



# 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 indoors, 200 with tent)	
Alcohol Being Served: YES ___ NO ___ If Yes, Approved Beverage Contractor: _____	

## Setup

Are you having a tent? YES \_\_\_ NO \_\_\_ Tent Company: \_\_\_\_\_ Tent Size: \_\_\_\_\_

# 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: \_\_\_\_\_

Fountain: ON \_\_\_ OFF \_\_\_

## Timeline

Initial contact that will be on site first: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Tent Setup Time: \_\_\_\_\_ (may be setup at anytime during the event date)

Caterer/Vendor Arrival Time: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ Reception Time: \_\_\_\_\_ Last Call: \_\_\_\_\_

Guest Departure Time: \_\_\_\_\_

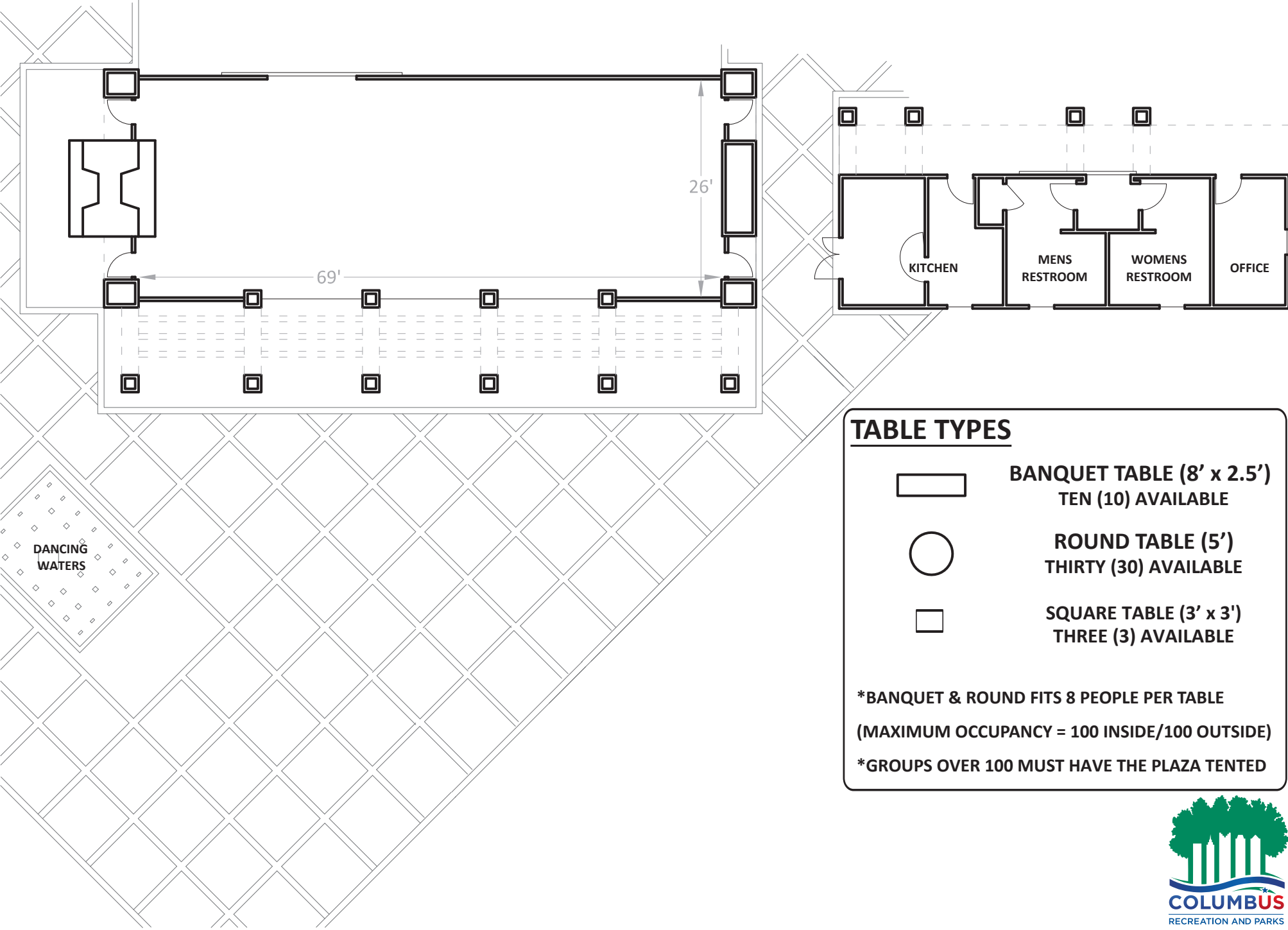
Tear Down Time (Bar, Decorations): \_\_\_\_\_

Tent Removal Time: \_\_\_\_\_




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



**TABLE TYPES**

-  **BANQUET TABLE (8' x 2.5')**  
TEN (10) AVAILABLE
-  **ROUND TABLE (5')**  
THIRTY (30) AVAILABLE
-  **SQUARE TABLE (3' x 3')**  
THREE (3) AVAILABLE

**\*BANQUET & ROUND FITS 8 PEOPLE PER TABLE**  
**(MAXIMUM OCCUPANCY = 100 INSIDE/100 OUTSIDE)**  
**\*GROUPS OVER 100 MUST HAVE THE PLAZA TENTED**