

## North Bank Park Pavilion – Helpful Information



The physical address of the facility is: 311 W. Long St.  
Columbus, OH 43215

The capacity of the facility is 100 indoors and 100 outdoors (on the brick plaza). All groups larger than 100 people must have the plaza tented. This is in order to provide enough shelter for all guests (in the event of inclement weather) and to prevent issues with fire code.

(30) – 60” (5’) Round Tables  
(10) – 8’ by 2.5’ Banquet Tables

(8) guests can be seated at each table type comfortably. (9) guests can be seated at each table type, if absolutely necessary.

(250) – Chairs (Mity Lite Swift Set Stacking Chairs; Black on Black)

Chair Measurements:

Overall Height: 34.5” (Seat Height is 18.5”)

Width: 20.5”

Seat Depth: 16”

The brick plaza is designed to accommodate a 30’x30’ tent (30’x40’ tents are frequently used as well). All tents must be secured with water barrels and/or sand bags. No stakes can be used in the park and no alterations can be made to the plaza and/or facility. All tent set-up and tear-down must take place immediately before your event and immediately after your event, unless an alternate plan has been discussed and approved by the management of the CRPD; Permit and Rental Services Section. Columbus Recreation and Parks is not responsible for any damages to the tent and related equipment. It is the customer’s responsibility to ensure that all tents are properly permitted and/or inspected. No vehicles, including those related to tent set-up, are permitted in the park and must remain in designated spaces and/or loading zones.

22 parking passes will be available for your group members and/or contractors. These parking passes will allow you and your guests/contractors to park at the meters on Long St., adjacent to the facility (there are 29 meters here but 5 are required to be left as 2 hour meters, open for public parking on a first come, first served basis and 2 must be available for employee parking). Once these 22 spaces/passes have been utilized, the remaining guests will have to park in nearby garages/lots. All of the meters will be bagged upon your arrival. This is to prevent people not associated with your event from using the meters. The provided parking passes will ensure the authorized use of these spaces, preventing ticketing/towing of vehicles. Any vehicle that is parked at a bagged meter without a parking pass will be subject to ticketing and/or towing. The passes can be obtained from the on site staff. Please provide a reminder to guests, near the end of your event, asking them to return the parking passes to the on site staff. All parking passes must be returned.

A diagram of the facility is on the back of this information sheet. Please turn in a sketch of the desired set-up for your event, including detailed notes you would like our staff to be aware of. We prefer to receive set-up diagrams at least 15 days prior to your rental. Please be sure to write the date of your event on the diagram before sending it. Send to:

BY FAX: (614) 645-0686

BY MAIL OR IN PERSON: The Jerry Hammond Center  
Columbus Recreation and Parks  
Permit and Rental Services Section  
1111 E. Broad St.  
Columbus, OH 43205

If you have any questions or concerns in regards to the facility and/or your rental, please contact the Permit and Rental Services Section at (614) 645-3337. Thank you for your patronage and have a wonderful event!