North Bank Park Pavilion

311 West Long Street

THIS IS NOT A RENTAL APPLICATION

Please complete and return at least 15 days prior to event
Email: crpdrentalconfirmation@columbus.gov Fax:(614) 645-0686

Name: _____ Permit #: _____ Date of Event: _____

Event Type: _____ Permit Time: _____ to _____

# of Guests: _____ *Max 200 from Apr. 1 – Oct. 31, 100 from Nov. 1 – Mar. 31

Alcohol Being Served: Yes ___ No ___ Approved Beverage Contractor: _____

Setup

# of Tables for Seating Inside: _____ # of Chairs Per Table (8 max): _____

# of Tables for Seating Outside: _____ # of Chairs Per Table (8 max): _____

Head Table: Yes _____ No _____ # of Chairs at Head Table: _____

Food Tables: 0 ____ 1 ____ 2 ____ 3 ____ Bar Table: 1 _____ 2 _____ None _____

Gift Table: Round _____ Banquet _____ Square _____ None _____

Cake Table: Round _____ Banquet _____ Square _____ None _____

Additional Tables (for example: DJ, Sign-In, Beverage, etc.)

_____

Interior Fireplace Lit: Yes _____ No _____

Hollywood Doors: Open 1 _____ 2 _____ 3 _____ Closed _____

*Hollywood doors must remain closed Nov. 1 – Mar. 31

Weddings Only

Ceremony Location: Arch _____ Lower Trail _____

# of Chairs (200 max at Arch, 100 max at Lower Trail) _____

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

_____

_____

_____

_____

Please sketch 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 safety and comfort of your guests.

NORTH BANK PARK PAVILION

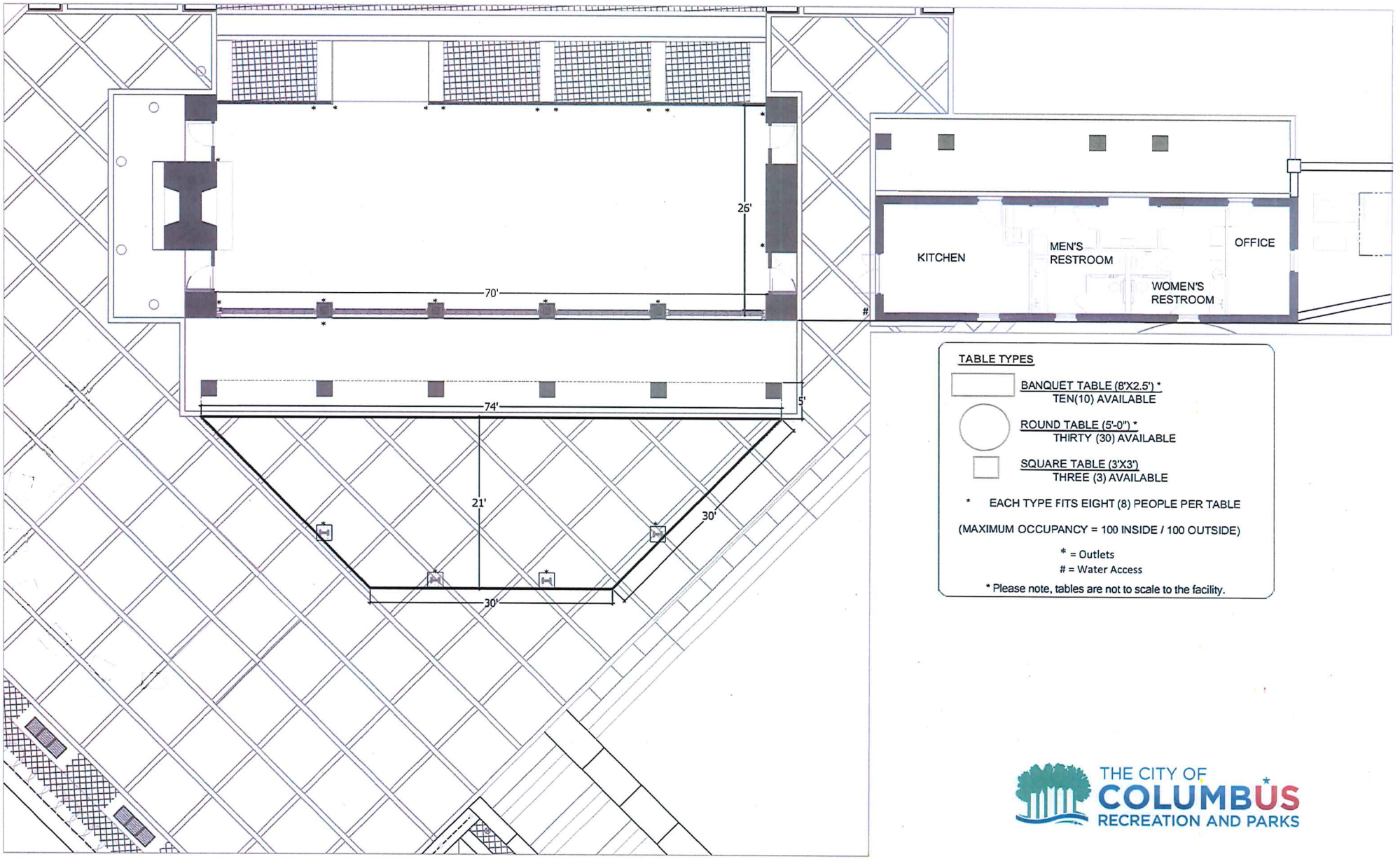

TABLE TYPES

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

* Please note, tables are not to scale to the facility.

THE CITY OF COLUMBUS RECREATION AND PARKS