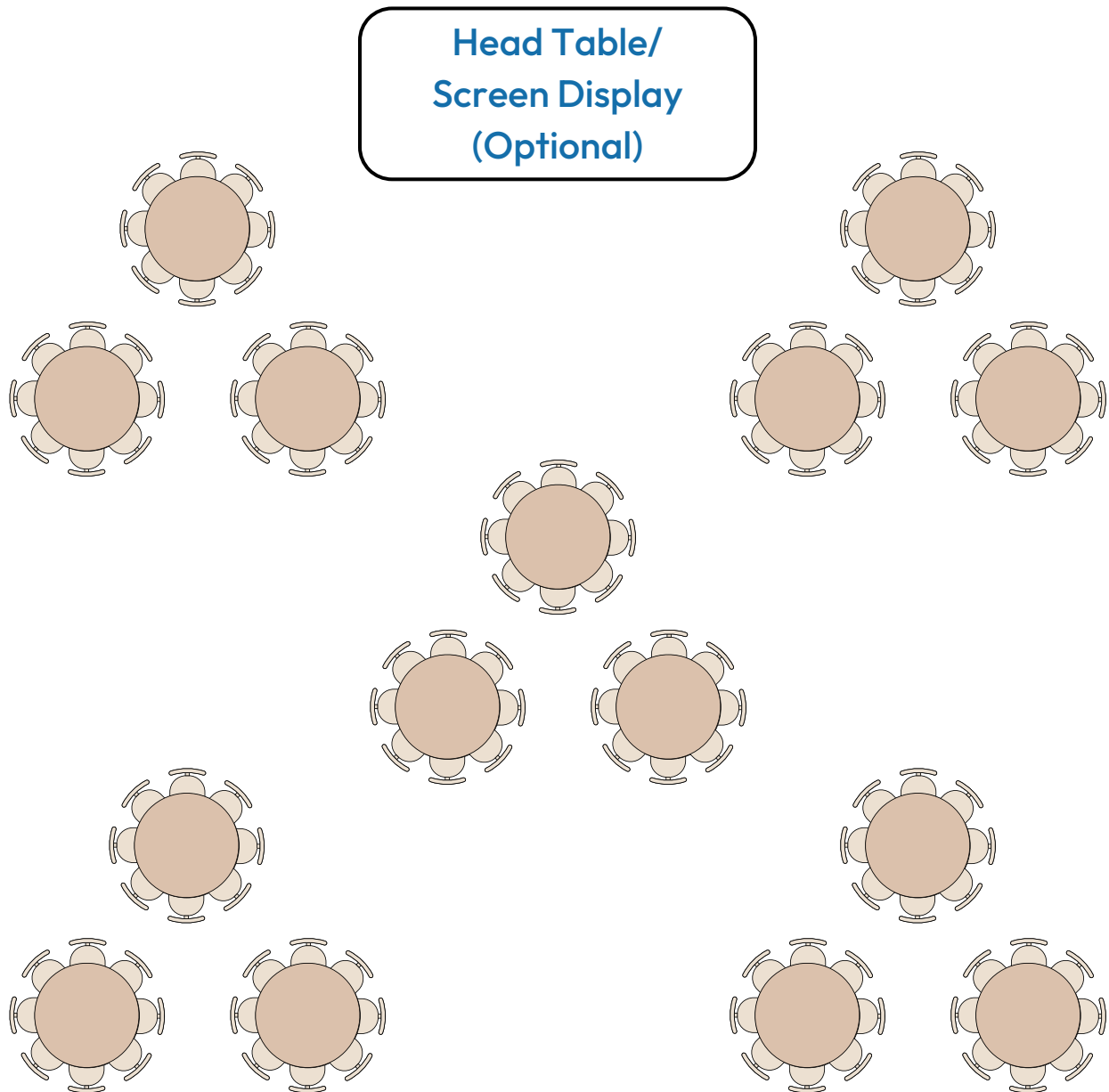
Layout 5 - Hometown Room (Room 101)



LAYOUT 6

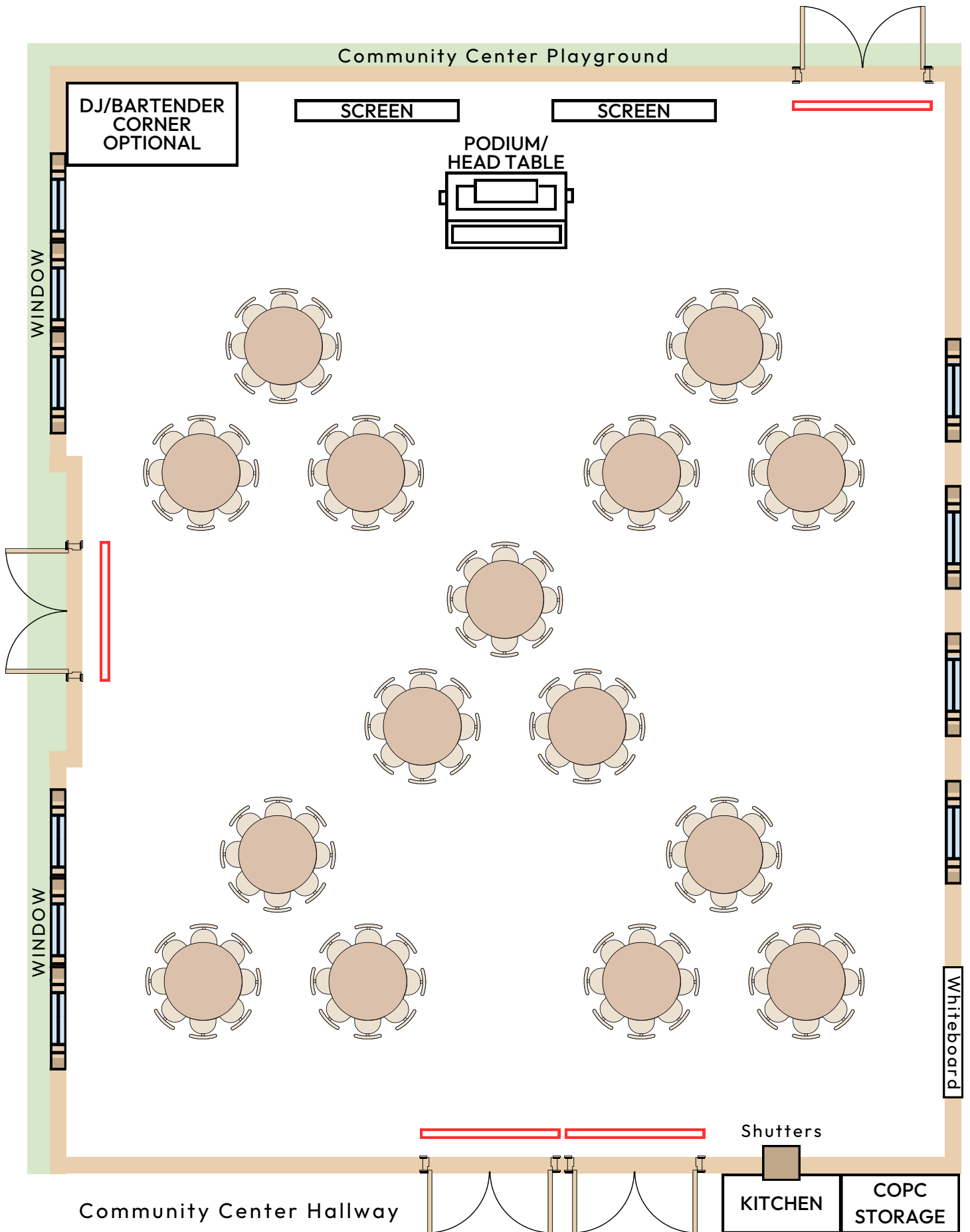
Gala Style

Small Event Size

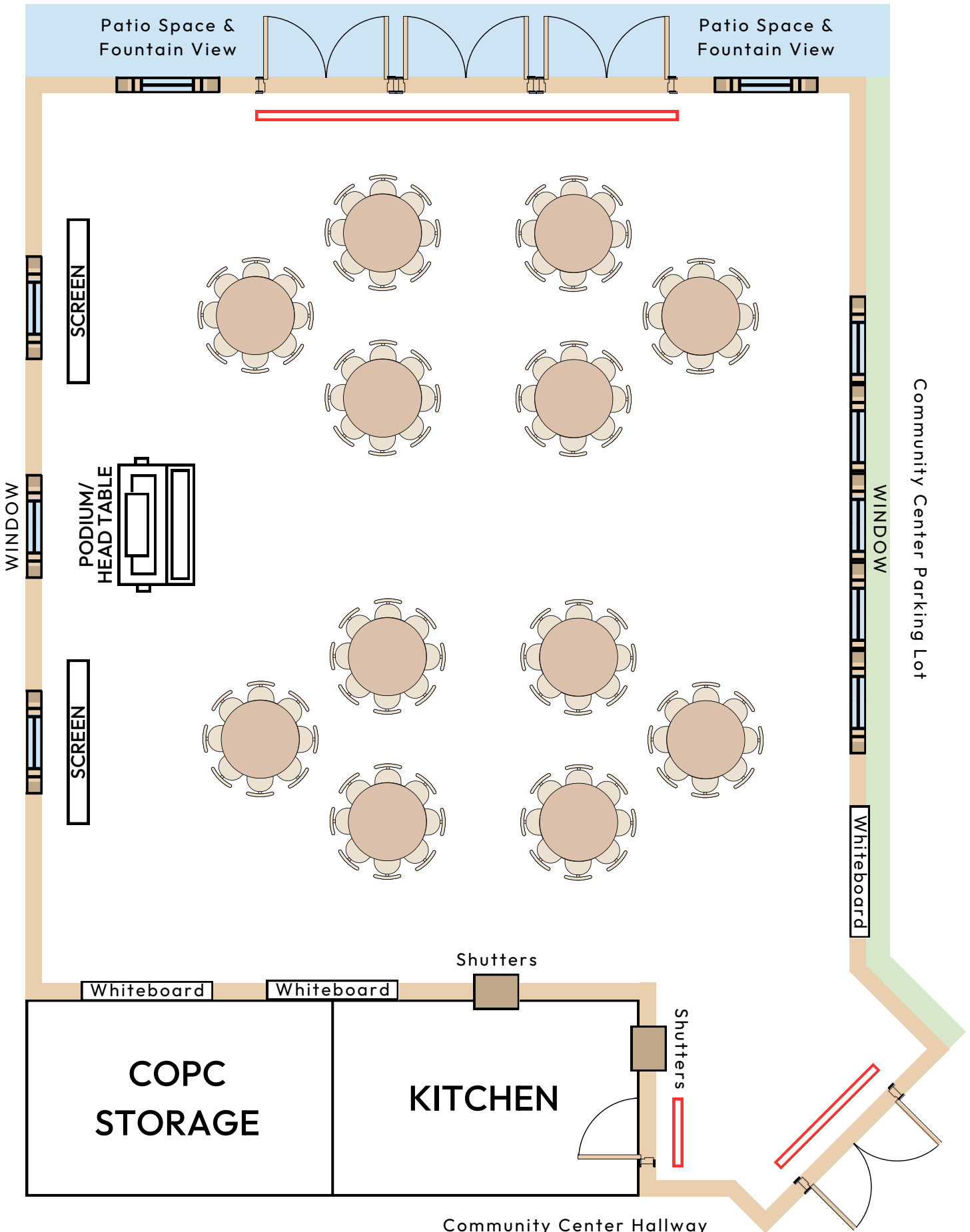


***Recommended for Sunshine & Waterfront Rooms**

Layout 6 - Sunshine Room (Room 112)

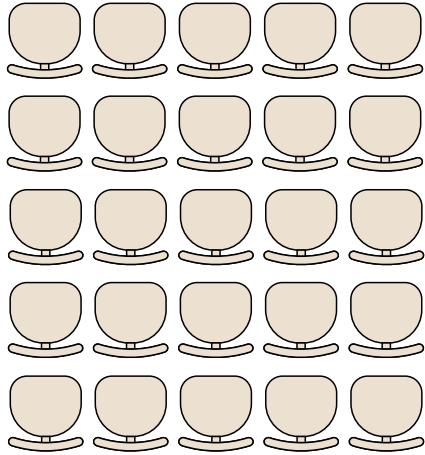
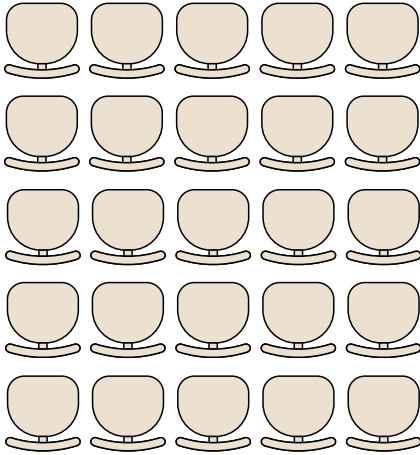


Layout 6 - Waterfront Room (Room 116)

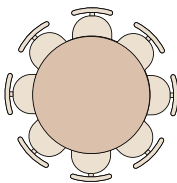
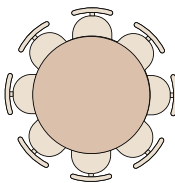
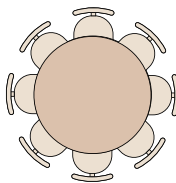
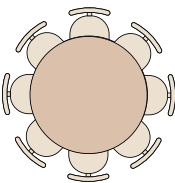
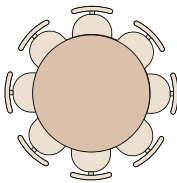
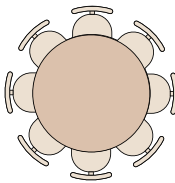
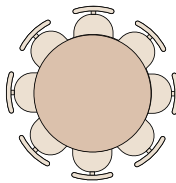
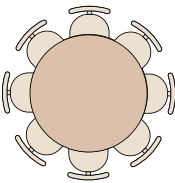
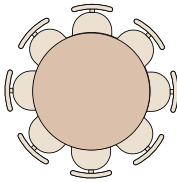
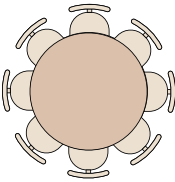


LAYOUT 7

Commemorative Style

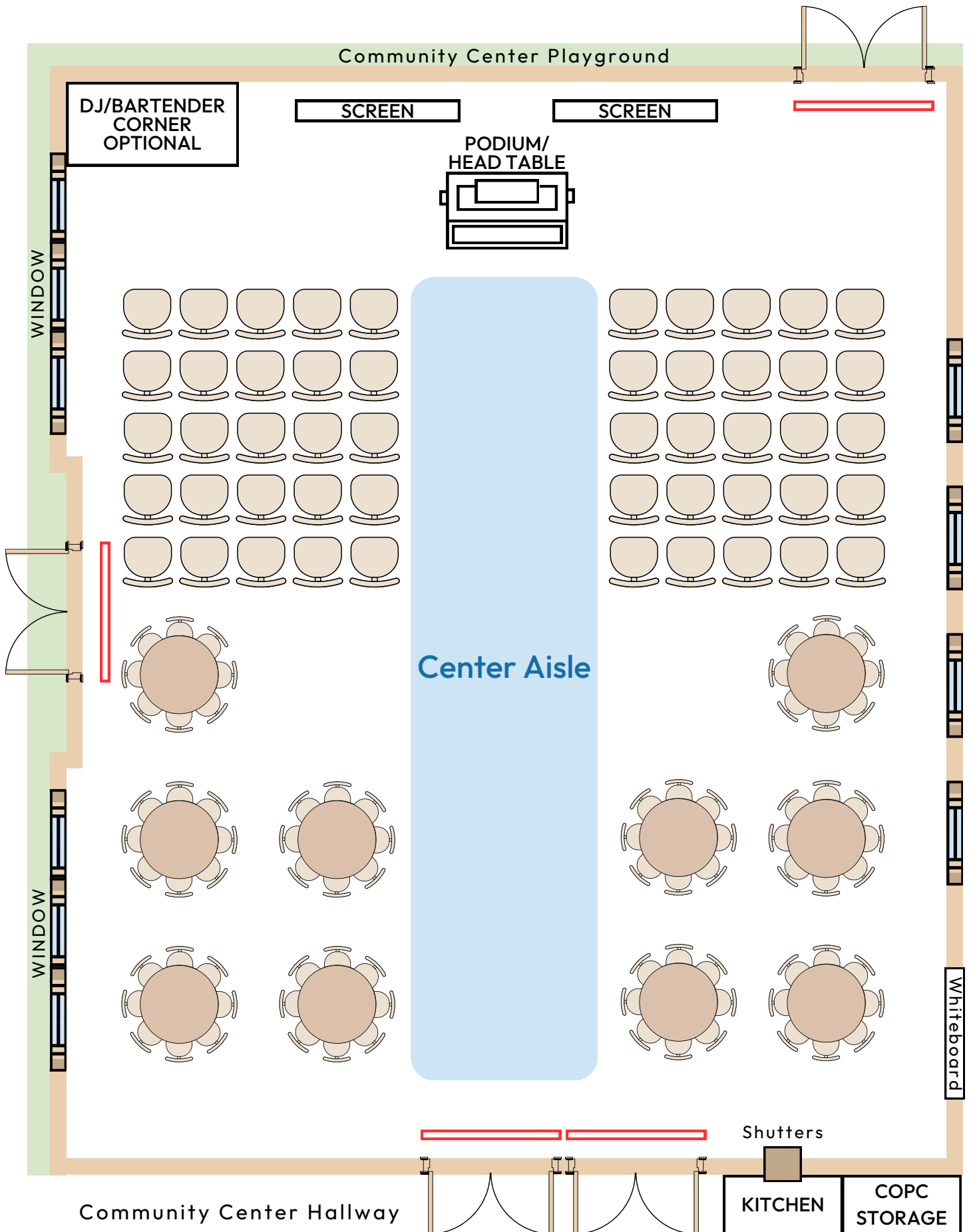


Center Aisle



***Recommended for Sunshine Room (Room 112)**

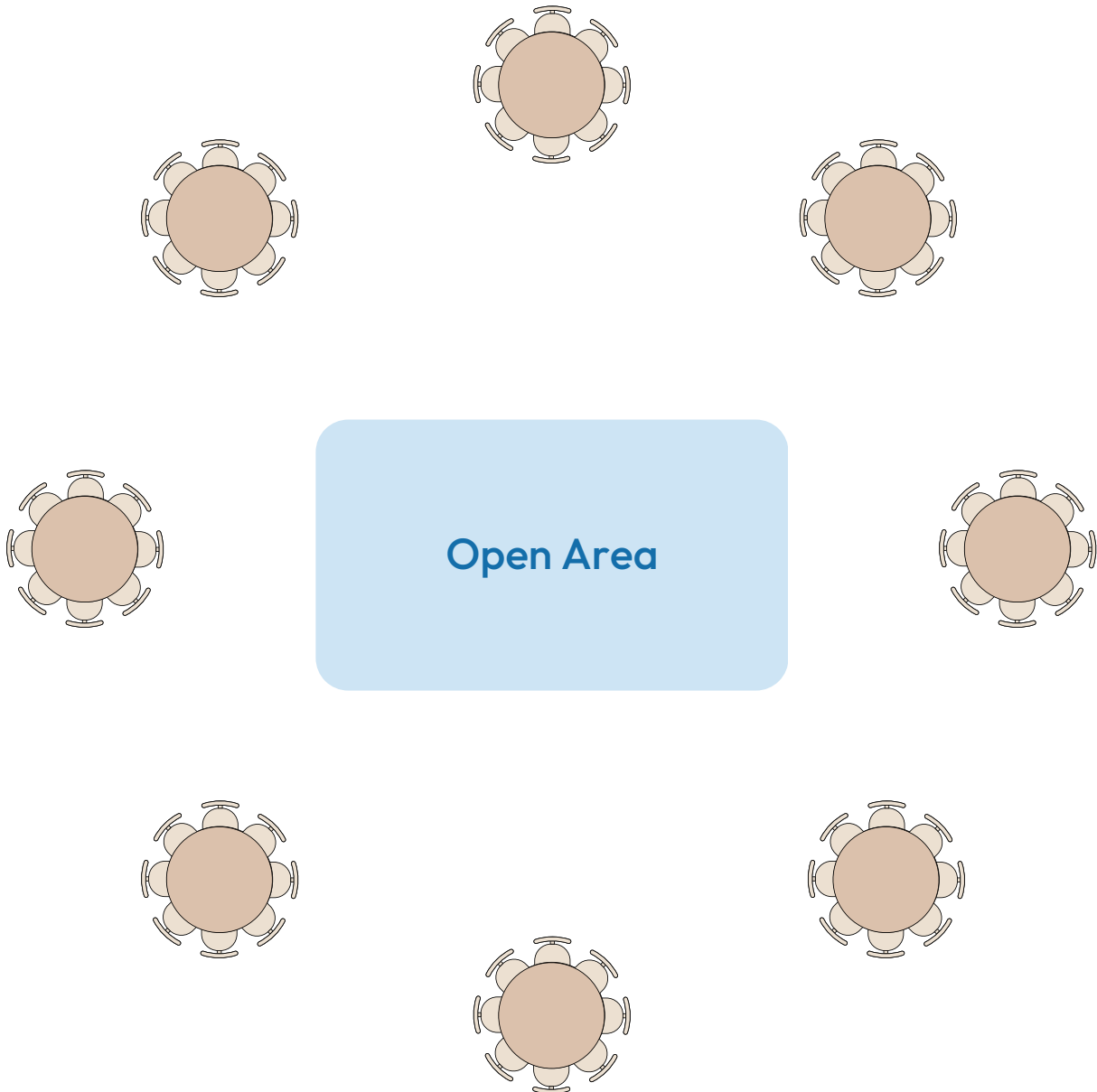
Layout 7 - Sunshine Room (Room 112)



LAYOUT 8

Station Style

Rectangle option available

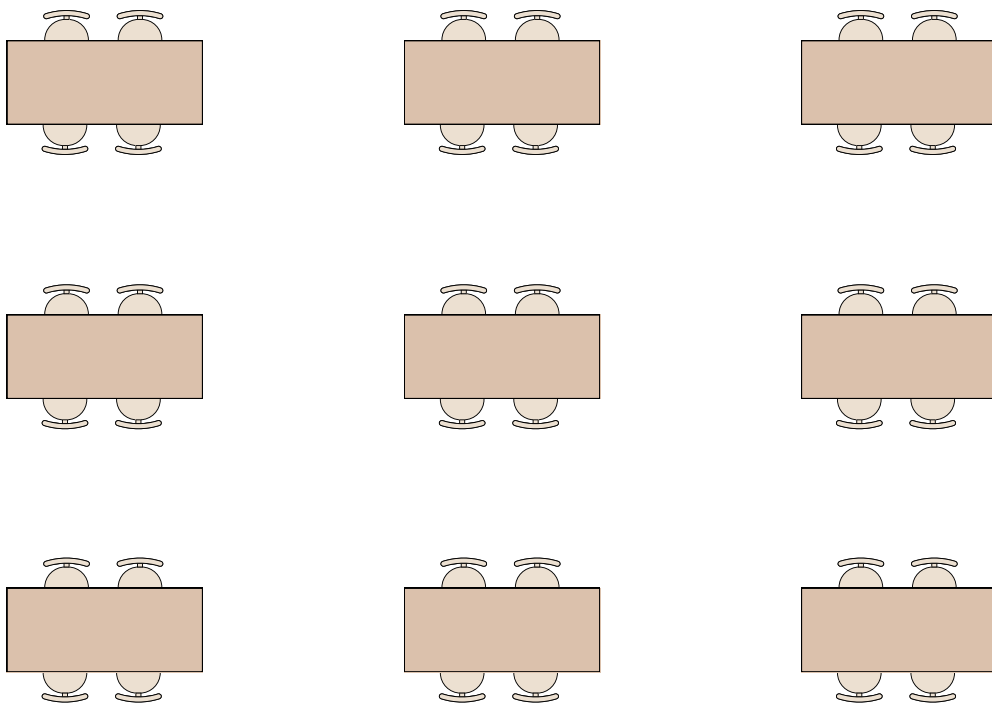


***Recommended for Sunshine Room (Room 112)**

LAYOUT 9

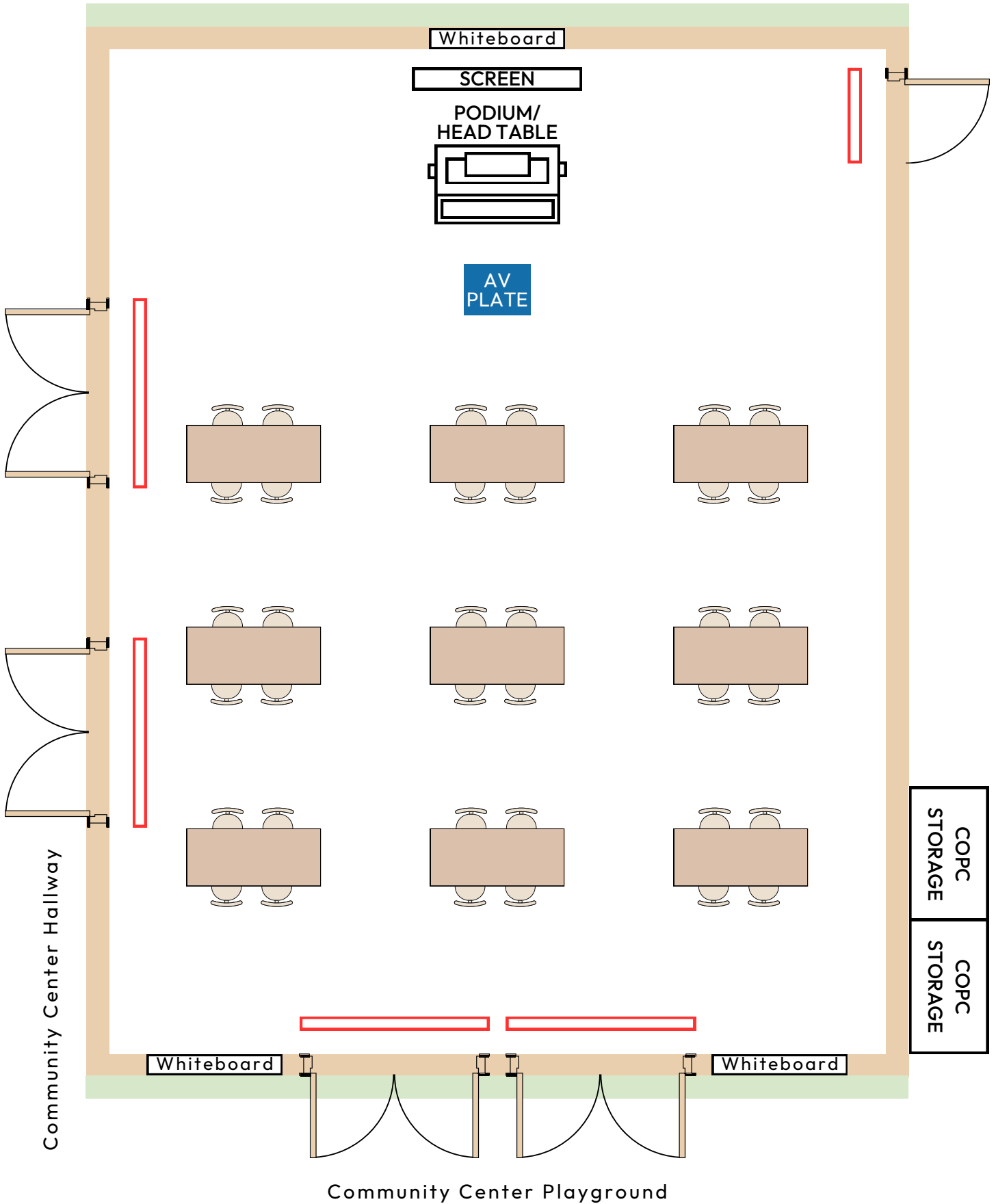
Birthday Style

Head Table/
Screen Display
(Optional)



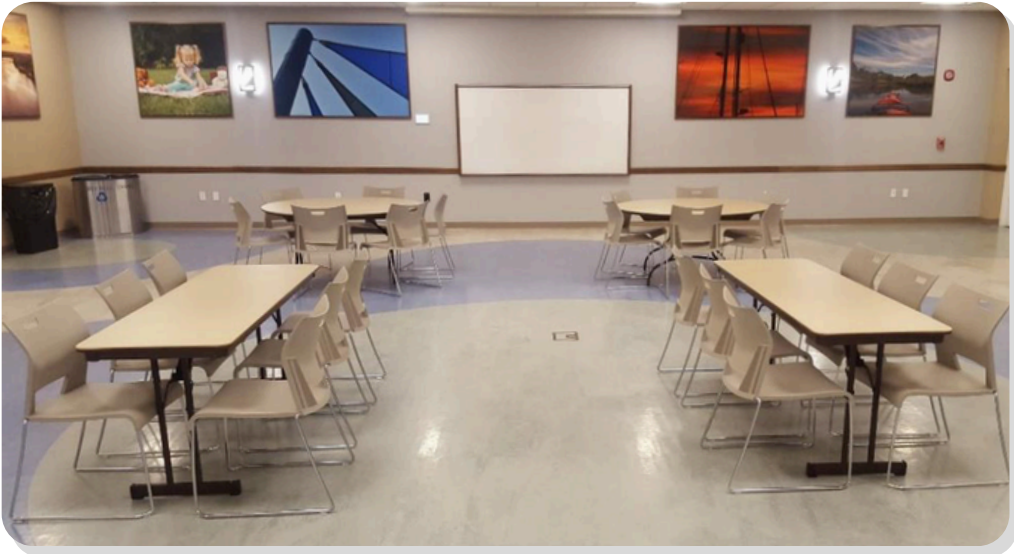
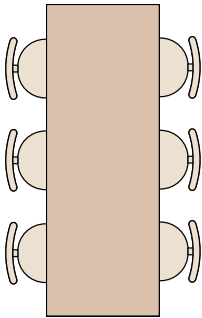
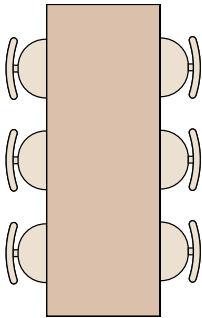
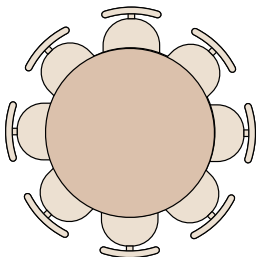
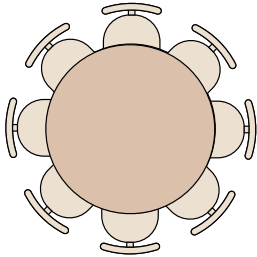
***Recommended for all rooms**

Layout 9 - Hometown Room (Room 101)



LAYOUT 10

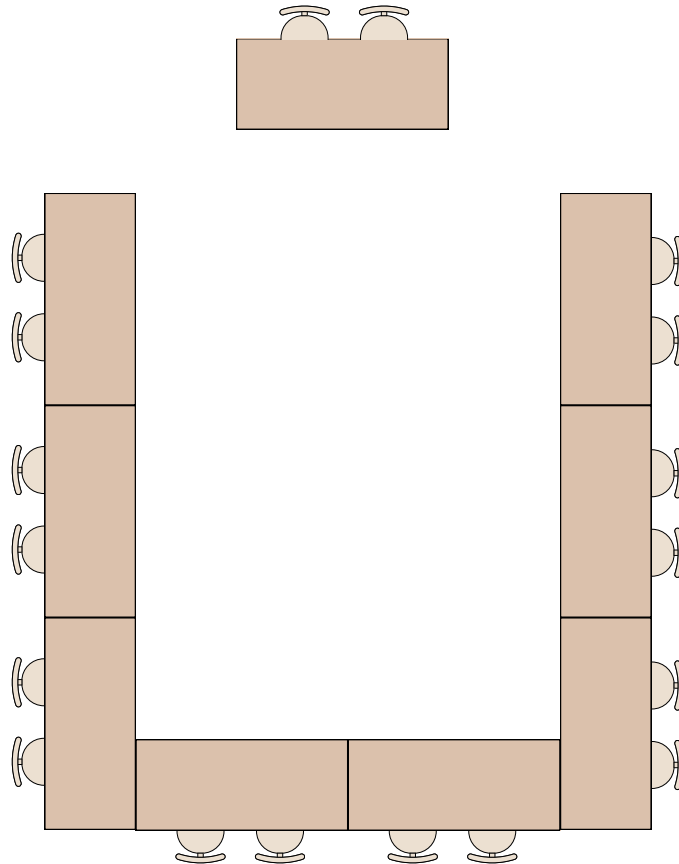
Celebratory Style



***Recommended for all rooms**

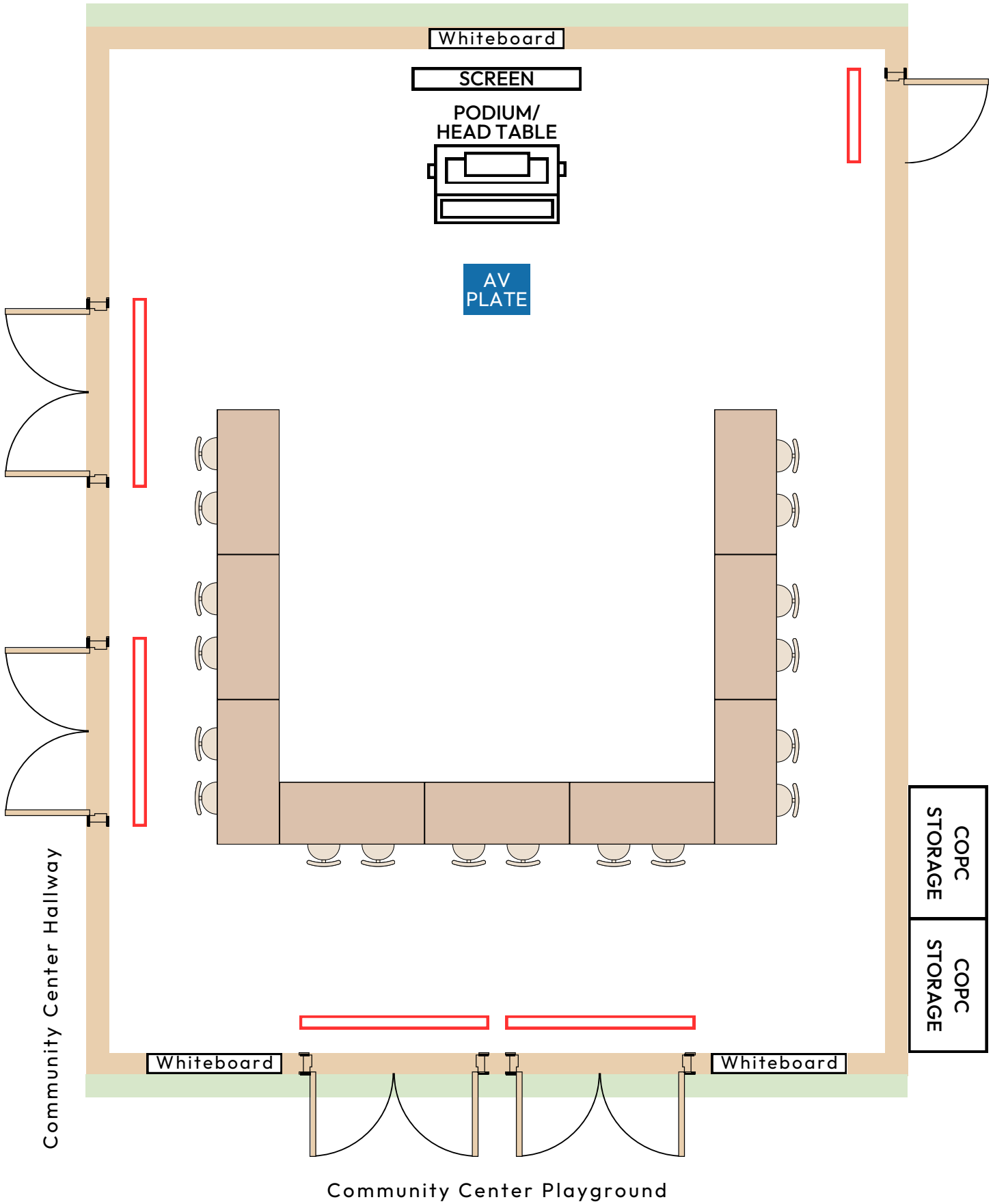
LAYOUT 11

U-Shape Style



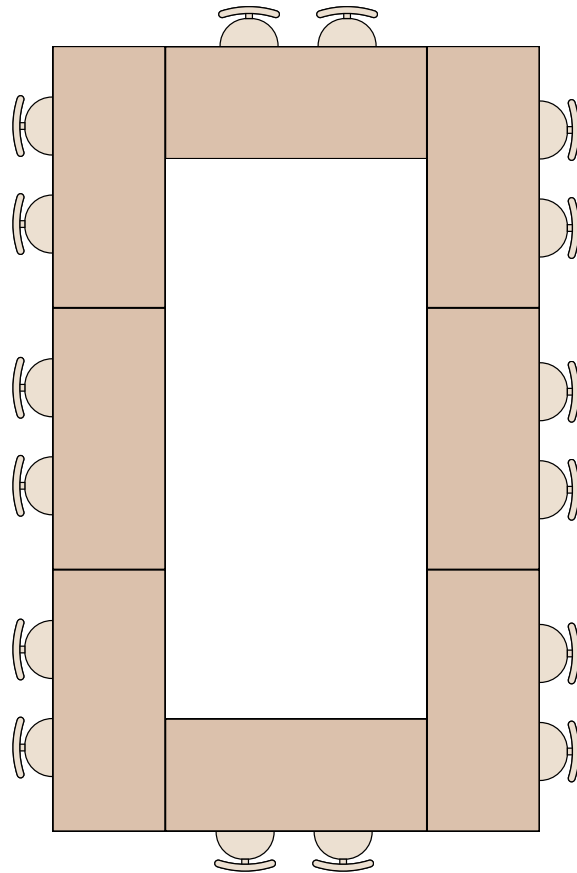
***Recommended for all rooms**

Layout 11 - Hometown Room (Room 101)



LAYOUT 12

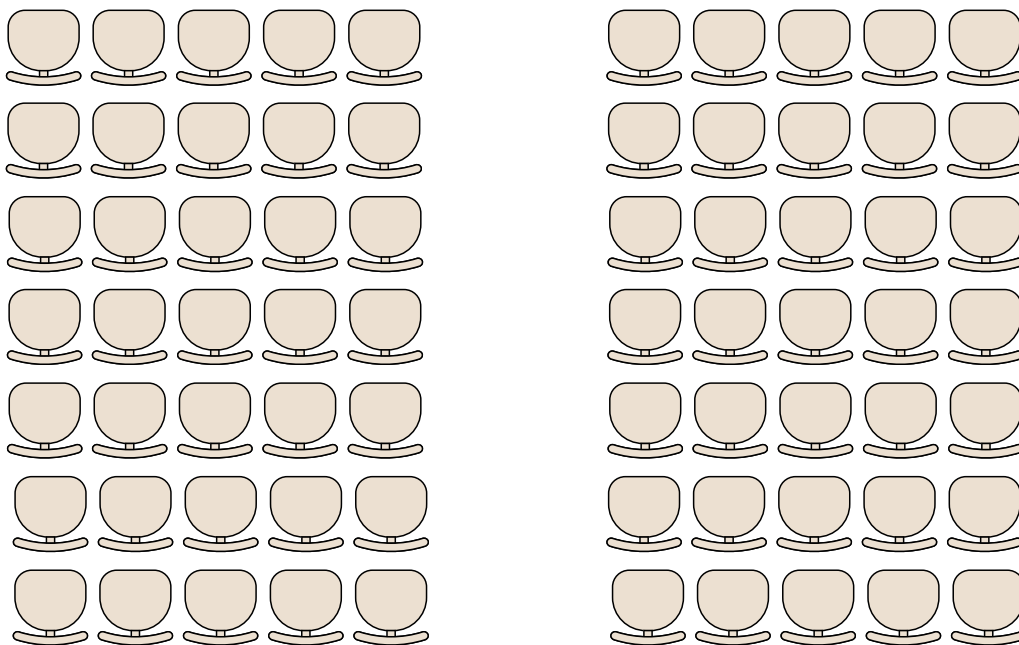
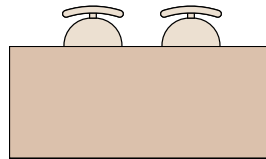
Boardroom Style



***Recommended for all rooms**

LAYOUT 13

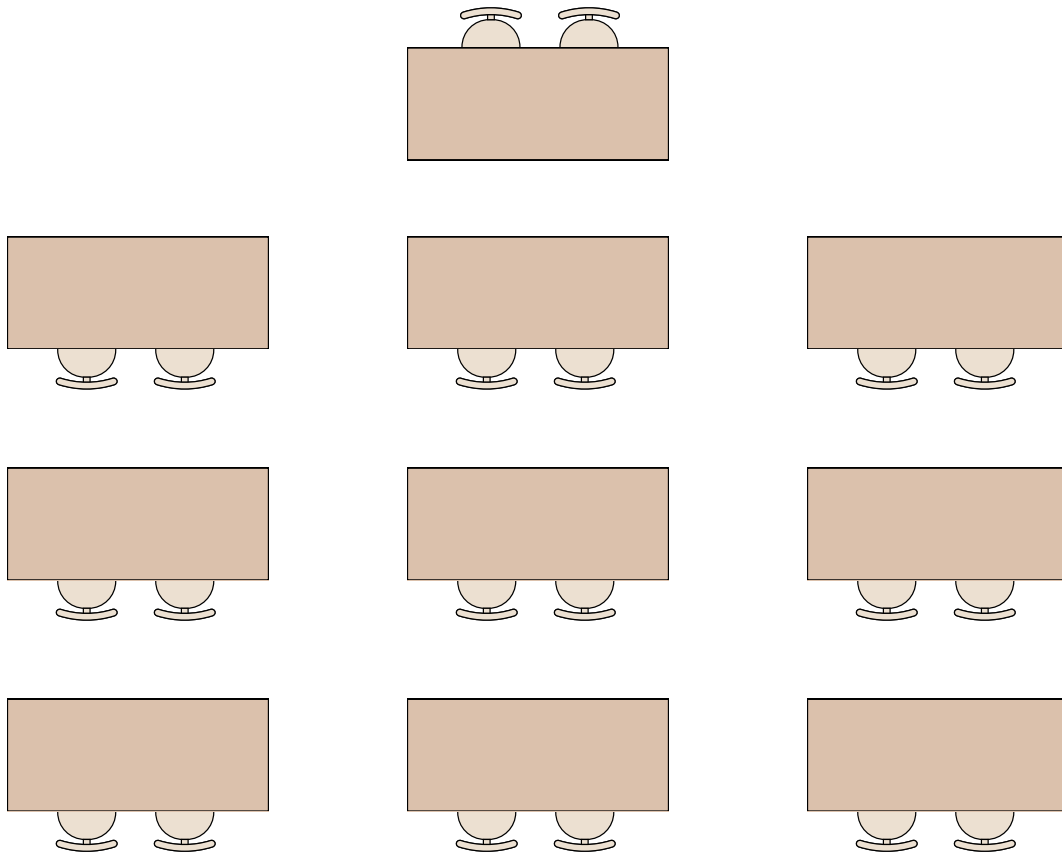
Lecture Style



***Recommended for all rooms**

LAYOUT 14

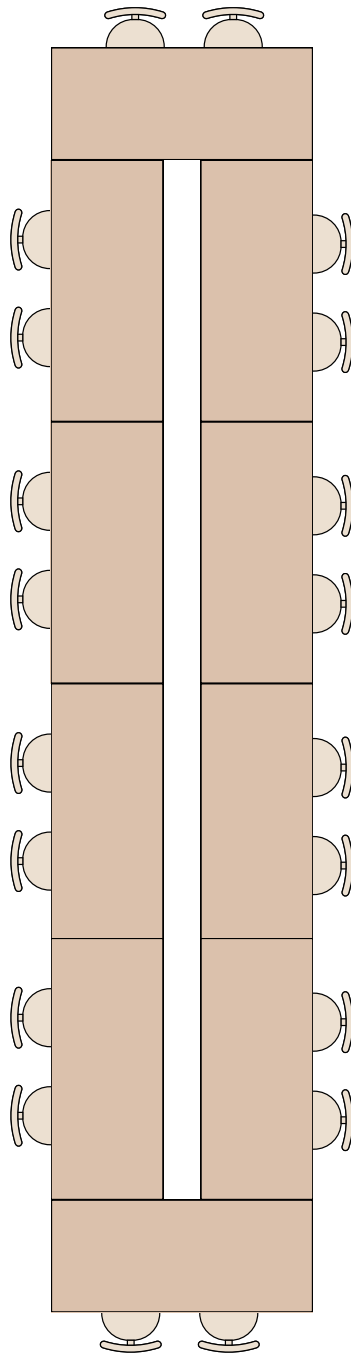
Classroom Style



***Recommended for all rooms**

LAYOUT 15

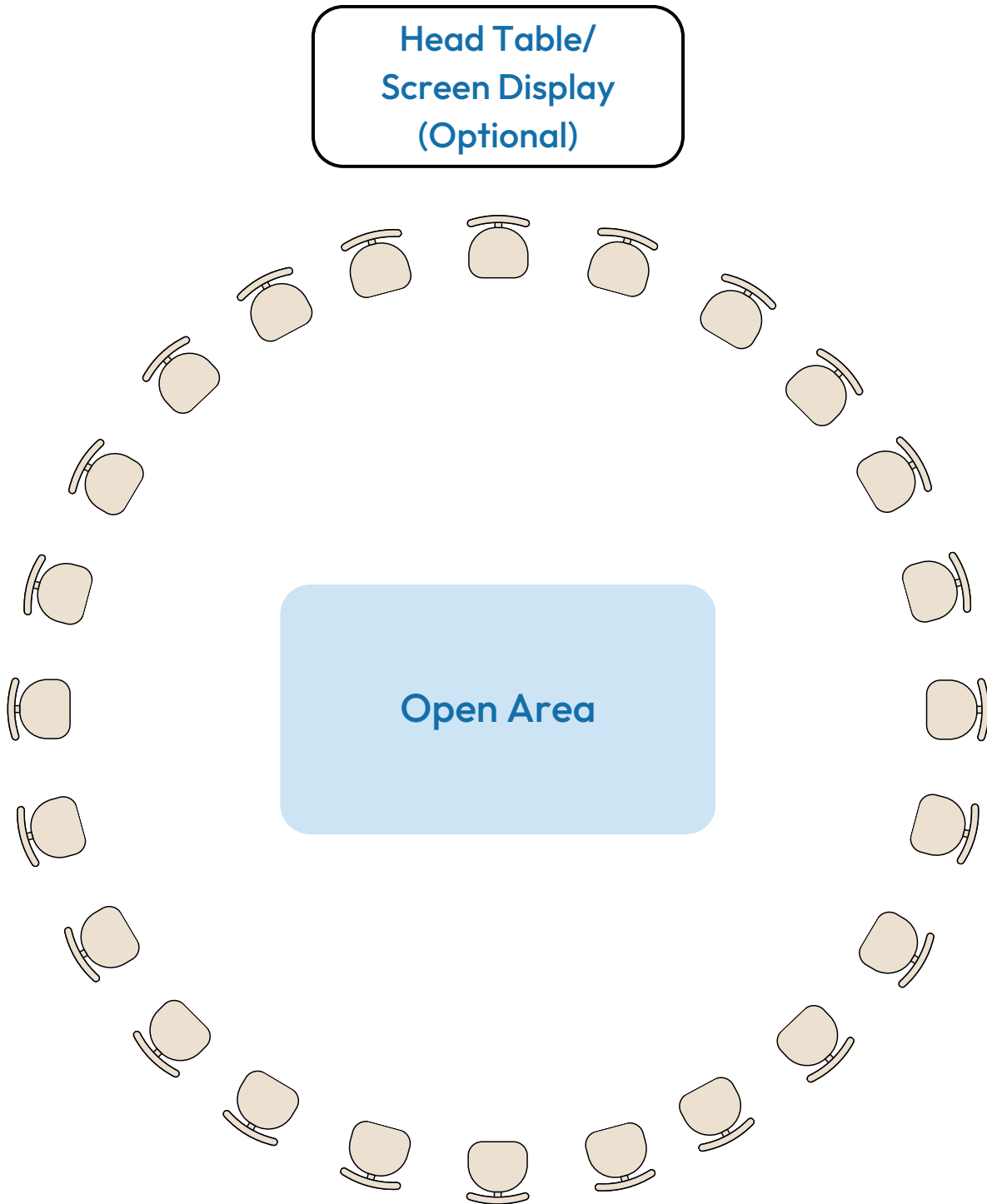
Conference Style



***Recommended for all rooms**

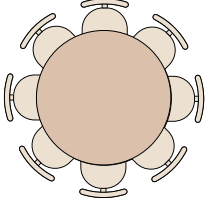

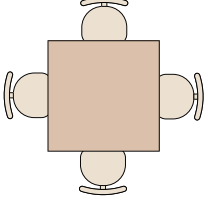

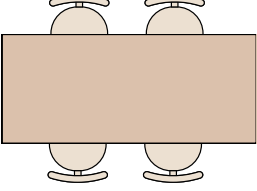

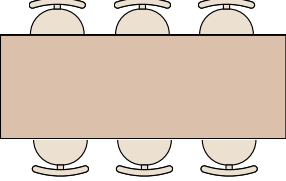

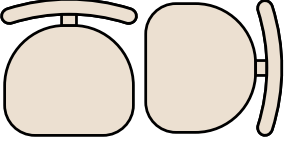



LAYOUT 16

Circle Style

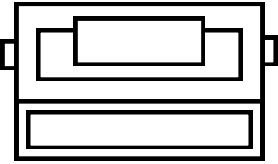





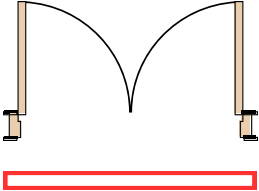

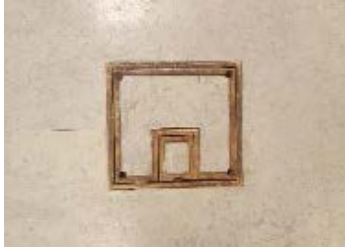


***Recommended for all rooms**




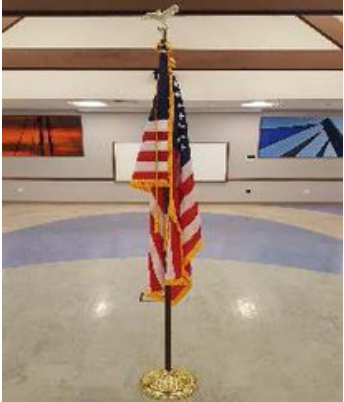
REFERENCE KEY

		<p><u>Round Table</u></p> <ul style="list-style-type: none"> • Standard round table • 60in diameter • 29in from floor • 8 chairs (max.)
		<p><u>Square Table</u></p> <ul style="list-style-type: none"> • Standard square table • 36in x 36in • 4 chairs (max.)
		<p><u>5ft Rectangle Table</u></p> <ul style="list-style-type: none"> • Standard rectangle table • 5ft - 60L x 30W (inches) • 4 chairs (recommended)
		<p><u>6ft Rectangle Table</u></p> <ul style="list-style-type: none"> • Standard rectangle table • 6ft - 72L x 24W (inches) • 4-6 chairs (recommended)
		<p><u>Chairs</u></p> <ul style="list-style-type: none"> • Standard chair • 18in seat • 18in back rest
<p>Whiteboard</p>		<p><u>White Board</u></p> <ul style="list-style-type: none"> • White boards are approx. 90 inches wide
<p>SCREEN</p>		<p><u>Screens</u></p> <ul style="list-style-type: none"> • Approx. 115in wide

REFERENCE KEY

		<p><u>Podium</u></p> <ul style="list-style-type: none"> Podiums are available upon request when AVI equipment is in use
<p>KITCHEN</p>		<p><u>Kitchen</u></p> <ul style="list-style-type: none"> Kitchens are common areas to be shared at all times
<p>Shutters</p> 		<p><u>Shutters</u></p> <ul style="list-style-type: none"> Shutters open to connect the kitchen to its room and can be used as a serving station
<p>STORAGE</p>		<p><u>Storage</u></p> <ul style="list-style-type: none"> Storage areas are <u>designated for City use ONLY.</u>
		<ul style="list-style-type: none"> A red box indicates space or a gap that must be available for exits All doors and exits must stay unobstructed from any nearby structure per city policy
<p>AV PLATE</p>		<p><u>AV Plate</u></p> <ul style="list-style-type: none"> Specific to room 101, renters requesting AVI usage are required to choose a layout that accommodates this fixed location to place a podium and projector

REFERENCE KEY

	<p><u>Restrooms</u></p> <ul style="list-style-type: none">• Restrooms are common areas located in the lobby and are to be shared at all times
	<p><u>Lighting</u></p> <ul style="list-style-type: none">• Each room has emergency lights that will stay on at all times• General room lighting can be adjusted per renters request
	<p><u>Thermostat</u></p> <ul style="list-style-type: none">• Thermostats can <u>ONLY</u> be adjusted by Community Center staff• All thermostats are preprogrammed• See front desk staff for assistance
	<p><u>American Flag</u></p> <ul style="list-style-type: none">• The American Flag is available to all, upon request



305 Palm Coast Parkway NE
Palm Coast, FL 32137

Business Hours
Monday-Friday
8:00am - 6:00pm

After Business Hours
Monday-Friday
6:00pm - 11:00pm
Saturday-Sunday
8:00am-11:00pm