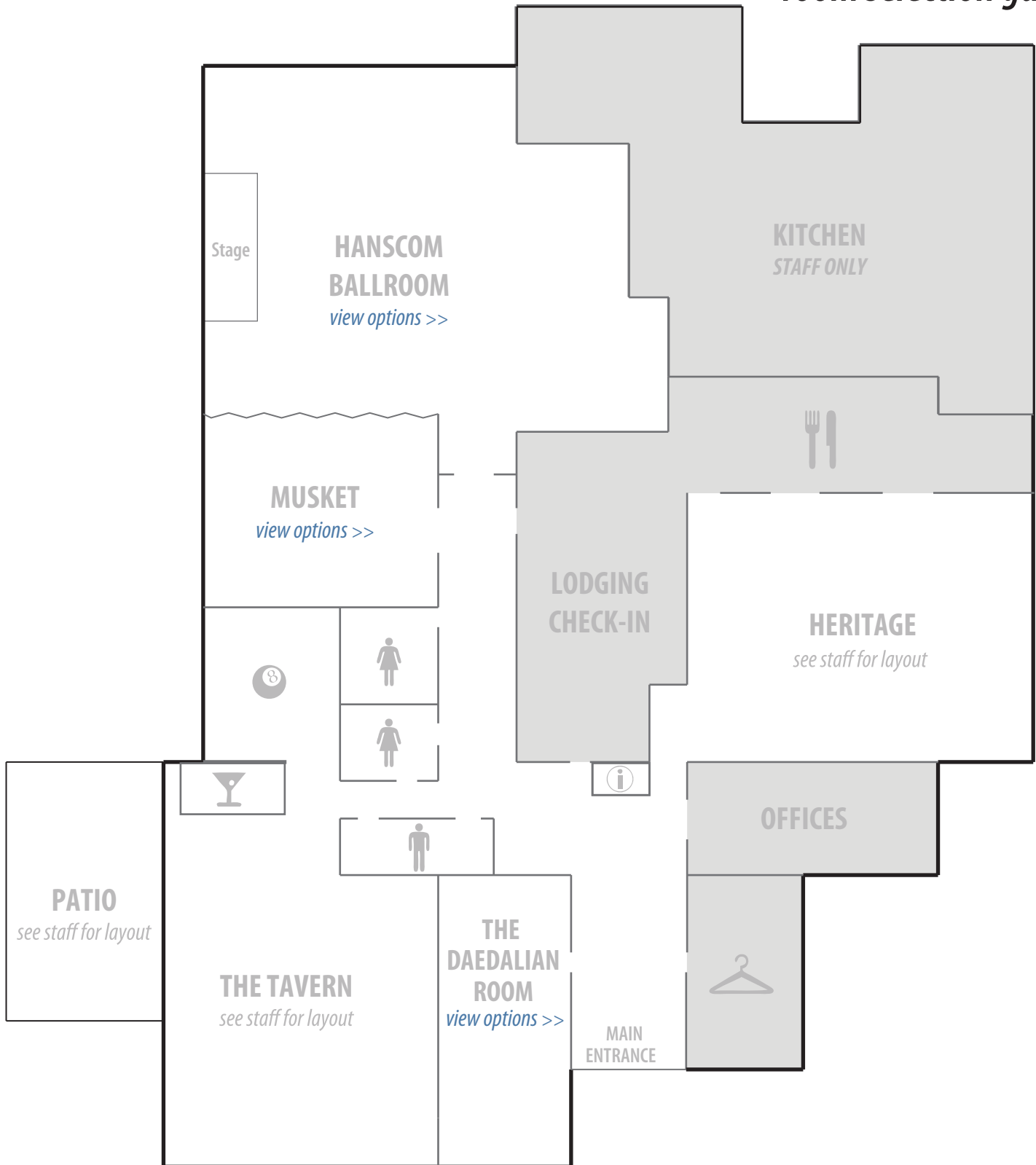


# Minuteman Commons

## room selection guide



### FOR STAFF USE ONLY

confirmation number \_\_\_\_\_

customer signature \_\_\_\_\_ date \_\_\_\_\_

event title \_\_\_\_\_ event date \_\_\_\_\_

employee signature \_\_\_\_\_ date \_\_\_\_\_

# HANSCOM BALLROOM PLAN

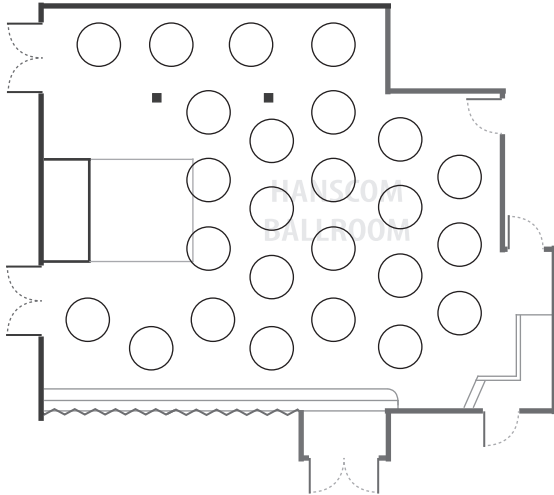
**the Commons**  
capacity: 210 persons

**"No Fee Room Contracts" are not available in the Ballroom.**

**Bring printed contract and floor plan when making your deposit.**

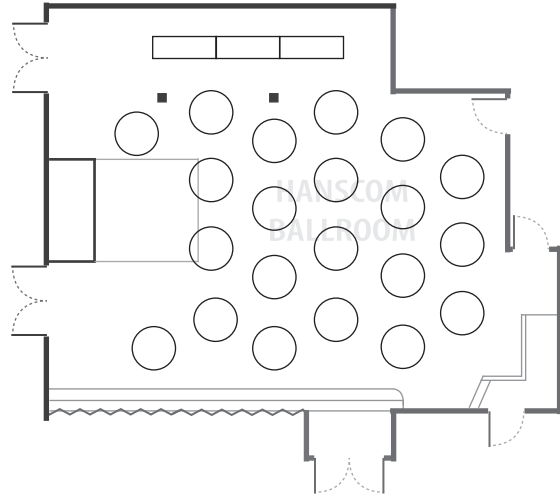
Check which box best fits your event. If options A-C\* do not meet your needs please check "D." (see the Common's staff for additional floor plans)

Official Military Functions, see standard set-up: option C.



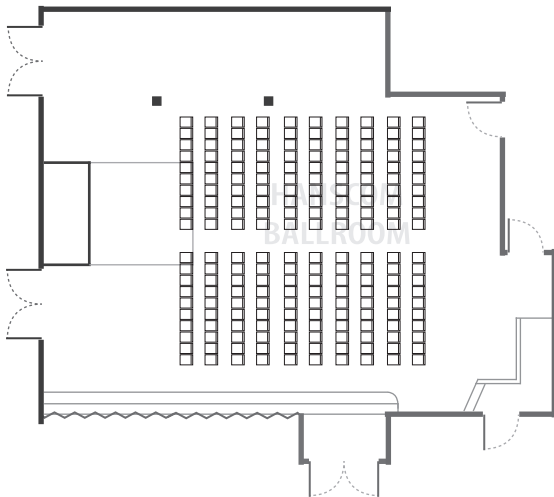
**option: A** \_\_\_\_\_  
# of persons attending

"X" out any tables you wish not to have in your room layout.



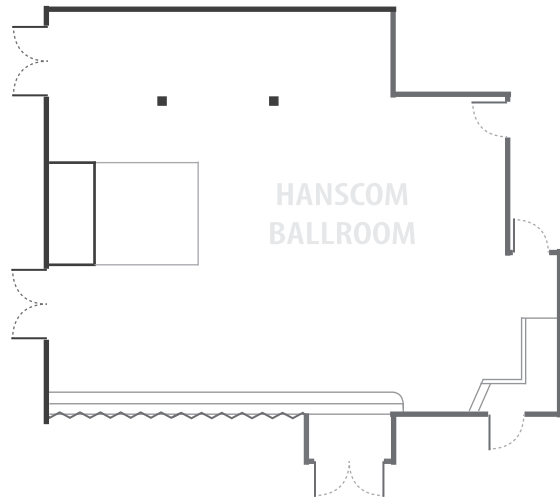
**option: B** \_\_\_\_\_  
# of persons attending

"X" out any tables you wish not to have in your room layout.



**option: C** \_\_\_\_\_  
# of persons attending

Standard set-up for official Military Functions.  
Please note if you would like a banquet table.



**option: D** \_\_\_\_\_  
# of persons attending

If options A-C do not meet your needs please check box above.  
(see the Common's staff for additional floor plans)

## FOR STAFF USE ONLY

confirmation number \_\_\_\_\_

customer signature \_\_\_\_\_ date \_\_\_\_\_

event title \_\_\_\_\_ event date \_\_\_\_\_

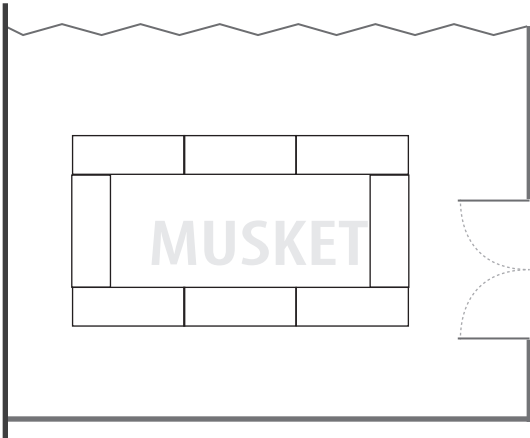
employee signature \_\_\_\_\_ date \_\_\_\_\_

# MUSKET ROOM PLAN

**the Commons**  
capacity: 60 persons

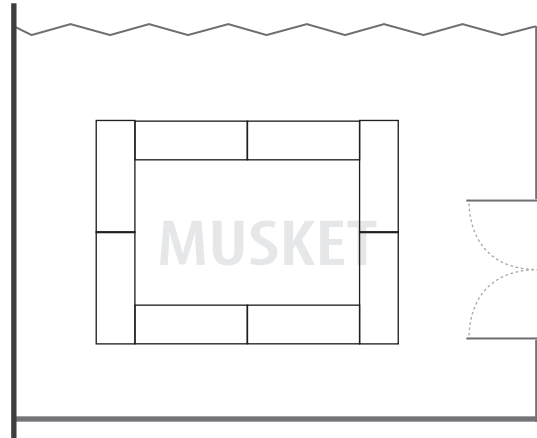
Bring printed contract and floor plan when making your deposit.

Check which box best fits your event. If options A-C do not meet your needs please check "D." (see the Common's staff for additional floor plans)



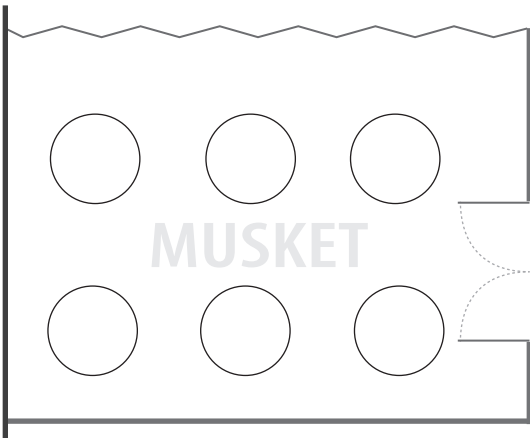
**option: A** \_\_\_\_\_  
# of persons attending

"X" out any tables you wish not to have in your room layout.



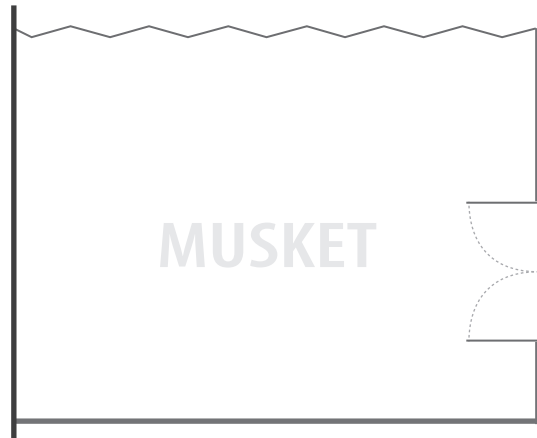
**option: B** \_\_\_\_\_  
# of persons attending

"X" out any tables you wish not to have in your room layout.



**option: C** \_\_\_\_\_  
# of persons attending

Please note if you would like a banquet table.  
Max round tables 6: with no banquet table.  
"X" out any tables you wish not to have in your room layout.



**option: D** \_\_\_\_\_  
# of persons attending

If options A-C do not meet your needs please check box above.  
(see the Common's staff for additional floor plans)

## FOR STAFF USE ONLY

confirmation number \_\_\_\_\_

customer signature \_\_\_\_\_ date \_\_\_\_\_

event title \_\_\_\_\_ event date \_\_\_\_\_

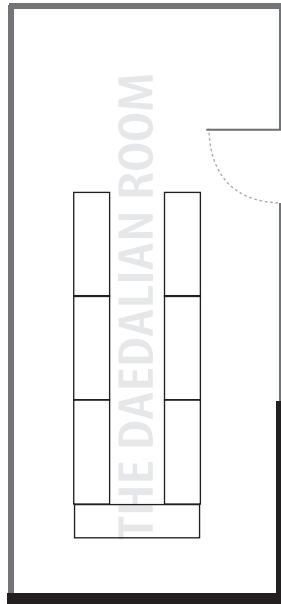
employee signature \_\_\_\_\_ date \_\_\_\_\_

# THE DAEDALIAN ROOM PLAN

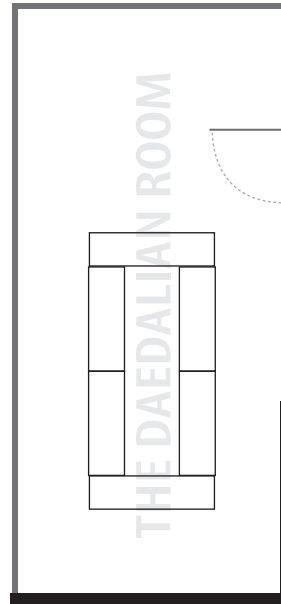
**the Commons**  
capacity: 42 persons

Bring printed contract and floor plan when making your deposit.

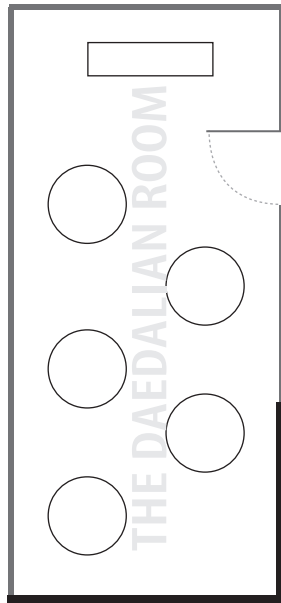
Check which box best fits your event. If options A-C do not meet your needs please check "D." (see the Common's staff for additional floor plans)



**option: A** \_\_\_\_\_  
# of persons attending \_\_\_\_\_  
"X" out any tables you wish not to have in your room layout.



**option: B** \_\_\_\_\_  
# of persons attending \_\_\_\_\_  
"X" out any tables you wish not to have in your room layout.



**option: C** \_\_\_\_\_  
# of persons attending \_\_\_\_\_  
Please note if you would like a banquet table.  
Max round tables 6: with no banquet table.  
"X" out any tables you wish not to have in your room layout.



**option: D** \_\_\_\_\_  
# of persons attending \_\_\_\_\_  
If options A-C do not meet your needs please check box above.  
(see the Common's staff for additional floor plans)

## FOR STAFF USE ONLY

confirmation number \_\_\_\_\_

customer signature \_\_\_\_\_ date \_\_\_\_\_

event title \_\_\_\_\_ event date \_\_\_\_\_

employee signature \_\_\_\_\_ date \_\_\_\_\_