

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 11/21/2025

Meeting Space	Dimensions (L x W)	Area (sq ft)	Max Capacity	Theater	Circle of Chairs	Seminar	Classroom	Round Tables	Board Room	U-Shaped	Equipment
Allen Building											
Allen C	32' x 15'	482 ft ²	49	49	35	10	10	5	10	9	WiFi, Refrigerator
Allen D	17' x 15'	270 ft ²	49	x	x	x	x	x	x	x	WiFi, Refrigerator
Anderson Auditorium											
Anderson #1	25' x 12'	321 ft ²	49	x	25	x	x	x	x	x	WiFi
Anderson #2	24' x 16'	390 ft ²	49	x	25	x	x	x	x	x	WiFi
Anderson #3	25' x 12'	321 ft ²	49	x	25	x	x	x	x	x	WiFi
Anderson #4	24' x 16'	390 ft ²	49	x	25	x	x	x	x	x	WiFi
Anderson Lobby				x	x	x	14	x	x	x	WiFi
Main Auditorium	120' x 122'	14731 ft ²	1250	x	x	x	x	x	x	x	WiFi, Permanent Stage, Sound System, Stage Lighting, Projector
Main Auditorium - Stage	31' x 19'	617 ft ²	64	64	55	15	12	5	6	6	WiFi, Permanent Stage, Sound System, Stage Lighting, Projector
Upper Anderson	60' x 36'	2176 ft ²	300	250	Var.	30	30	20	14	11	WiFi, Permanent Stage, Sound System, Stage Lighting, Projector, Projector Screen, Piano
Assembly Inn											
Upper Lobby			250	x	x	x	x	x	x	x	WiFi
Belk Meeting Room (AI 1)	15' x 33'	519 ft ²	140	50	35	10	15	5	10	9	WiFi, Sound System, Stage Lighting, Projector
Convocation 1	13' x 22'	290 ft ²	49	30	25	6	8	3	6	5	WiFi, Projector
Convocation Hall (Fireplace Arrangement)	48' x 33'	1640 ft ²	240	215	Var.	40	25	14	18	14	WiFi, Sound System, Stage Lighting, Projector, Projector Screen
Convocation Hall (Window Arrangement)	33' x 48'	1640 ft ²	240	215	Var.	40	25	14	18	13	WiFi, Sound System, Stage Lighting, Projector, Projector Screen
Dickson Meeting Room (AI 218)	10' x 30'	324 ft ²	49	25	25	5	5	2	6	x	WiFi, Projector
Dowd Meeting Room (AI 251)	8' x 31'	271 ft ²	49	25	25	5	5	2	6	x	WiFi, Projector
FPC Dallas Meeting Room (AI 2)	15' x 19'	299 ft ²	49	25	20	6	6	3	4	3	WiFi, Projector
Galax Dining Room	36' x 84'	3091 ft ²	240	x	x	x	x	x	x	x	WiFi, Sound System
Private Dining Room	8' x 18'	150 ft ²	30	x	x	x	x	x	x	x	WiFi
Idlewild Pres Meeting Room (AI 303)	14' x 19'	271 ft ²	49	25	25	6	6	2	6	5	WiFi, Projector
Jeffrey meeting Room (AI 234)	14' x 19'	268 ft ²	49	25	25	6	6	2	6	5	WiFi, Projector
Montreat Pres Meeting Room (AI 334)	19' x 14'	276 ft ²	49	25	25	6	4	2	6	5	WiFi, Projector
Query Lakeside Meeting Room	12' x 27'	330 ft ²	49	30	25	8	8	3	8	7	WiFi, Projector
Barn	58' x 70'	4080 ft ²	300	200	Var.	30	30	16	14	11	WiFi, Portable Stage

Freeland Hall												
Lower Freeland	24' x 50'	1230 ft ²	60	50	60	30	12	5	8	7	WiFi	
Upper Freeland	50' x 52'	2623 ft ²	140	140	Var.	64	20	18	18	17	WiFi	
Belk Center at Left Bank												
Lower Left Bank	26' x 13'	373 ft ²	80	35	35	8	8	4	4	5	WiFi	
Upper Left Bank	26' x 13'	373 ft ²	80	35	35	8	8	4	4	5	WiFi, Piano	
Moore Center												
Thompson Brown Meeting Space	34' x 25'	872 ft ²	190	120	66	24	20	7	10	9	WiFi, Projector	
Walkup Building												
Walkup, Full Building	36' x 24'	912 ft ²	200	120	Var.	24	20	10	14	13	WiFi, Projector	
Walkup A	17' x 24'	436 ft ²	90	30	30	12	10	4	8	7	WiFi, Projector	
Walkup B	19' x 24'	478 ft ²	100	30	30	12	10	4	8	7	WiFi	
Wayout Building												
Wayout A	30' x 24'	753 ft ²	160	50	60	20	16	6	8	7	WiFi, Projector	
Wayout B	10' x 15'	162 ft ²	30	25	24	4	2	1	4	3	WiFi	
Wayout C	20' x 12'	250 ft ²	49	36	33	6	6	2	4	3	WiFi	

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.
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.
Chairs	<p>PLEASE NOTE: These tables are only located in the Belk Center at Left Bank.</p> <p>20" x 26" chairs</p>
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	<p>A permanent stage exists in a space. It cannot be moved.</p> <p>A portable stage can be assembled in a space or is preassembled in a space and can be removed if necessary.</p>
Sound System	<p>A permanent sound system is installed in a space with a dedicated sound board and audio inputs.</p> <p>A portable sound system is avaiable upon request and generally consists of a speaker and a microphone.</p>
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	<p>A portable projector is available upon request and will be set up on a folding table.</p> <p>A permanent projector screen is installed on a wall or ceiling of a room. It cannot be moved.</p> <p>A collapsible portable projector screen is available upon request.</p>
Piano	Upright piano.
Bleacher Seating	Permanent raised, tiered rows of benches.
Catering Kitchen	A catering kitchen includes a warming oven, microwave, ice machine, and a fridge/freezer.
TV	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.