



Montreat Conference Center

Meeting Space Capacity & Equipment

Please note, the third page of this document contains brief explanation of our room dimensions, our meeting space setups, and our equipment.

Chart updated 01/20/2026

Meeting Space	Dimensions (L x W)	Area (sq ft)	Theater	Circle of Chairs	Seminar	Classroom (2-up)	Classroom (4-up)	Round Tables	Board Room	U-Shaped	Equipment
Lower Freeland	24' x 50'	1230 ft ²	50	60	30 (60)	12 (24)	8 (32)	5 (40)	8 (16)	7 (14)	WiFi, Elevator
Upper Freeland	50' x 52'	2623 ft ²	140	Var.	64 (128)	20 (40)	24 (96)	18 (144)	18 (36)	17 (34)	
Belk Center at Left Bank											
Lower Left Bank	26' x 13'	373 ft ²	35	35	8 (16)	8 (16)	4 (16)	4 (32)	4 (8)	5 (10)	WiFi, Elevator
Upper Left Bank	26' x 13'	373 ft ²	35	35	8 (16)	8 (16)	4 (16)	4 (32)	4 (8)	5 (10)	
Moore Center											
Thompson Brown Meeting Space	34' x 25'	872 ft ²	120	66	24 (48)	20 (40)	8 (32)	7 (56)	10 (20)	9 (18)	WiFi
Walkup Building											
Walkup, Full Building	36' x 24'	912 ft ²	120	Var.	24 (48)	20 (40)	8 (32)	10 (80)	14 (28)	13 (26)	WiFi, Projector Screen
Walkup A	17' x 24'	436 ft ²	30	30	12 (24)	10 (20)	4 (16)	4 (32)	8 (16)	7 (14)	WiFi
Walkup B	19' x 24'	478 ft ²	30	30	12 (24)	10 (20)	4 (16)	4 (32)	8 (16)	7 (14)	
Wayout Building											
Wayout A	30' x 24'	753 ft ²	50	60	20 (40)	16 (32)	8 (32)	6 (48)	8 (16)	7 (14)	WiFi
Wayout B	10' x 15'	162 ft ²	25	24	4 (8)	2 (4)	2 (8)	1 (8)	4 (8)	3 (6)	WiFi
Wayout C	20' x 12'	250 ft ²	36	33	6 (12)	6 (12)	2 (8)	2 (16)	4 (8)	3 (6)	

General

Length	Measurement of dimension closest to furthest from the presentation area.
Width	Measurement of dimension perpendicular to length.

Room Setups

Standing Room	Maximum number of people allowed per space
Theatre Chairs Setup	Chairs in theatre-style arrangement
Circle of Chairs Setup	Chairs oriented around the outside perimeter of the space.
Seminar Setup	Seminar tables with two chairs on one side.
Classroom (4 up) Setup	Banquet tables with two chairs on each side (four total chair).
Classroom (2 up) Setup	Banquet tables with two chairs on one side (two total chairs).
Round Tables Setup	Round tables with 8 chairs oriented around it.
Board Room Setup	Banquet tables with two chairs facing the center of the room arranged around the perimeter.
U-Shaped Table Setup	Banquet tables with two chairs facing the center of the room arranged around the perimeter of the space with an opening to access the center.

Table Sizes

Banquet Tables	6' x 2.5' rectangular tables
Seminar Tables	6' x 1.5' rectangular tables
Round Tables	5' diameter round tables
Left Bank Tables	5' x 2.5' rectangular tables.

PLEASE NOTE: These tables are only located in the Belk Center at Left Bank.

Chairs	20" x 26" chairs
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Equipment

WiFi	WiFi is available in a space. WiFi name is either "Montreat Public" or will be listed in a visible area in the meeting space.
Refridgerator	A refridgerator to put items that need refridgeration.
Stage	A permanent stage exists in a space. It cannot be moved.
Sound System	A portable stage can be assembled in a space or is preassembled in a space and can be removed if necessary.
Sound System	A permanent sound system is installed in a space with a dedicated sound board and audio inputs.
Stage Lighting	A portable sound system is avaiable upon request and generally consists of a speaker and a microphone.
Stage Lighting	Permanently installed lighting for a stage area. Lighting can be dimmed but not directionally changed.
Projector	A permanent project is installed into the space and has a dedicated access location in the room, for example, at the front of the room. It cannot be moved.
Projector Screen	A portable projector is available upon request and will be set up on a folding table.
Projector Screen	A permanent projector screen is installed on a wall or ceiling of a room. It cannot be moved.
Piano	A collapsible portable projector screen is available upon request.
Bleacher Seating	Upright piano.
Catering Kitchen	Permanent raised, tiered rows of benches.
TV	A catering kitchen includes a warming oven, microwave, ice machine, and a fridge/freezer.
Elevator	A television is available in this space either because it is permanently installed or can be moved into the space on a rolling media station.
Elevator	Space can be accessed by an elevator.