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: 150)

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_____

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

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

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*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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