

Estimating Space Requirements

Regardless of the type of event you are planning, you want your guests to be comfortable. When choosing a location, or creating an event space using tents or canopies, it's important to understand how much space will be required for the type of seating and activities that are planned.

The following chart provides rough estimates. We encourage you to work with the Event Specialists at Arizona Party Rental to ensure that you order includes exactly the right equipment – tables, chairs, tents, and/or canopies – for your specific event.

Seating options:

- Theater Seating - rows of chairs without tables
- Classroom Seating - rows of chairs with tables, usually 6 to 8 ft. banquet tables
- Banquet Seating - Round tables with chairs
- Reception Seating – Some seating, but not sufficient for all guests at one time
- Hollow Square – 6 or 8 ft. banquet tables form the shape; used for conferences and meetings
- U-Shape – 6 or 8 ft. banquet tables form the shape; used for conferences and meetings

# Guests	Theatre Seating	Classroom Seating	Banquet Seating	Reception Seating	Hollow Square Table	U-shape Table
60 or less	12 sq ft/person Allows room for a normal size stage and aisles	22 sq ft/person	20 sq ft/person Allows room for bars, buffets, a dance floor and a stage.	8-10 sq ft/person	30 sq ft/ per person.	35 sq ft/person.
60 to 300	11 sq ft/person Allows room for a normal size stage and aisles	20 sq ft/person	15 sq ft/person, sit down dinner – Allows room for table seating only.			
More than 300	10 sq ft/person Allows room for a normal size stage and aisles	18 sq ft/person	20 sq ft/person Allows room for bars, buffets, a dance floor and a stage.			

Specific Types of Events

Tent Weddings and Garden Parties

A wedding or garden party under a tent or canopy will usually require space for guests to be seated at round tables, as well as space for buffet, head tables, bars, and dance floors. Although every party is unique, the general rule for this type of party is to allow 15 square feet per guest.

Cocktail Parties

Since there is not the need for as much furniture at a cocktail party, minimal seating, smaller food stations, etc.) the space allowance can be reduced to 10 square feet per guest.

Ceremony or row seating

For wedding ceremonies or public assemblies, space must be allowed for the chairs, space between the rows, aisles, and the space required for the podium and/or stage. The suggested allowance is 8 square feet per person.

Table Sizes

In general, banquet tables make for more efficient use of the space than round tables. Consider varying the size of round tables used for visual interest.

For most receptions, it is not necessary to provide seating for everyone. Provide tables and chairs for 50 to 66% of the total number of guests.

30" cocktail table	2 to 4 can stand nearby and use to for drinks/plates
6' banquet table	6 to 8 guests
8' banquet table	8 to 10 guests
30" round table	4 guests
48" round table	5 to 6 guests
60" round table	7 to 8 guests
72" round table	9 to 10 guests