



### Sycamore Room Fast Facts

Downstairs in the Main Lodge building, the Sycamore Room has windows on three sides looking out into the garden. It is ideal for smaller meetings, breakouts, group meals, and receptions.

<b>Area</b>	651 Ft <sup>2</sup> (60.5 M <sup>2</sup> )	<b>Set up options</b>	<b>Number of people</b>
<b>Size</b>	21' * 31' (6.4 M * 9.4 M)	Theater	56
<b>Ceiling Height</b>	10' (3 M)	Classroom	40
<b>Maximum Number of People</b>	60	Boardroom	28
<b>Contact</b>	Rebecca Ramos (805) 927-6114 ext 2202 RebeccaR@MoonstoneHotels.Com	U Shape	28
		Hollow Square	32
		Rounds	60
		Reception	60

#### 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.

##### Boardroom

Chairs are set up around a central table. 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 group discussions. It is not ideal for presentations, as people are facing each other across a table.

##### 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.

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