

Room Setup Standards and Furniture Dimensions



Reference guide



Palais
des congrès
de Montréal

A good room layout involves more than placing furniture.

It must take into account the participant experience, the flow of people, service requirements and the safety of everyone involved.

→ Steps to follow

1 → Orient the room to provide the best visibility and accommodate the expected attendance.

2 → Position the main elements first: stage, screen, technical control area, risers and any equipment that may obstruct sightlines or movement.

3 → Position tables and chairs according to the minimum spacing standards.

4 → Allow for main and secondary circulation aisles.

5 → Keep exits clear of obstructions such as cable protection mat, furniture or equipment.

6 → Add dimensions and comply with room setup standards to ensure and verify the desired capacity.

7 → Include the essential information: room, event, date, version and person responsible.

8 → Perform a final visual check before submitting the plan to the Palais.

**IMPORTANT INFORMATION****Required dimensions on the plan**

All dimensions and clearances around the room perimeter, between tables, rows and aisles, and around the stage must be clearly indicated **directly on the plan**. Without complete dimensions, the setup team cannot proceed with room installation.

See the examples on the following page.

Basic information in the title block

The title block on each plan must include:

- Event, room and event date
- Capacity for the setup style
- Prepared by and version number

A plan with incomplete information may be rejected.

Current version and submission format

To prevent an outdated layout from being set up by mistake, only the **latest version**, identified by "Version:" in the title block, must be sent for setup.

The plan must be submitted to us in **PDF** format and, if possible, as an **AutoCAD (.DWG)** file so that we can check any elements that appear incorrect.

**Furniture and stage risers****Tables**

- Round table: 72 in. (1.83 m) diameter
- Classroom table: 6 ft. × 18 in. (1.83 × 0.46 m)
- Head table: 6 ft. × 30 in. (1.83 × 0.76 m)

Chairs

- 20 in. × 20 in. (0.5 × 0.5 m)

Chair dimensions are the reference used for all clearance and capacity calculations.

→ IMPORTANT**Be precise.**

Even a slight variation in chair dimensions can have a significant impact on room capacity.

Stage risers

- **Rooms 210, 517, 710, 720 and 725:**
4 ft. × 8 ft. (1.22 × 2.44 m) risers, with heights of 8/16/24/32/40 in.; technical control platform: 6 ft. × 8 ft. (1.83 × 2.44 m), with heights of 16/24/32 in.
- **Rooms 220, 510-516 and 518-525:**
6 ft. × 8 ft. (1.83 × 2.44 m) risers, with heights of 16/24/32 in.
- **Room 220:** 4 ft. × 8 ft. risers are also available, depending on the event.

Complimentary risers, where applicable:
quantity to be confirmed by the Event Manager.

**Did you know?**

The number in parentheses indicates the number of people per table, followed by the total room capacity.

**Clearances by setup style****Theatre**

- Minimum clearance of 40 cm (16 in.) between rows.



If space allows, increase the clearance between rows for greater participant comfort

- Maximum of 16 chairs per row, with a 1.2 m (4 ft.) aisle on each side.
- Rows of 8 chairs or fewer: only one 1.2 m aisle is required.
- Stage/platform: the first row of chairs must be at least 1.2 m (4 ft.) away.
- When there are more than 200 chairs, they must be linked together to comply with safety regulations.

Banquet

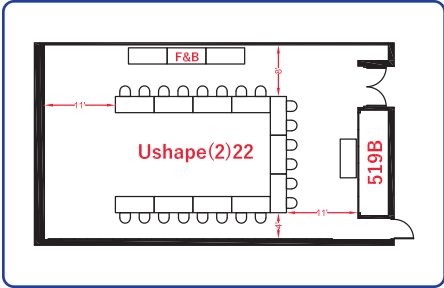
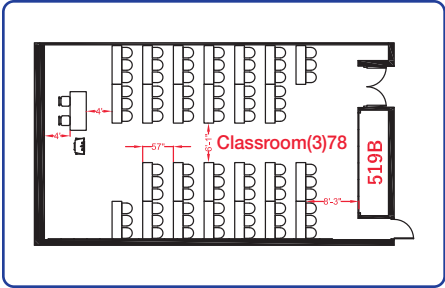
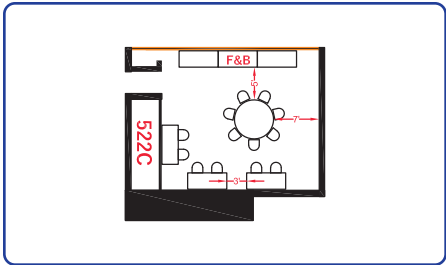
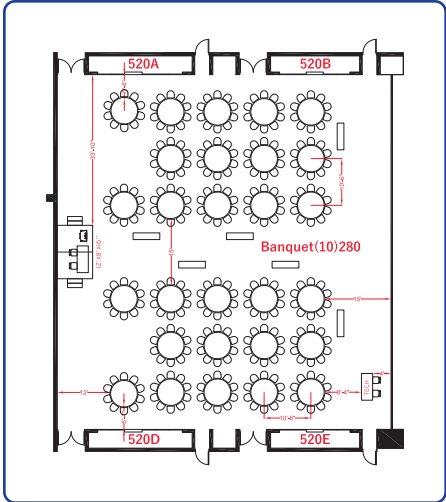
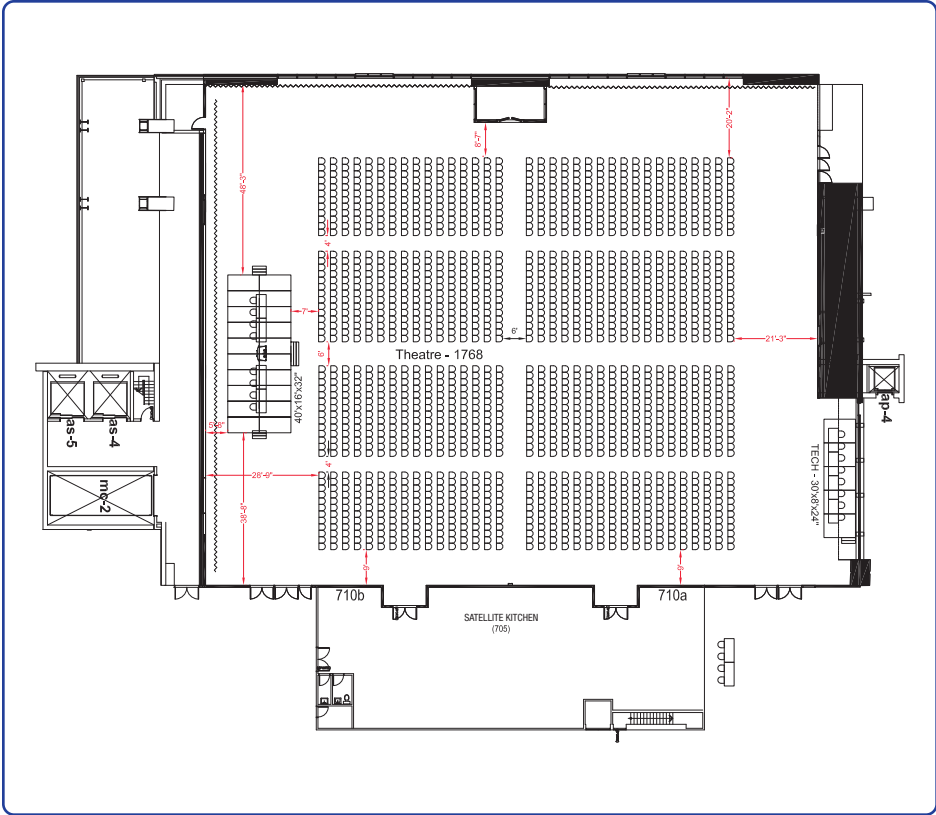
- Minimum clearance of 1.4 m (4 ft. 7 in.) between round tables.
- Maximum of 6 tables per group in any one direction.
- Centre aisle: 4.5 m (15 ft.) for food functions or 2.4 m (8 ft.) for meetings.
- Perimeter aisles: minimum of 1.2 m (4 ft.), allowing for service furniture.
- Minimum of 1.8 m (6 ft.) around a dance floor.
- Stage/platform: the first row of tables must be at least 1.2 m (4 ft.) away.

Classroom

- Minimum clearance of 1 m (3 ft. 3 in.) between rows of tables.
- Maximum of 15 chairs per row, with a 1.2 m (4 ft.) aisle on each side.
- Rows of 8 chairs or fewer: one 1.2 m aisle; maximum row length of 6 m (20 ft.).
- Stage/platform: the first row of tables must be at least 1.2 m (4 ft.) away.

- Banquet(10)280 = 10 people per table, 280 people in total.
- Classroom(3)78 = 3 people per table, 78 people in total.
- Theatre97, without parentheses = the number indicates the total capacity.

 Examples of compliant room plans



 CHECKLIST

- ☐ Complete dimensions are shown on the plan.
- ☐ The latest version of the plan has been submitted (PDF + DWG if possible).
- ☐ The title block information is complete.
- ☐ Capacity is confirmed for the setup style.

Sample title block

 Palais des congrès de Montréal	Event			
	Event date		Capacity	
	Prepared by: Version			