



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: _____

*Ceremony Chairs: during peak season 100 max below on trail, 200 max above

Interior Fireplace Lit: YES _____ NO _____

Hollywood Doors: OPEN - 1 _____ 2 _____ 3 _____ CLOSED _____ (*Hollywood doors closed Nov1-Mar31)

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

