



Howard County
RECREATION & PARKS

Permit #: _____

Last Name: _____

Date Submitted: _____

Is this a revision?

Yes No

EVENT INFORMATION SHEET

Event Date: _____ Rental Start Time: _____ Rental End Time: _____ Rehearsal Date/Time: _____

Ceremony Start Time: _____ Cocktail Start Time: _____ Reception Time Frame: _____ to: _____

Bride/Partner: _____ Groom/Partner: _____ Number of Guests: _____

Type of Event: _____ Caterer Name/Company: _____ Caterer Contact Phone: _____

Day of Contact: _____ Day of Contact Phone: _____

Vendors (DJ, Musicians, Photo booth, Cake, etc.): _____

Any Power/Electrical Needs: _____

Notes:

FURNITURE NEEDED - INCLUDE ALL VENDOR FURNITURE

TENT

8' Rectangular Tables: _____

6' Rectangular Tables: _____

6' Round Tables: _____

Serpentine Tables: _____

3' Round Tables: _____

2' Cocktail Tables: _____

5' Half-Moon Tables: _____

MANOR

6' Rectangular Tables: _____

5' Round Tables: _____

Serpentine Tables: _____

3' Round Tables: _____

2' Cocktail Tables: _____

5' Half-Moon Tables: _____

6' Conference Tables: _____

AVAILABLE FURNITURE

(8) 8' Rectangular Tables (8'x3')

(6) 6' Rectangular Tables (6'x3')

(30) 6' Round Tables

(10) 5' Round Tables

(4) Serpentine Tables

(2) 3' Round Tables (height can vary)

(10) 2' Cocktail Tables (height can vary)

(2) 5' Half-Moon Tables

(10) 6' Conference Tables

Chiavari Chairs Tent: _____ Manor: _____ Tent Sides Open/Closed: _____

| |
|-----------------------------|
| Office Use Only |
| Date _____ |
| Scanned to Park Staff _____ |

EVENT INFORMATION

Wedding Date & Name: _____ Ceremony Start Time: _____

Number of White Resin Chairs for Ceremony: _____ Number of Other White Resin Chairs at Ceremony: _____
(Musicians, seats separate from guest chairs)

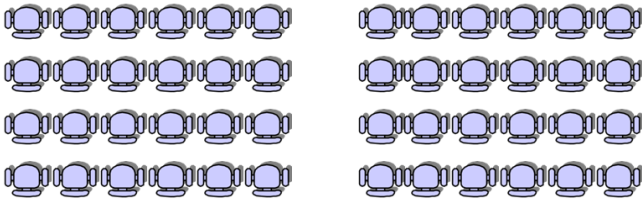
Location

- Front of Manor Aqua Garden Facing Trees Aqua Garden Facing Pond Bird Bath Garden
 Magnolia Grove Aqua Field Sundial Garden

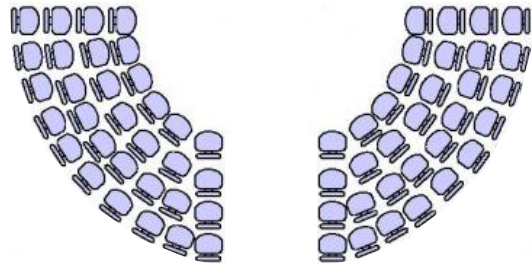
CEREMONY SETUP OPTIONS

- Straight Rows Curved Rows Semi-circle
(Not all set ups available in all locations)

Straight Rows

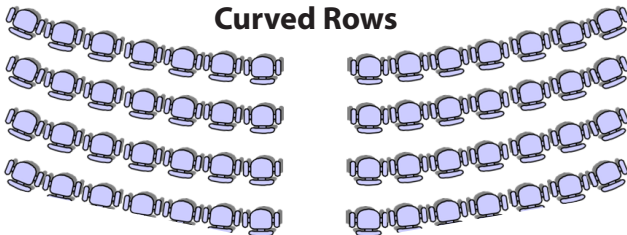


Semi-circle



**Setup options not to scale*

Curved Rows



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Date _____

Scanned to Park Staff _____