

Tips on how to calculate Function Room capacity

How do you determine the number of attendees that can be seated comfortably in a room?

Here is a very quick formula that can be used, but do remember the smaller the room the larger the square footage needed. Also be aware that these figures are the ideal; which generally cannot be used because properties maximize the meeting and banquet space they have.

Theater/Lecture style

15 square feet per person for groups of less than 50

13 square feet per person for groups of 50-200

11 square feet per person for groups of 200 or more.

When utilizing rear screen projection:

- add 1,000 square feet for less than 100
- add 2,000 square feet for 100-200
- add 3,000 square feet for over 200.

Classroom/Schoolroom, based on 18" tables

25 square feet per person for groups of less than 50

22 square feet per person for groups of 50-200

19 square feet per person for groups of 200 or more.

Banquets

15 square feet per person.

Dance floor should be number of people times 3 square feet,

Conference/Hollow Square

33 square feet per person.

U Shape

35 square feet per person.

Reception

10 square feet per person.

Stage Height

The length of the room divided by 50.

Remember that the most common size staging is 4' x 8'.

Ceiling Height

Low ceiling height in rooms will reduce the number of persons able to be accommodated especially in larger rooms. Ceiling height also restricts the size of the screen for audio visuals.