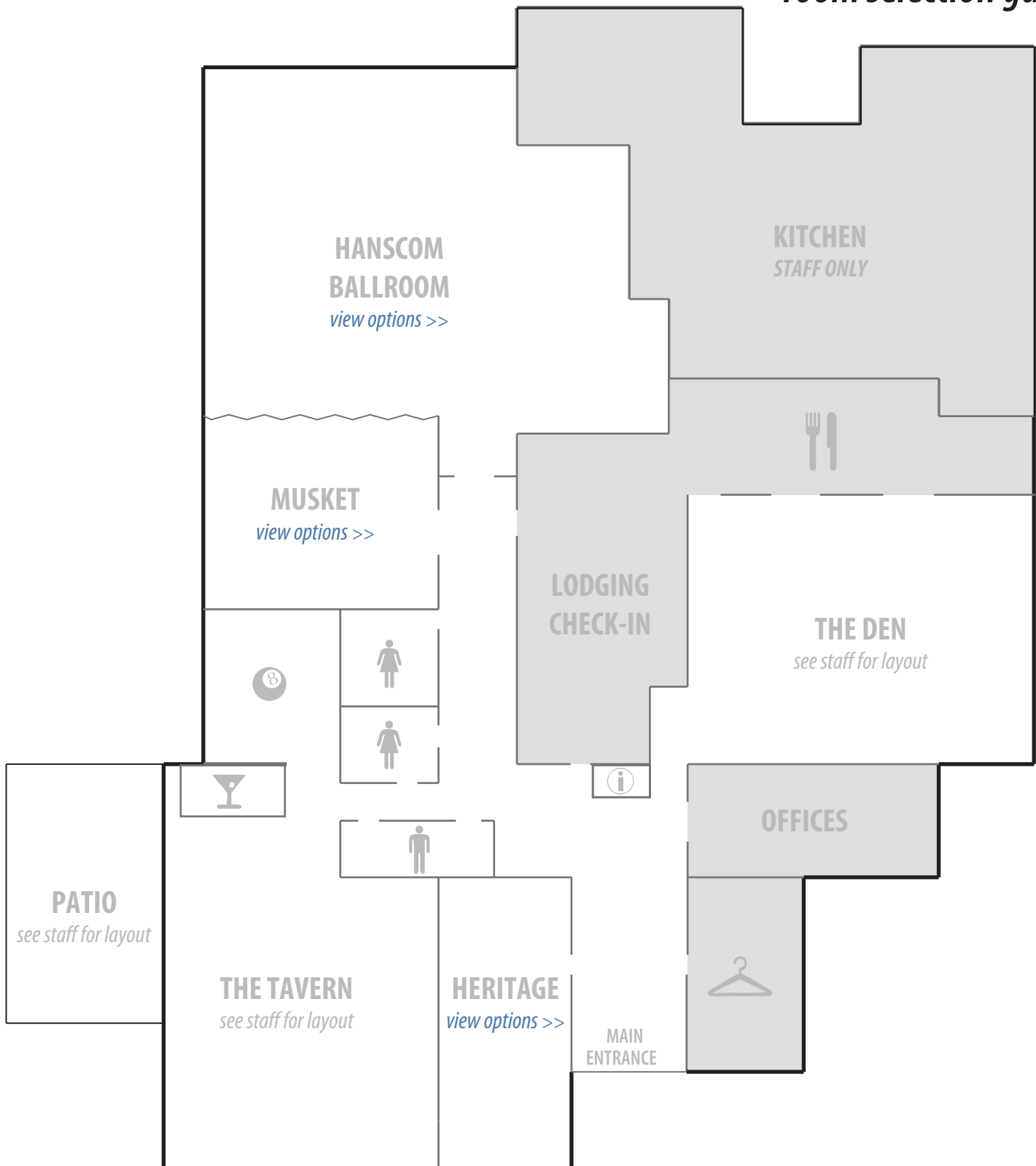


# Minuteman Commons

## room selection guide



### FOR STAFF USE ONLY

confirmation number

customer signature

date

event title

event date

employee signature

date

# HANSCOM BALLROOM PLAN

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

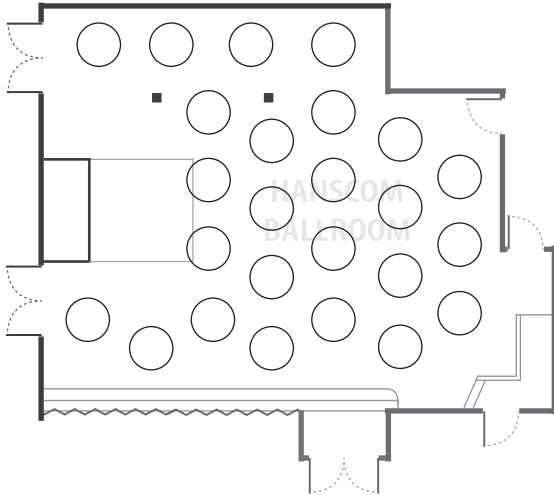
**Bring printed contract and floor plan when making your deposit.**

*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.*

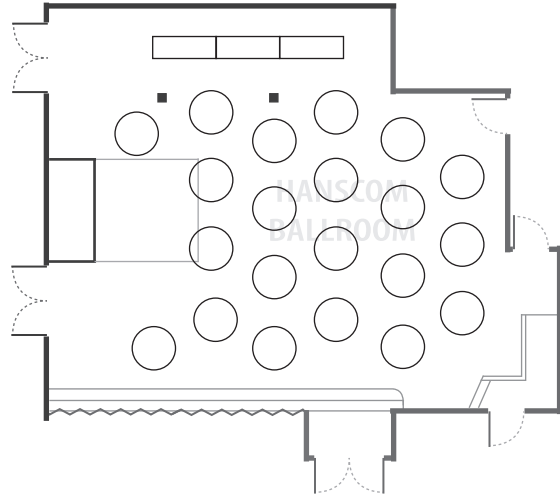
**the Commons**

capacity: 210 persons



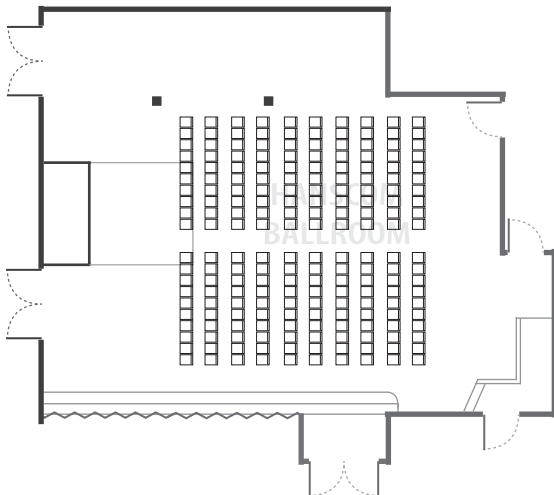
☐ **option: A** \_\_\_\_\_  
# of persons attending

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



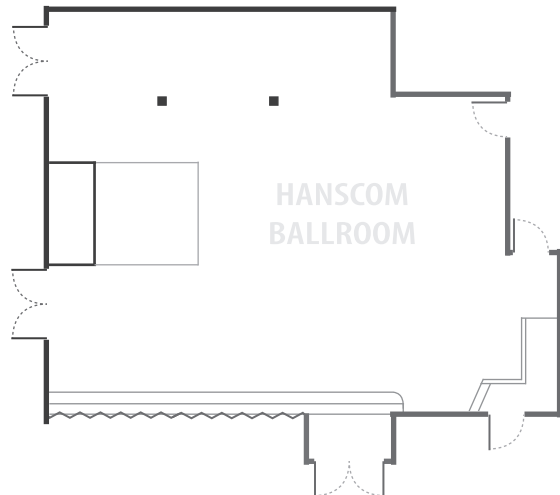
☐ **option: B** \_\_\_\_\_  
# of persons attending

*"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 \_\_\_\_\_

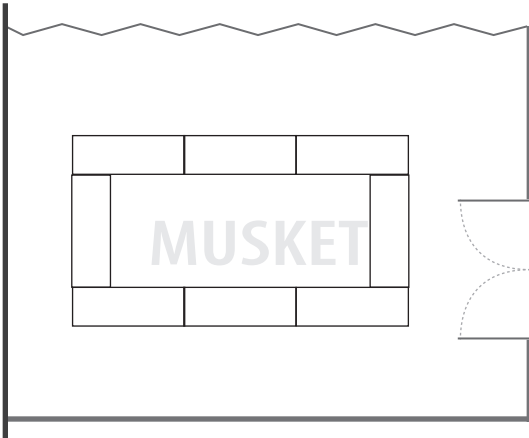
# MUSKET ROOM PLAN

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)

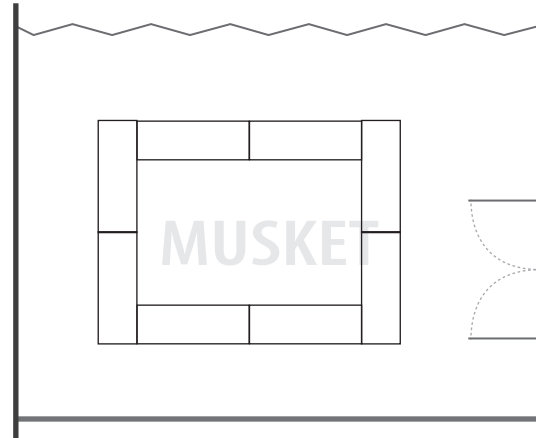
**the Commons**

capacity: 60 persons



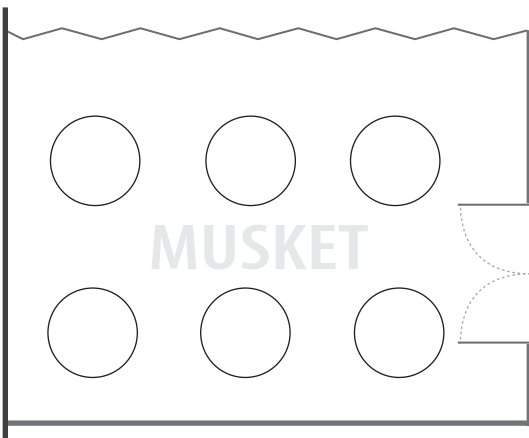
☐ **option: A** \_\_\_\_\_  
# of persons attending

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



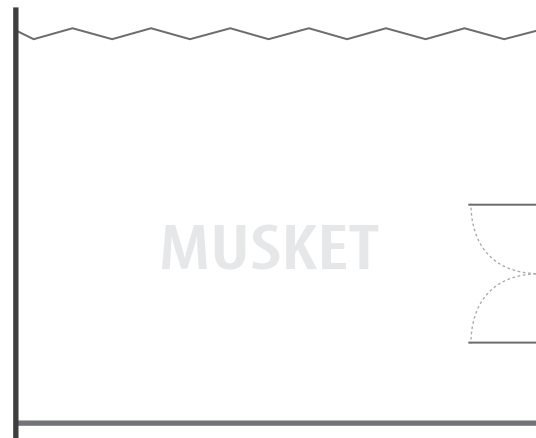
☐ **option: B** \_\_\_\_\_  
# of persons attending

"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

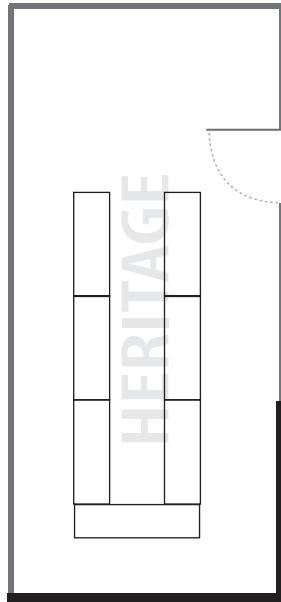
# HERITAGE ROOM PLAN

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)

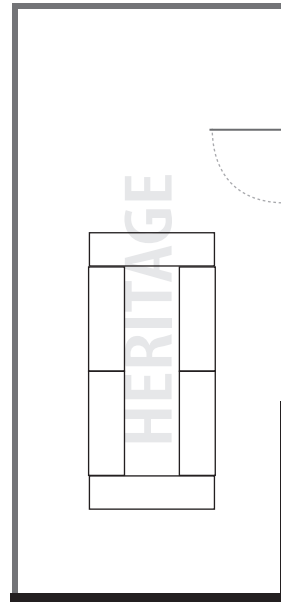
**the Commons**

capacity: 42 persons

☐

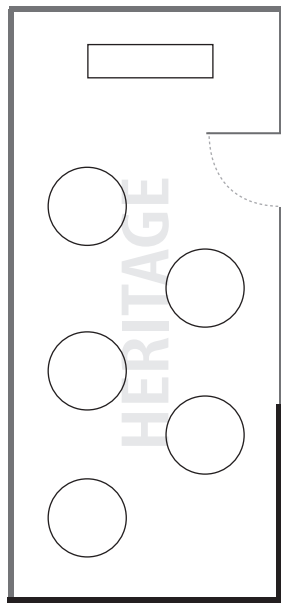
**option: A**

                      
# 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