



Howard County
RECREATION & PARKS

Office Use Only

Last Name: _____

Date Submitted: _____

Is this a Revision? Yes No

Scanned to Park Staff? Yes No

EVENT INFORMATION FORM

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

Rehearsal Date/Time: _____ Number of Guests: _____

Bride/Partner: _____ Groom/Partner: _____

Ceremony Start Time: _____ Ceremony End Time: _____

Cocktail Hour Start Time: _____ Cocktail Hour End Time: _____

Reception Start Time: _____ Reception End Time: _____

FURNITURE NEEDED

Include all furniture needed for vendors, cocktail hour and reception.

Available Furniture

- (8) 8' Rectangular Tables (8'x3') (Tent Only)
- (6) 6' Rectangular Tables (6'x3') (Tent Only)
- (30) 6' Round Tables (Tent Only)
- (2) 3' Round Tables (3 adjustable heights)
- (10) 2' Cocktail Tables (3 adjustable heights)
- (2) 5' Half-Moon Tables
- (4) Serpentine Tables (8') (Tent Only)
- (10) 6' Conference Tables (6'x2') (Manor Only)
- (10) 5' Round Tables (Manor Only)

Number of Gold Chivari Chairs for Reception (guests + vendors): _____

Furniture for Tent	Quantity
8' Rectangular Tables	
6' Rectangular Tables	
6' Round Tables	
2' Cocktail Tables	
3' Round Tables	
5' Half Moon Tables	
Serpentine Tables	

Furniture for Manor	Quantity
6' Conference Tables	
5' Round Tables	
2' Cocktail Tables	
3' Round Tables	
5' Half Moon Tables	

COCKTAIL HOUR

Cocktail Hour Location

- Bird Bath Garden Manor House Aqua Garden Magnolia Grove

CEREMONY

Number of Gold Chivari Chairs for Reception (guests + vendors): _____

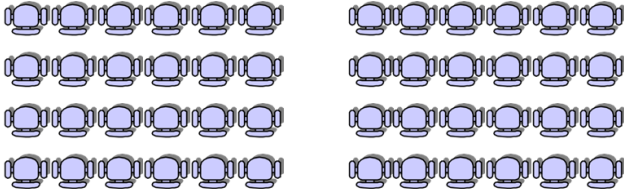
Ceremony Location

Bird Bath Garden Manor House Aqua Garden Magnolia Grove

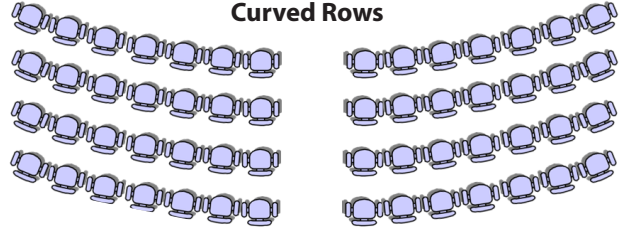
Select a Style (Standard setup only for Magnolia Grove)

Straight Rows Curved Rows

Straight Rows



Curved Rows



VENDORS-LIST ALL VENDORS

Caterer Name/Company: _____ Caterer Contact Phone: _____

Day of Coordinator: _____ Phone: _____ Email: _____

Bakery: _____

Florist: _____

Reception Music (DJ or Band): _____

Ceremony Music: _____

Photographer/Videographer: _____

Photo Booth: _____

Furniture Rental Company: _____

HVAC Rental Company: _____

IMPORTANT REMINDERS

- The tent sides may be opened or closed depending on weather and at the discretion of Belmont Park Management.
- The Standard Rain Plan-The Ceremony moves inside the tent; the cocktail hour moves inside the manor and the reception remains inside the tent. The rain plan is executed by your caterer. In the event of severe weather warnings and lightning, Belmont staff will move everyone inside the manor until the threat has passed for at least 30 minutes.

This completed form is due no later than 30 days prior to your event along with your tent floor plan and timeline.

Notes