



<b>The Greenhouse</b>		<b>Set up options</b>	<b>Number of people</b>
The Greenhouse looks out onto the Garden Green and Rose Garden. Perfect for a small gathering the fully heated and cooled Greenhouse can seat up to 64 people in banquet style setting.			
<b>Area</b>		Theater	
<b>Size</b>		Classroom	
<b>Ceiling Height</b>		U Shape	
<b>Maximum Number of People</b>	64	Hollow Square	
<b>Contact</b>		Rounds	64
Darci Graham (503) 874-6005 Dgraham@OregonGarden.Org		Reception	

**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.

**The Oregon Garden**

879 W Main Street, Silverton, OR 97381  
 Tel (503) 874-8100 Toll free (877) 674-2733  
 www.OregonGarden.Org or www.MoonstoneHotels.com