



Conference Room Capacities

Conference Room	Mitchell	Wexford A	Wexford B	Wexford Room	Golf	Cadillac C	Cadillac D	Cadillac Room	Cadillac E	Executive Room	Terrace on the Green	Cedar Room
Square Feet	337.5	912	936	1,848	480	952	952	1,904	600	304	3,200	266
Dimensions	15' x 22'	24' x 38'	24' x 39'	24' x 77'	20' x 24'	28' x 34'	28' x 34'	28' x 68'	24' x 25'	16' x 19'	40' x 80'	14' x 19'
Banquet	24	64	64	128	32	64	64	120	40	16	200	N/A
Classroom 6' x 18"	15	42	42	84	18	45	45	90	27	18	N/A	9
Classroom 8' x 30"	12	40	40	84	12	50	50	72	20	8	N/A	8
Conference	20	28	28	44	20	22	22	44	20	12	N/A	10
Hollow Square	N/A	32	32	48	16	32	28	48	16	16	N/A	N/A
Reception	20	70	70	140	32	100	100	200	40	20	N/A	N/A
Crescent Rounds of 6	12	48	48	84	18	48	48	96	24	6	150	6
Rounds of 8	16	64	64	112	32	64	64	130	32	8	200	8
Theatre	30	80	80	160	30	90	90	200	50	24	N/A	12
U-Shape	N/A	20	20	44	12	24	24	44	16	12	N/A	N/A

The outdoor Terrace on the Green Tent is a 40' x 80' white framed tent with Palladian windows erected over a poured concrete pad. The Terrace on the Green overlooks the 18th hole of the Spruce Golf Course and Lake Cadillac with spectacular sunset views. The Terrace on the Green is available mid-May through September. Additional rental tents may be added for larger capacity. Function space capacities may vary with additional setup needs.

Room set-up descriptions can be found on the following page. For additional information, please contact our sales team at Andrea@evergreenresortmi.com, 231-942-7020, or www.evergreenresortmi.com.



EVERGREEN RESORT

Conference Room Set-Up Descriptions

Banquet Style

8 foot tables set in rows, seating 8 guests (4 on each side)

Classroom Style

Tables 6 foot long x 18 inches wide or 8 foot long x 30 inches wide set in rows with seating on just one side of the table, facing the presenter (2–4 guests per table)

Conference Style

Guests seated around one, large table

Hollow Square

Tables arranged in a square with guests seated around the perimeter

Reception or Casual

Room is set with large and small tables to seat some guests and allow room for guests to mingle around

Crescent Rounds

Round tables with seating around half the table with guests facing the presenter

Rounds

5 foot diameter round tables with seating for 6 or 8 guests

Theatre

Chairs set in rows facing the presenter

U-Shape

Tables arranged in a “U” shape with seating around the perimeter