

**Palo Alto Bridge Club**  
**Requirements for Annual Firecracker Sectional Bridge Tournament**

James Stuart-Smith

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**Space:** 10,000 to 12,000 sq. ft. of column free (one or two columns may be acceptable) space, preferably in one contiguous area, to meeting room/ballroom comfort and acoustic standards, with a uniform lighting level of 20 foot-candles at 30 inches above the floor.

Two closely adjacent areas with about two thirds, one third split will likely be acceptable.

The space will be filled with approximately 150 card tables for playing bridge.

1,500 to 2,000 sq. ft. of pre-function space outside the main rooms.

A lockable office for the tournament director close to the playing area.

**Dates:** Five days, Wednesday through Sunday, either including 4<sup>th</sup> July, preferred, or in the last week of June. The last two weeks in July may be possible, but less desirable, alternatives.

**Times:** From 9.00 am on Wednesday to 9.00 pm on Sunday. This includes all our set up and take down.

There are usually two sessions per day, each lasting about 4 hours. Sessions on Friday, Saturday and Sunday start at 10:00 am and on Wednesday and Thursday at 1:00pm, with the second sessions starting at 3:00 pm or 7:00pm.

**Furniture:** The 150 card tables will be supplied, put in and taken out by Palo Alto Bridge Club.

Venue to provide and set up, immediately after the bridge table installation, 600 comfortable padded chairs to the card tables. Venue to provide and set up ten 6' x 30" tables with top cloths and individual skirts, each with two padded chairs. Venue to provide and set up in the pre-function area chairs and tables for players to meet and relax before and between sessions.

**Loading/Unloading:** Facility required for medium size van and 6 cars. Venue to provide two large flatbed trollies for transport of bridge tables and other equipment and supplies.

**Parking:** Free parking for up to 450 cars. Additional Disabled parking spaces will be required, above the minimum legal standard.

**Public Address:** A microphone is required with PA to the main and pre-function areas.

**Drinking Water:** Venue to provide three chilled drinking water dispensers with disposable cups in the playing rooms. Replenishment service required. Estimated consumption 150 gallons.

**Coffee and Food Service:** Venue to provide. Some different players will attend first and second sessions. Before sessions there is a requirement for coffee and snacks with more substantial food available during the break between sessions on Friday, Saturday and Sunday. During sessions there will no, or very little, demand for food during the first three hours of each session.

**Cleaning and Janitorial:** Cleaning and janitorial service required during the event; particularly for trash removal and Rest Rooms cleaning/servicing.

**Hotel:** A nearby good quality hotel is desirable with ability to reserve up to 80 bed nights at preferential tournament rates.

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