



# Big Walnut Park Shelterhouse

5000 East Livingston Avenue

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

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

# of Guests: \_\_\_\_\_ (Maximum Occupancy: 175)

Alcohol Being Served: YES \_\_\_ NO \_\_\_ If Yes, Approved Beverage Contractor: \_\_\_\_\_

# of Tables for Seating: \_\_\_\_\_ # of Chairs Per Table: \_\_\_\_\_

Head Table: 0 \_\_\_ 1 \_\_\_ 2 \_\_\_ # of Chairs at Head Table: \_\_\_\_\_

Buffet/Food Tables: 0 \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_

Gift Table: YES \_\_\_ NO \_\_\_ Cake Table: YES \_\_\_ NO \_\_\_

Bar Table: 0 \_\_\_ 1 \_\_\_ 2 \_\_\_

**\*Table Sizes:**  
8' x 2.5' Banquet Style (24 Available)

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

\*If you want to provide an example of how you would like your tables setup, please sketch in on the diagram below. We will do our best to accommodate but may need to adjust accordingly to allow for maximum efficiency. If no sketch is submitted, we will setup the facility according to event type and the information provided above.

Additional Helpful Information:

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