Setup Procedures

Generally, 6-hour events held at the COLUMBUS Hall & Banquet Center can be set up on the day of the event, with no difficulty. We allow access to the building at 8:00 am or later to do the necessary preparation for each event.

The 4-hour event allows 2 hours of setup time prior to the event. If additional time is needed for setup, we will allow additional time on that date at an additional charge of $50 per hour.

If your event requires an unusual amount of setup or decoration time, we offer 2 solutions.

1. Book the hall for the day before. We will give up to 7 hours of decoration time for an additional $300.

2. Wait till the week of the event. If the hall is available, we will allow you access to the building on the day before your event for up to 6 hours at an additional charge of $60 per hour.

When you arrive at the hall on your date, you will have access to the tables & chairs for your event.   Most likely, the tables will be in place for your event, with the chairs placed up, on top of the tables. You may need to add or subtract or move tables to suit your needs.

 We expect the chairs to be returned to the top of clean tables after your event, unless you arrange for us to clean up.   If you rented linen/dishes from us, they will be available for you to place.

If you arranged for a reception package, the tables will be set in place, chairs on the floor around the tables, linen on the tables, tables set and decorated as described in the reception package handout.

Decorations from the hall will be available as your desire. Lighted lattice and Arch behind the head table, lighted lattice behind the cake table, lighted arch at the entrance, lighted fig trees (7-8) placed around the hall. No additional charge.