



North Bank Park Pavilion

311 West Long Street

*Please complete and return: Fax:(614) 645-0686 or
Email: crpdrentalconfirmation@columbus.gov

Name: _____	Date of Event: _____
Event Type: _____	Rental Time: _____ to _____
# of Guests: _____ (Maximum Occupancy: 100 from Nov. 1 - March 31, 200 from April 1 - Oct. 31)	
Alcohol Being Served: YES ___ NO ___ If Yes, Approved Beverage Contractor: _____	

Setup

of Tables for Seating Inside: _____ # of Chairs Per Table: _____

of Tables for Seating Outside: _____ # of Chairs Per Table: _____

Head Table(s): 0 ___ 1 ___ 2 ___ 3 ___ # of Chairs at Head Table: _____

Buffet/Food Tables: 0 ___ 1 ___ 2 ___ 3 ___

Gift Table: YES ___ (Table Type _____) NO ___ Cake Table: YES ___ (Table Type _____) NO ___

Bar Table: 0 ___ 1 ___ 2 ___ (Inside ___ Outside ___)

Additional Tables (for example; DJ, Sign-IN, Beverage, Hors D'oeuvre, etc.)

Ceremony Location: _____ # of Ceremony Chairs: _____

Fountain: ON ___ OFF ___ (Fountains are on May 15 - Oct. 1, but are not guaranteed as they may be off due to weather, repair, or winterization)

Interior Fireplace Lit: YES ___ NO ___

Hollywood Doors: OPEN - 1 ___ 2 ___ 3 ___ CLOSED ___

Timeline

Initial contact that will be on site first: _____ Time of Arrival: _____

Caterer/Vendor Arrival Time: _____

Guest Arrival Time: _____

Ceremony Time: _____ Reception Time: _____ Last Call: _____

Guest Departure Time: _____

Tear Down Time (Bar, Decorations): _____

Additional Helpful Information (for example; renting tables and/or chairs, specific setup directions, etc.):

*Please provide an example of how you would like your tables setup on the attached diagram. We will do our best to accommodate your request but may need to adjust accordingly to allow for maximum efficiency.

NORTH BANK PARK PAVILION

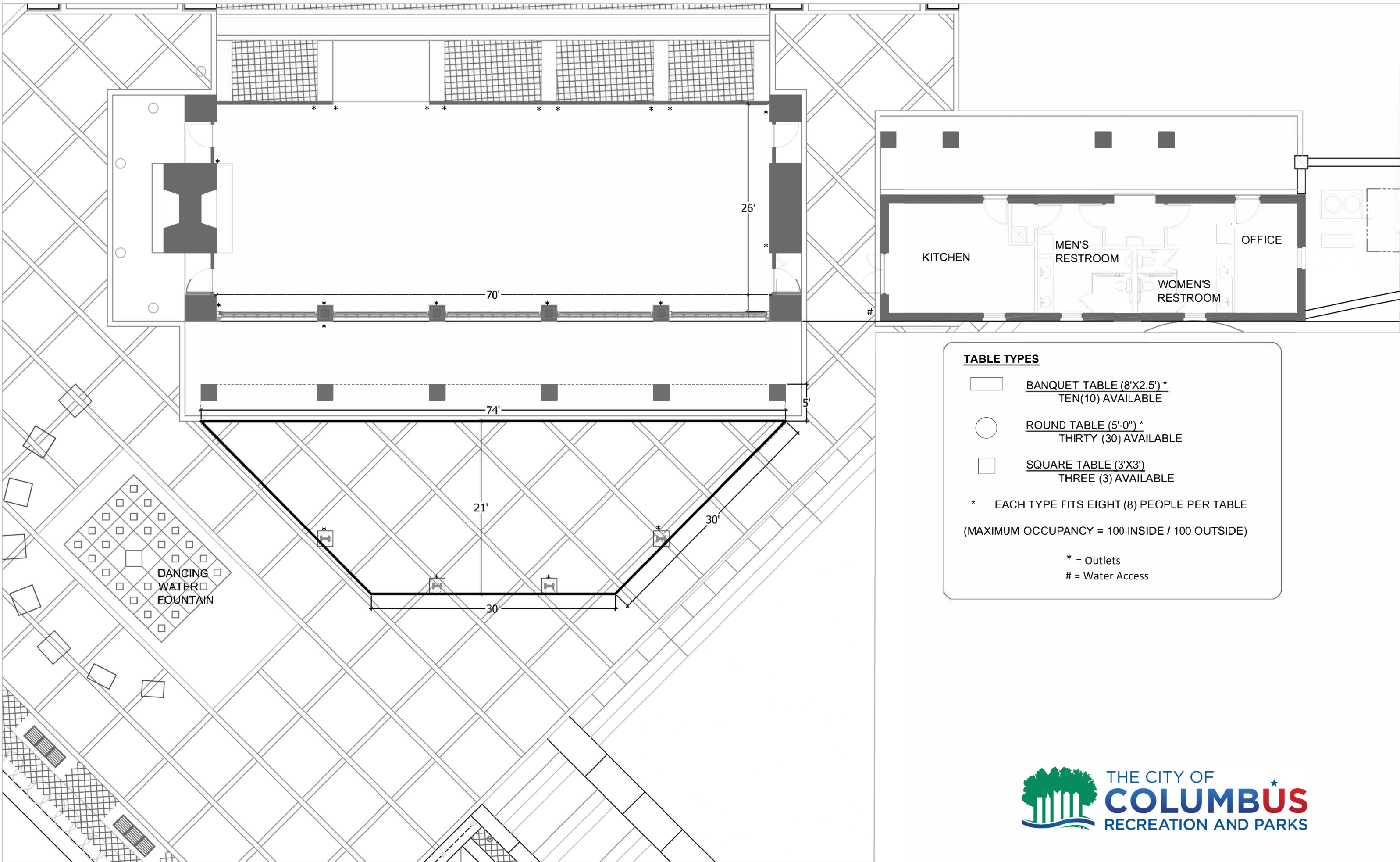





TABLE TYPES

-  **BANQUET TABLE (8'X2.5') ***
TEN(10) AVAILABLE
-  **ROUND TABLE (5'-0") ***
THIRTY (30) AVAILABLE
-  **SQUARE TABLE (3'X3')**
THREE (3) AVAILABLE

* EACH TYPE FITS EIGHT (8) PEOPLE PER TABLE
(MAXIMUM OCCUPANCY = 100 INSIDE / 100 OUTSIDE)

* = Outlets
= Water Access