

Tent Capacity Planning Chart for Pole Tents

Tent Size	Square Footage	Cocktail	Ceremony	Banquet Tables	Round Tables
		Number of Guests			
15' x 15'	225 sq ft	35	28-35	30-35	18-22
20' x 20'	400 sq ft	60	50-65	35-50	24-40
20' x 30'	600 sq ft	90	75-100	60-70	40-60
20' x 40'	800 sq ft	120	100-132	80-100	50-70
30' x 30'	900 sq ft	150	112-150	90-100	50-80
30' x 45'	1350 sq ft	225	168-225	130-160	100-120
30' x 60'	1800 sq ft	300	225-300	180-220	130-150
40' x 40'	1600 sq ft	265	200-265	160-200	120-150
40' x 60'	2400 sq ft	400	300-400	240-300	160-220
40' x 80'	3200 sq ft	530	400-530	320-400	230-290
40' x 100'	4000 sq ft	665	500-665	400-500	300-380
40' x 120'	4800 sq ft	800	600-730	480-600	400-470
40' x 140'	5600 sq ft	935	700-865	560-700	480-550

* This chart is considered only a guide. When planning an event a specific layout should be considered.

Other things to consider are listed below:

- Guests seated at Banquet tables - 8 ½ -10 sq. ft. per person
- Guests seated at Round Tables - 10-12 sq. ft. per person
- Guests standing or Theater style seating – 6 sq. ft. per person
- Head Table – 20 sq. ft. per person
- Buffet Table – 100-300 sq. ft.
- Guest Book & Cake Tables - 50 sq. ft.
- Gift Table – 100 sq. ft
- Bar – 150 sq. ft
- Band – 30 sq. ft. per person
- DJ – 50 sq. ft
- Dance Floor – 4 sq. ft per person