



COLUMBUS GA CONVENTION & TRADE CENTER

Room Capacity Diagram Guidelines

Phase 2

All room capacity guidelines were created based off what is listed on Georgia.gov under Governor Kemp's Statewide Executive Order: Guidelines for Businesses.

When creating diagrams, we will be following the guidelines below. We have also created sample diagrams that show maximum capacity for our most frequently used banquet spaces. Please keep in mind these diagrams do not consider additional equipment such as a staging, A/V, etc. or catering's set up. Depending on how you customize your event will depend on the maximum number of guests you can have. These sample diagrams show the maximum number of guests we can have in our spaces along with tables. Please reach out to your Event Coordinator and we can customize a space for you. As more information becomes available from the Governor, we will update our guidelines.

Banquet Seating

Under Governor Kemp's Orders, we fall under the "Restaurant and Dining Service Guidelines".

"For restaurants and dining rooms as well as all banquet facilities, private event facilities, and private reception venues where food is served, no more than ten (10) patrons should be allowed in the facility per 300 square feet of public space."

We are also requiring a minimum of at least 7-feet between tables (more space if possible) and no more than 8 people per table. Total guests should not exceed the number in the chart attached.

Theater Seating

We are following "Indoor Movie Theater and Cinema Guidelines" because we are an indoor facility that can accommodate theater style seating.

"Each party of patrons must be seated at least six (6) feet apart. No party seated together may number more than six (6) individuals. Limiting the number of patrons inside the store to 50% of fire capacity occupancy of the entire store."

See chart attached for maximum capacity. Please let your Event Coordinator know if you would like them to customize a diagram.

Classroom Seating

Guidelines for classroom seating will be determined based on the event needs while maintaining social distancing.

For Example:

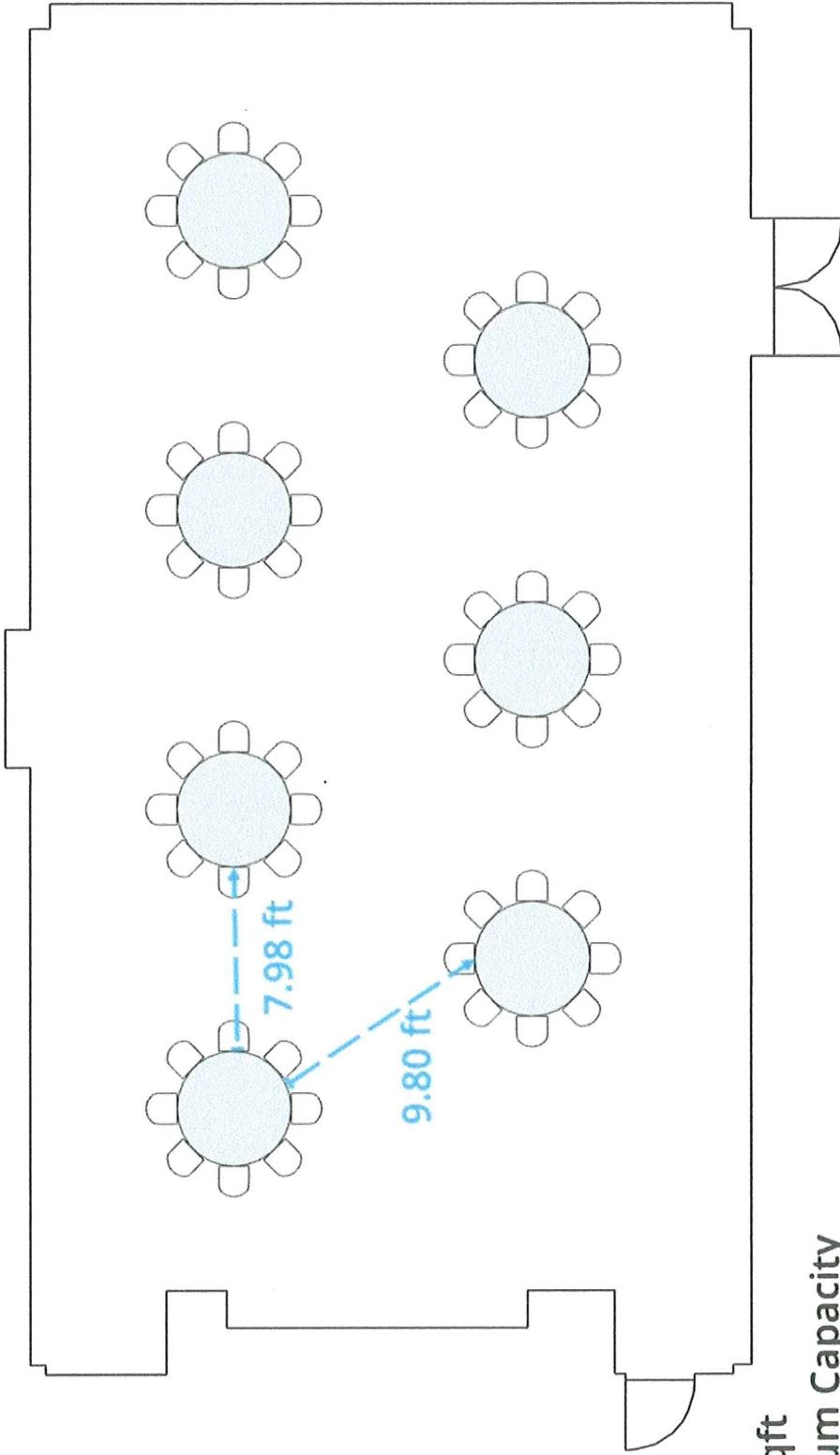
- 8-foot tables will be set with 3 guests per table.
- 6-foot tables will be set with 2 guests per table.
- All tables must be 6-feet apart

If you are needing to host an event that has classroom seating, please let your Event Coordinator know, and they can customize a diagram to let you know the maximum capacity.

Please see the chart below to know our current maximum capacity for each event space.

Space	Sqft	Banquet	Theater
101	1184	40	45
102	1169	39	45
103	1439	48	50
104	1694	56	60
201	742	23	30
202	695	23	30
203	1111	33	45
204	1164	32	45
205	2453	80	100
206	1159	32	45
207	754	24	30
208	777	24	30
209	1179	39	45
210	761	24	30
211	2166	72	60
212	1255	40	45
213	1225	40	45
205 Combo	4776	152	190
North Hall	15865	528	773
Center Hall	7802	240	335
South Hall	31315	968	1170
Foundry A	2986	96	132
Foundry B	3154	96	144
Foundry	6140	200	270
Ballroom A	6346	212	360
Ballroom B	7425	248	432
Ballroom C	7382	246	360
Ballroom AB	13771	456	848
Ballroom BC	14807	488	898
Ballroom	21153	704	1248
Sycamore A	1865	56	90
Sycamore B	2082	64	90
Sycamore C	1825	56	90
Sycamore D	2037	64	90
Sycamore AC	3690	120	180
Sycamore BD	4119	136	180
Sycamore	7809	256	360
Dining Gallery	8677	280	450

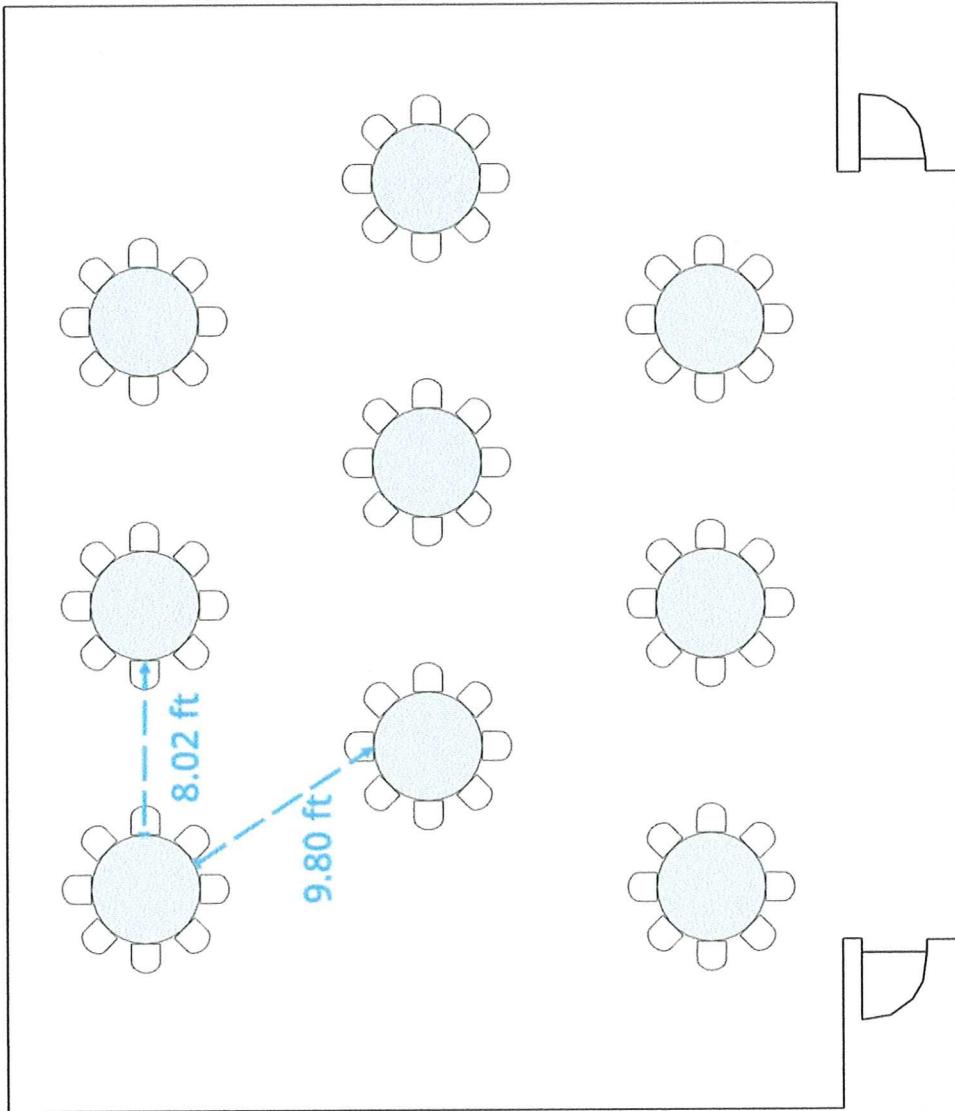
Meeting Room 104



1,694 sqft
Maximum Capacity
Guests: 56
Tables: (7) 60" rounds
8-ft distance between tables

5 Feet

Meeting Room 211

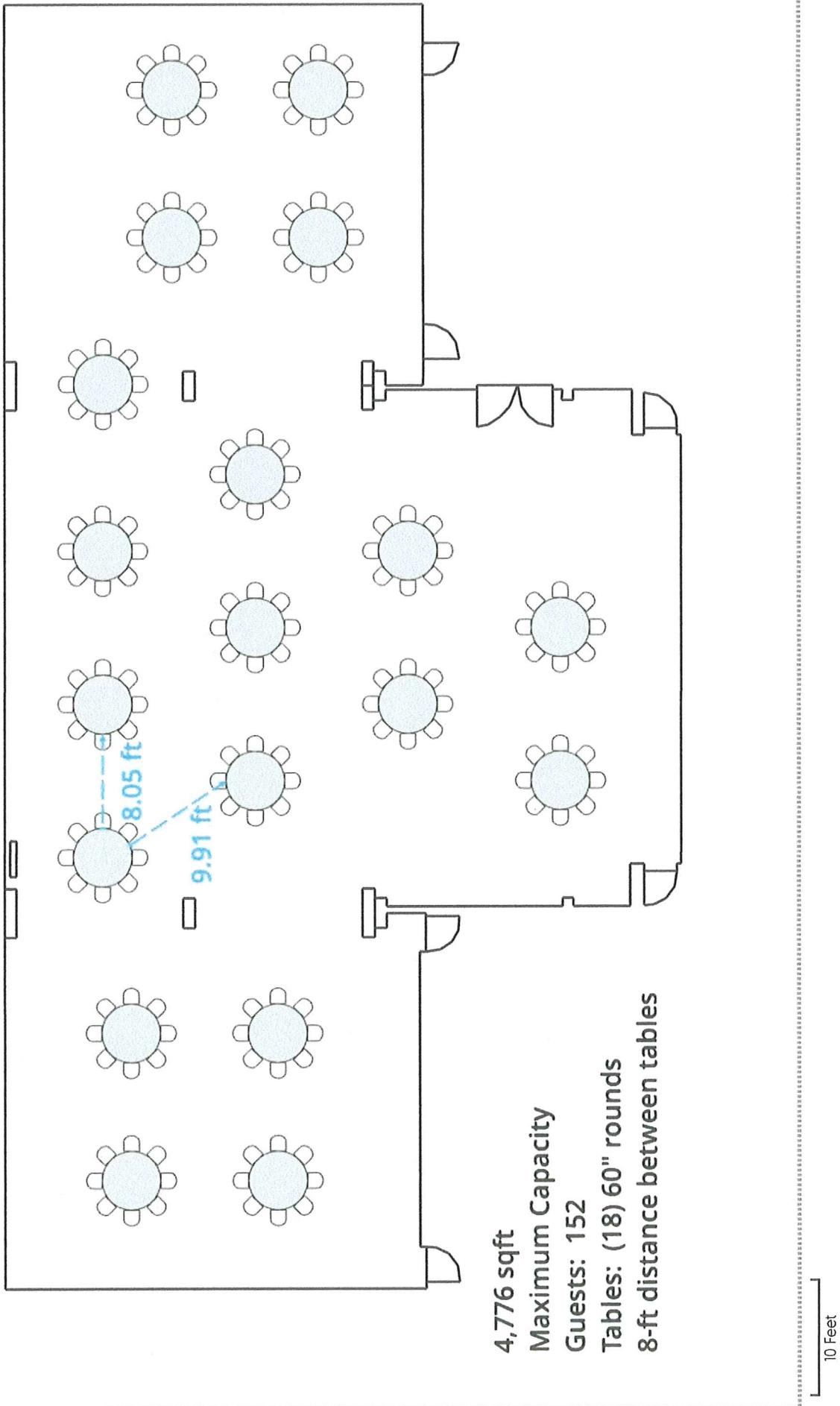


2,166 sqft
Maximum Capacity
Guests: 72

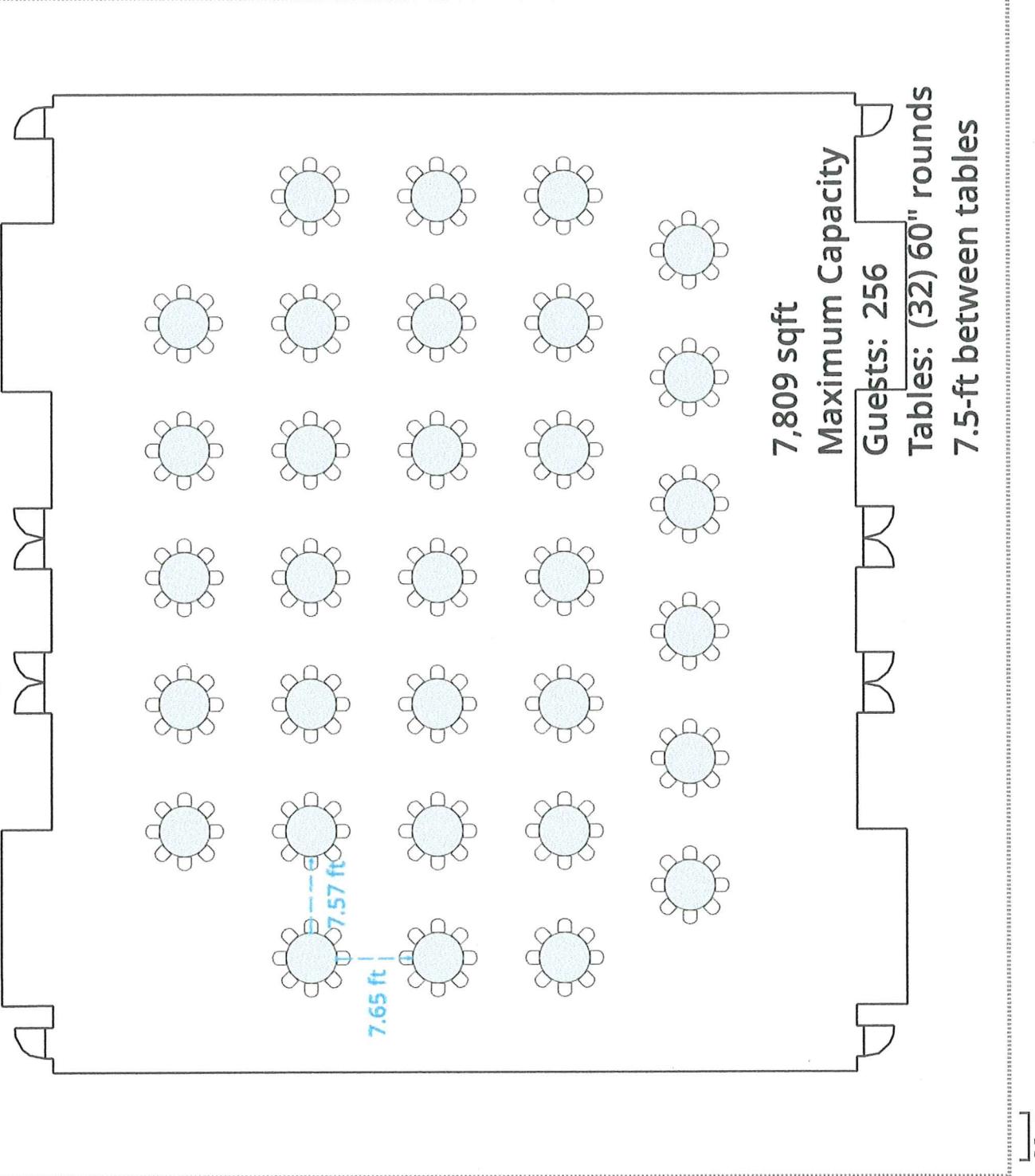
Tables: (9) 60" rounds
8-ft distance between tables

5 Feet

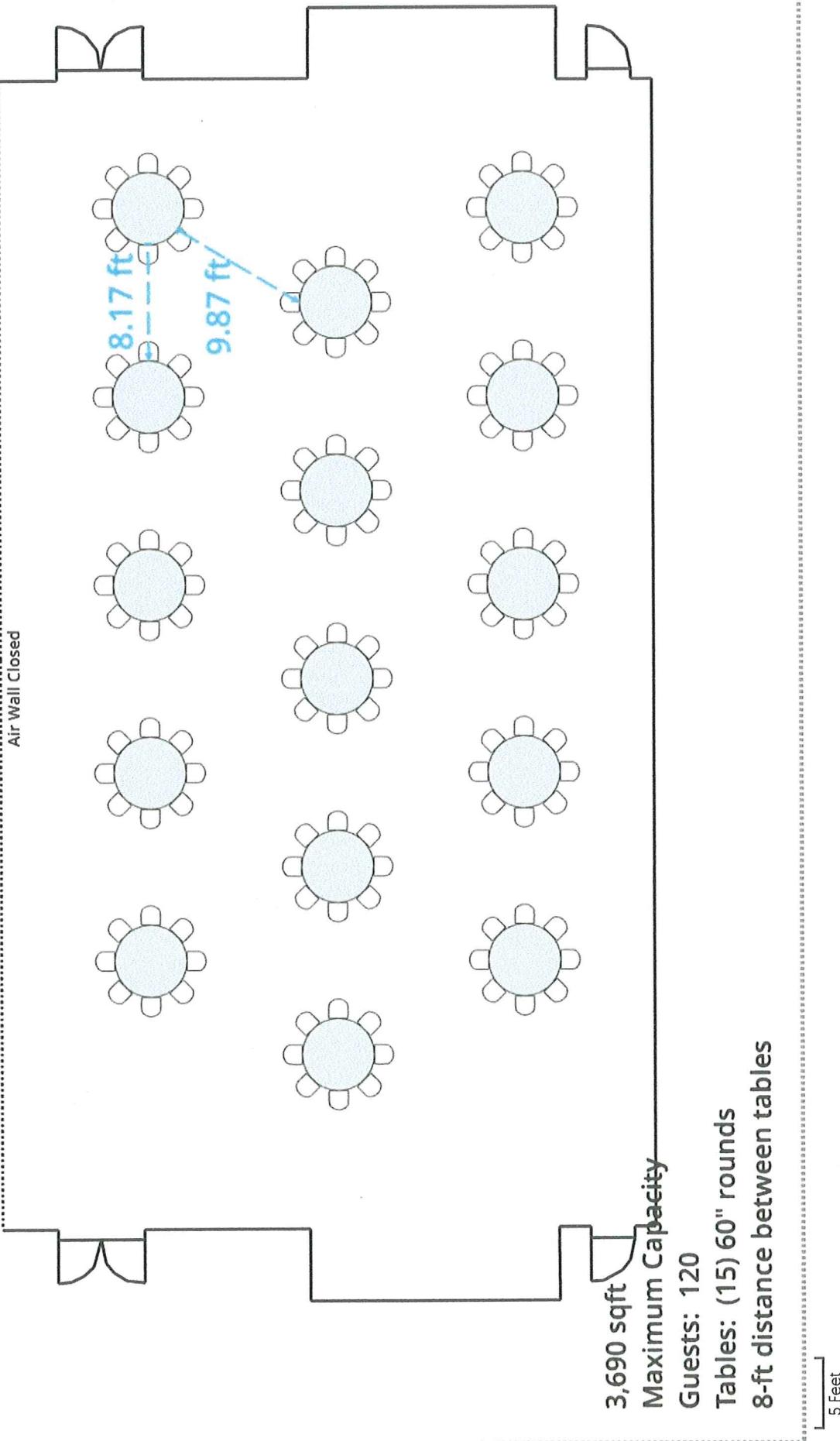
205 Combo



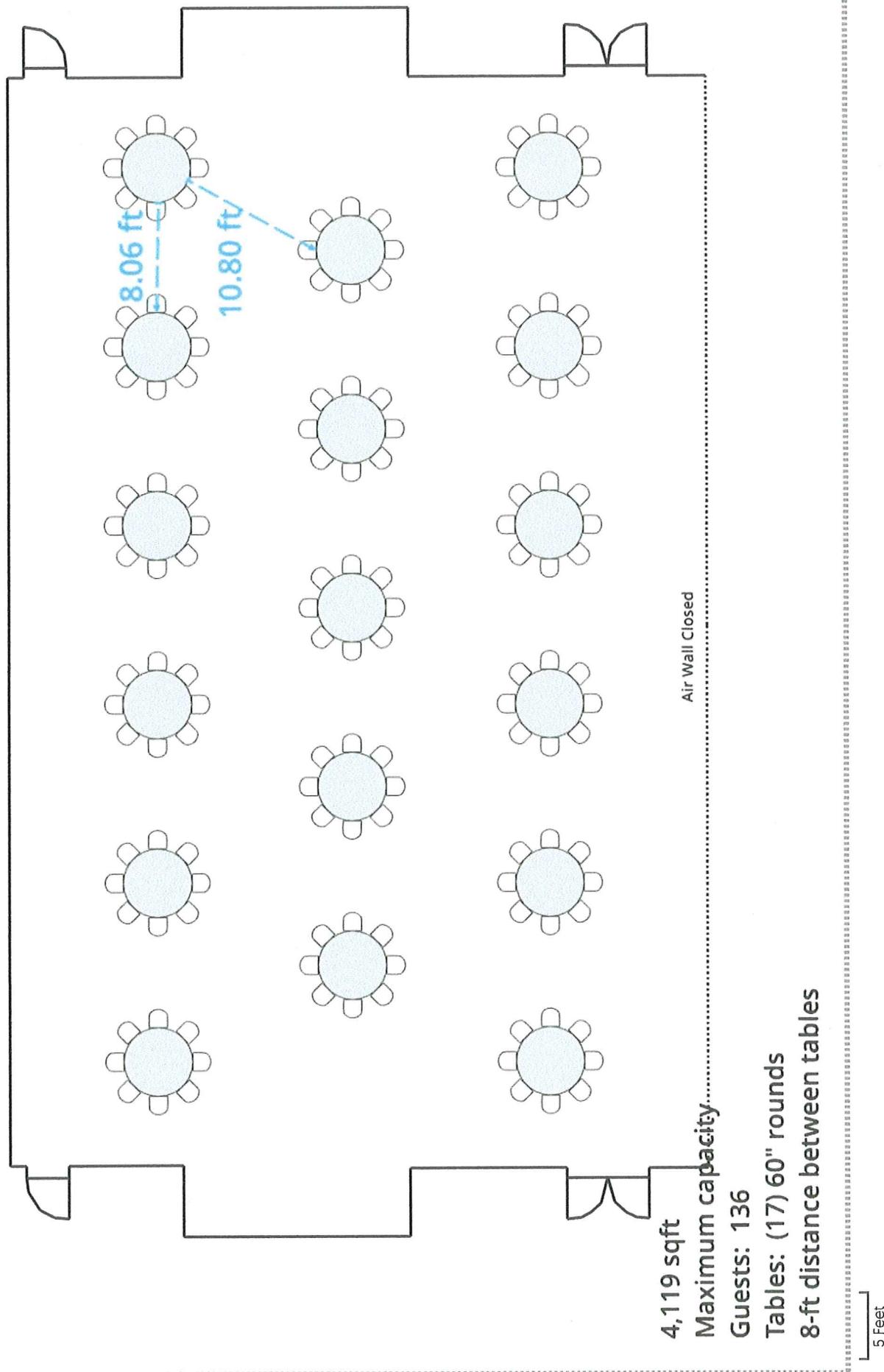
Sycamore



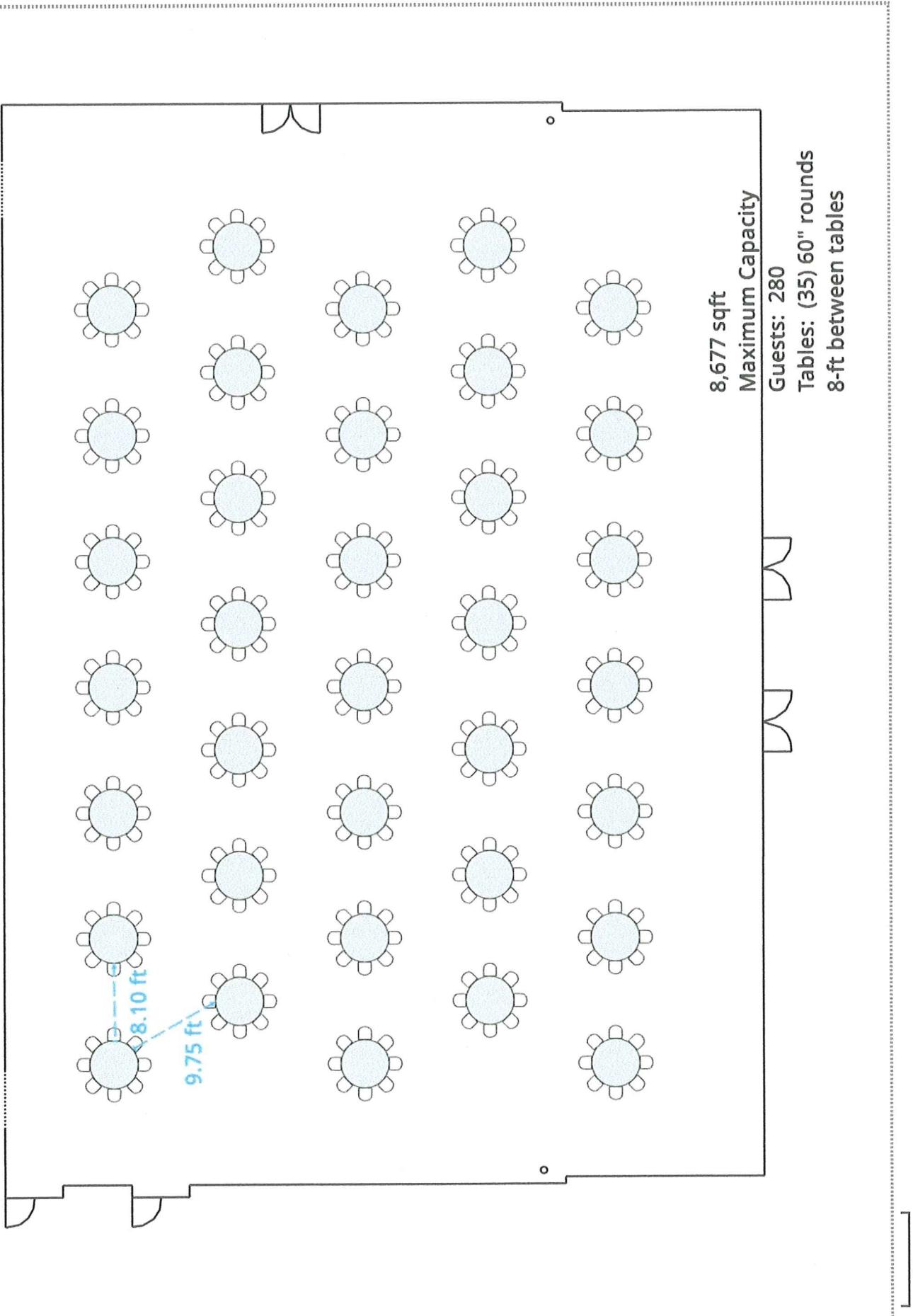
Sycamore A/C



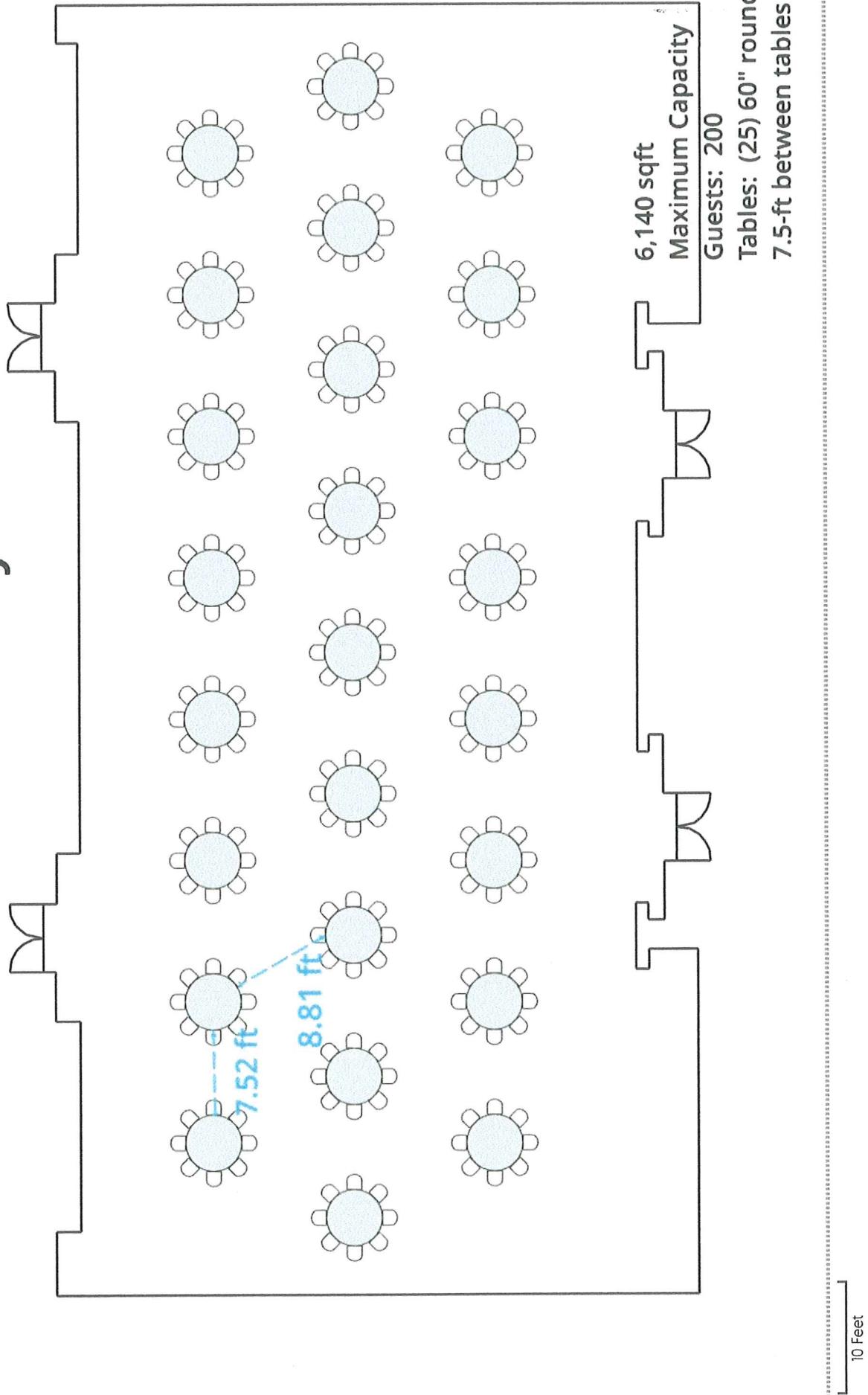
Sycamore B/D



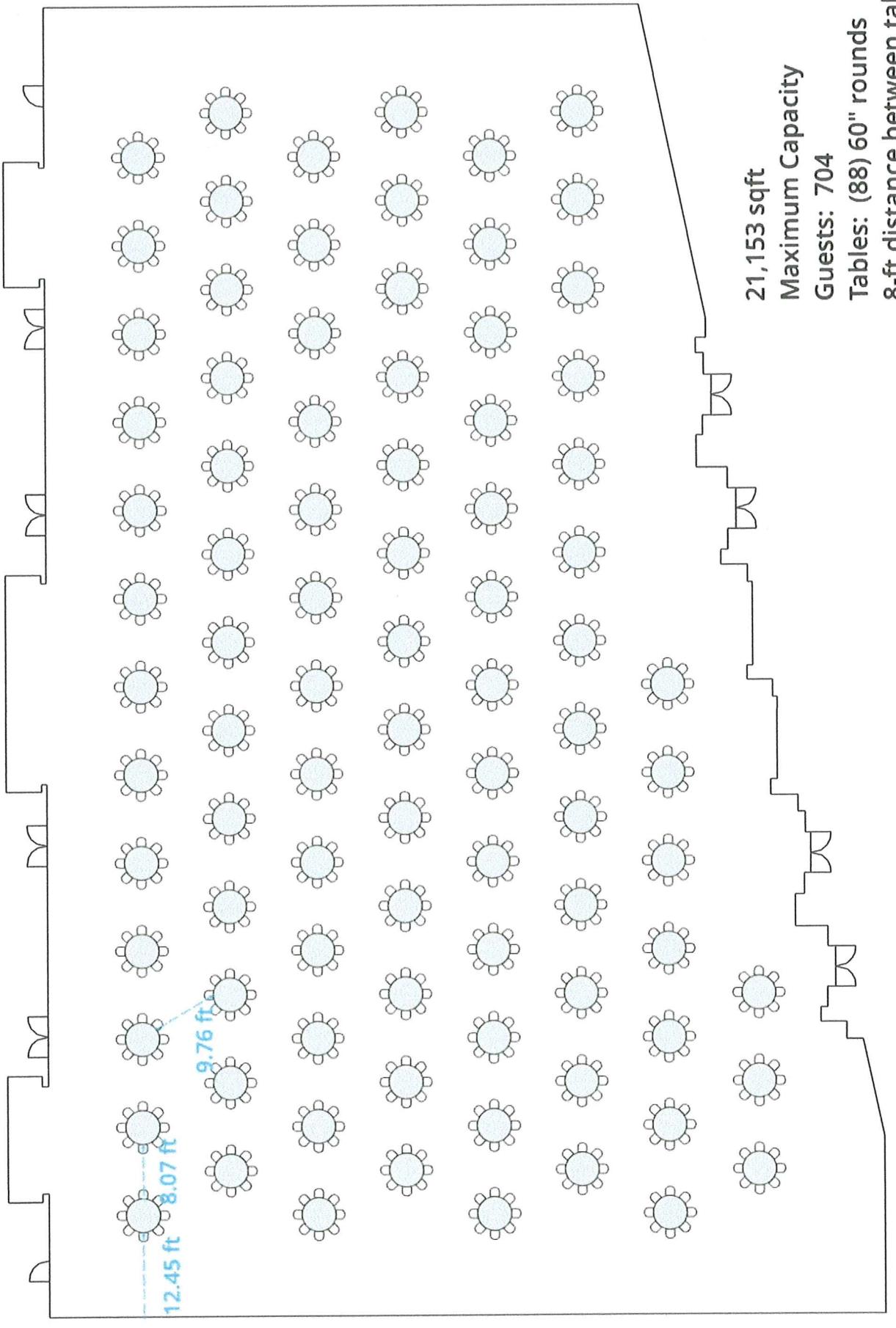
Dining Gallery



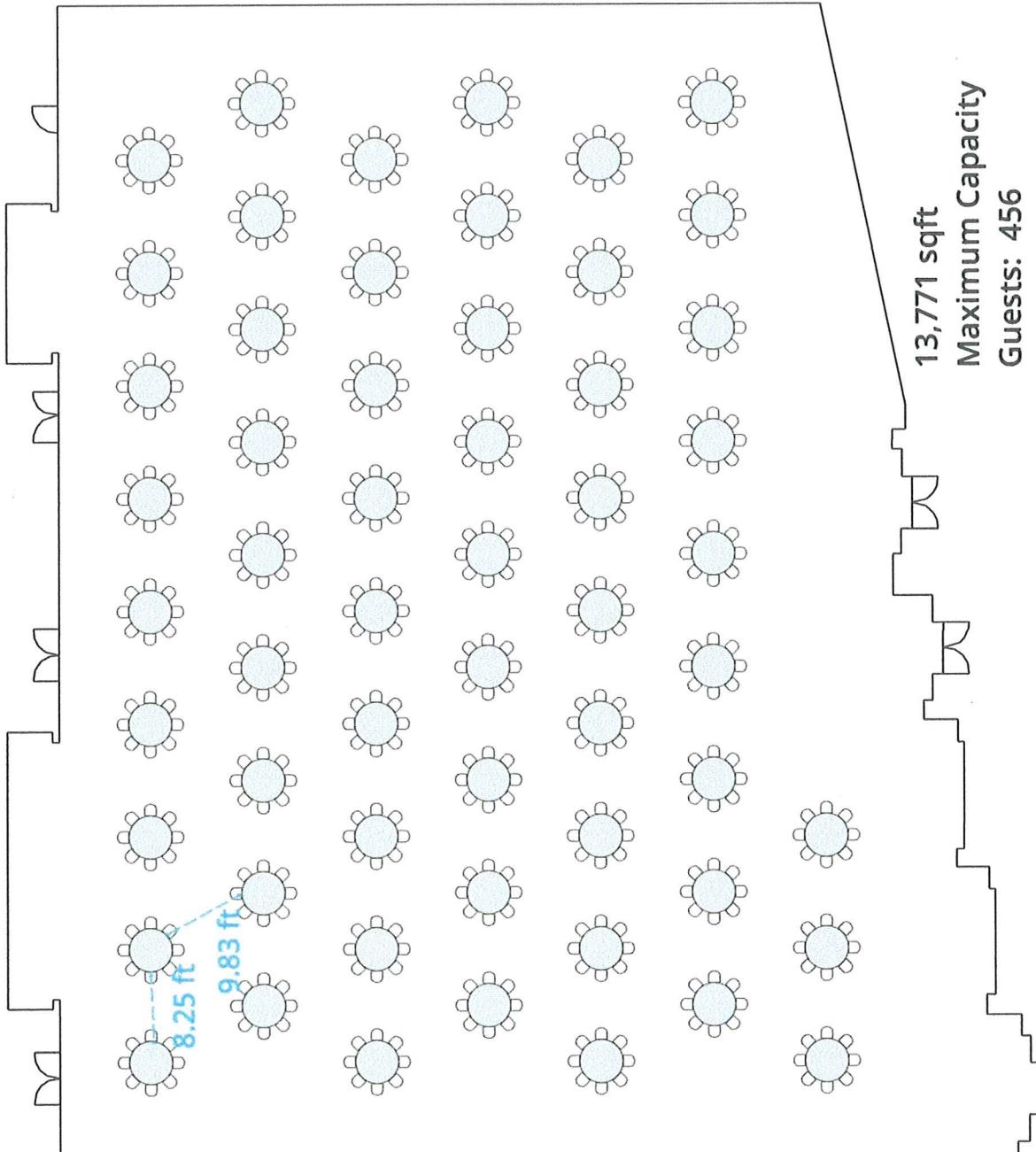
Foundry



Iron Works Ballroom



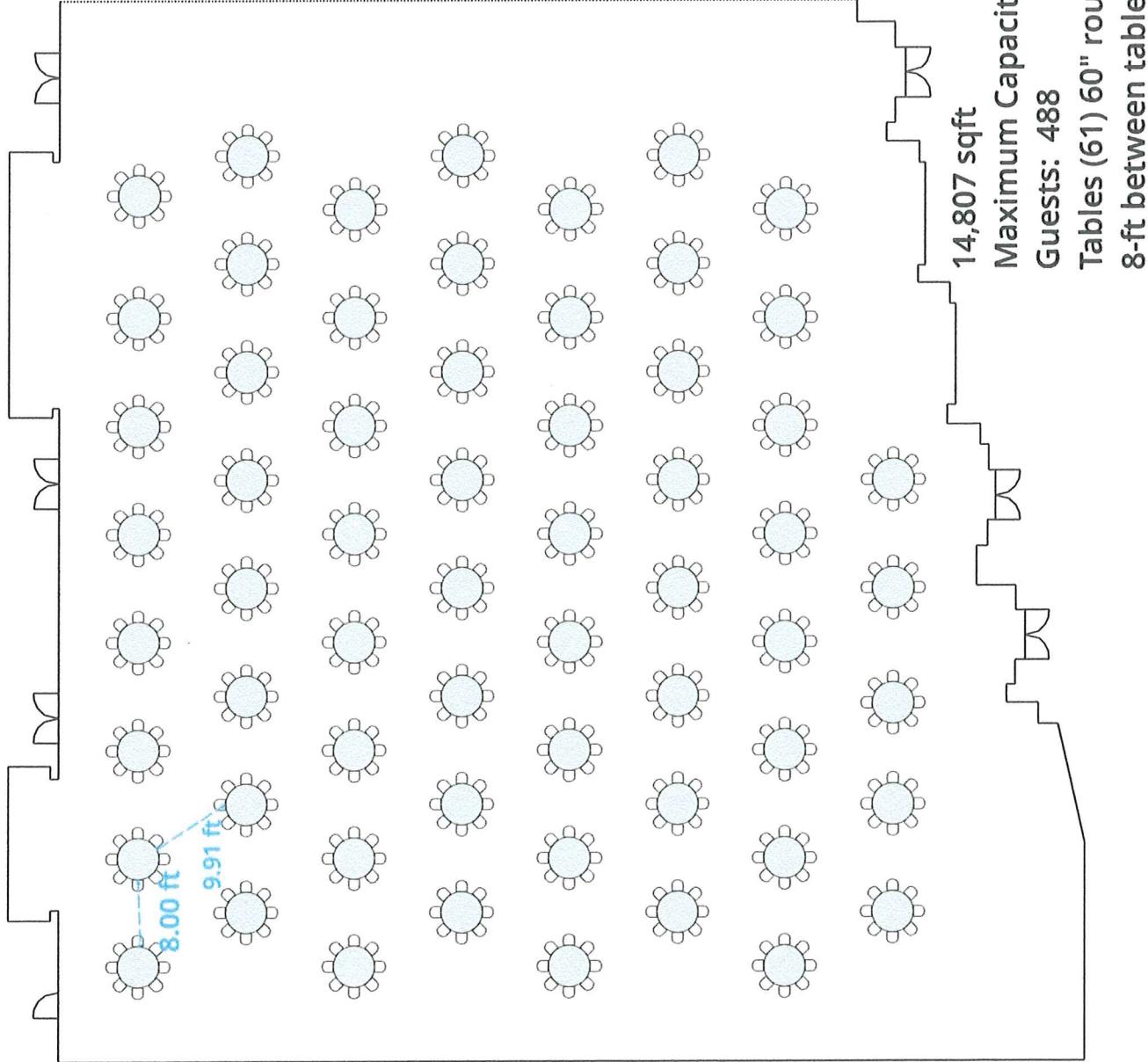
Iron Works Ballroom A/B



13,771 sqft
Maximum Capacity
Guests: 456
Tables: (57) 60" rounds
8-ft distance between tables

10 Feet

Iron Works Ballroom B/C

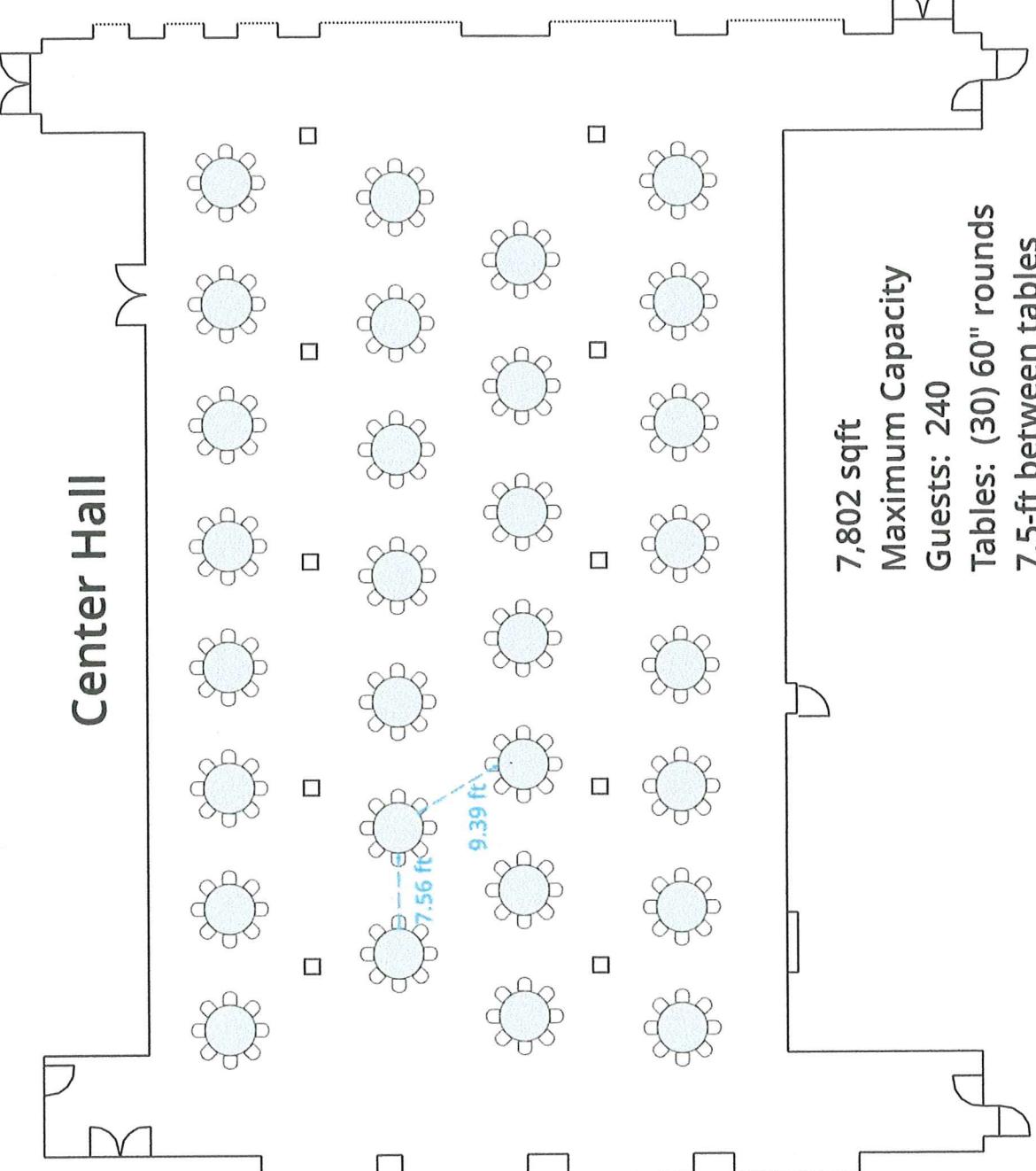


Center Hall

South Hall

North Hall

7,802 sqft
Maximum Capacity
Guests: 240
Tables: (30) 60" rounds
7.5-ft between tables



10 Feet

