



Warner Woods Pavilion

4747 Central College Road

NOT A RENTAL APPLICATION

Please complete this Custom Diagram Form and submit to:

Email: crpdrentalconfirmation@columbus.gov

Name: _____		Date of Event: _____	
Event Type: _____		Rental Time: _____ to _____	
Permit #: _____	# of Guests: _____ (Maximum Occupancy: 100 Inside; 50 Outside)		
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 (50 available): _____

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.

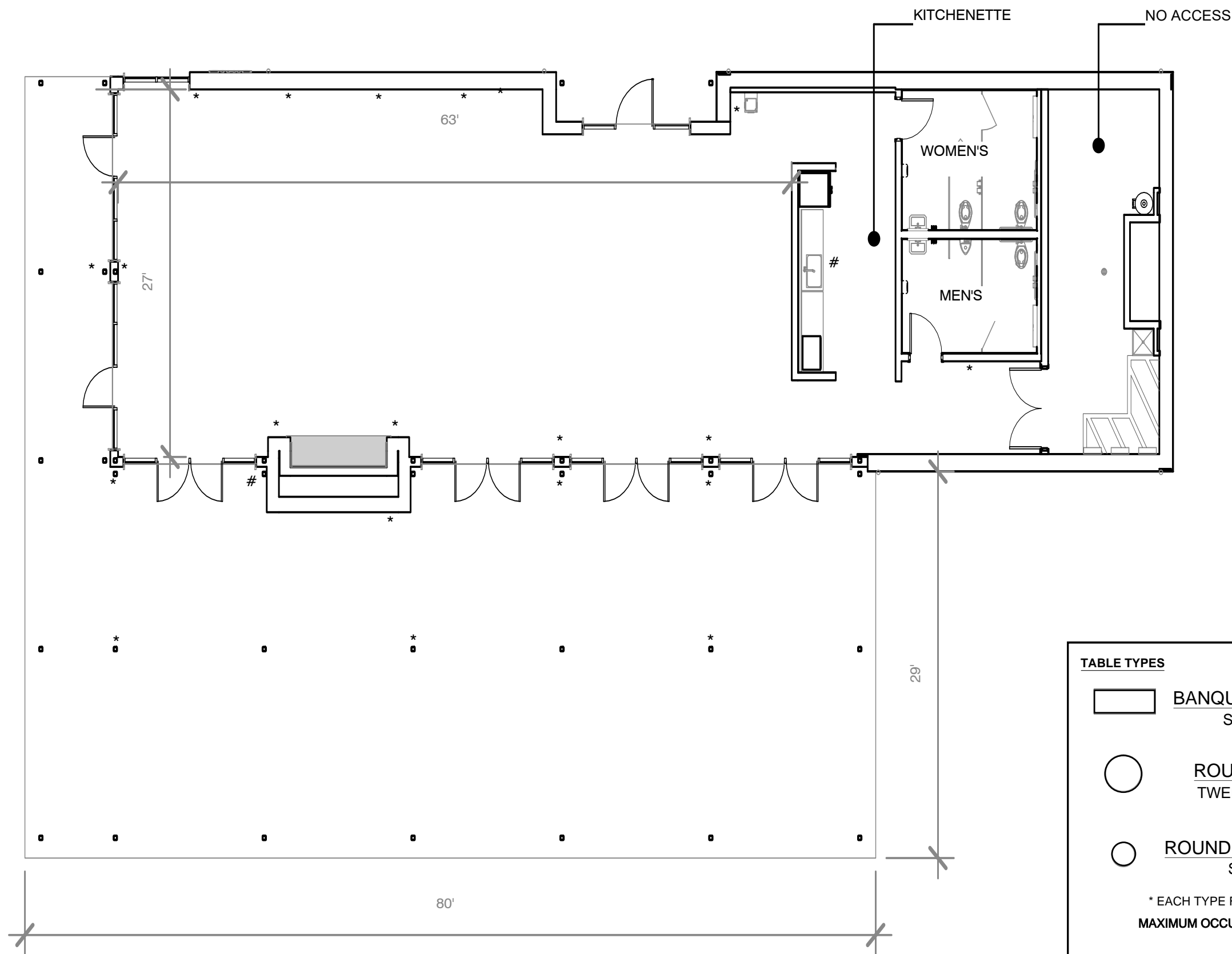
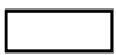




TABLE TYPES

- 
BANQUET TABLE (8'X2.5')*
 SIX(6) AVAILABLE
- 
ROUND TABLE (5'-0")*
 TWENTY(20) AVAILABLE
- 
ROUND COCKTAIL TABLE (30")
 SIX(6) AVAILABLE

* EACH TYPE FITS EIGHT (8) PEOPLE PER TABLE
MAXIMUM OCCUPANCY = 100 INSIDE / 50 OUTSIDE

* = OUTLETS
 # = WATER ACCESS

*PLEASE NOTE, TABLES ARE NOT TO SCALE TO THE FACILITY.