



**Office Use Only**

Last Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Is this a Revision?  Yes  No

Scanned to Park Staff?  Yes  No

**MANOR HOUSE & GROUNDS EVENT INFORMATION FORM**

Event Date: \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Bride/Partner: \_\_\_\_\_ Groom/Partner: \_\_\_\_\_

Ceremony Start Time: \_\_\_\_\_ Ceremony End Time: \_\_\_\_\_ Location: \_\_\_\_\_

Cocktail Hour Start Time: \_\_\_\_\_ Cocktail Hour End Time: \_\_\_\_\_ Location: \_\_\_\_\_

Reception Start Time: \_\_\_\_\_ Reception End Time: \_\_\_\_\_ Location: \_\_\_\_\_

**TABLES NEEDED FOR ENTIRE EVENT - INCLUDE ALL VENDOR TABLES**

Tables 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	

**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)

**CEREMONY**

**Ceremony Location**

Aqua Garden Facing Pond  Aqua Garden Facing Trees  Magnolia Grove\*

Number of White Resin Chairs for Ceremony (guests + vendors): \_\_\_\_\_

**Chair Style**

Straight Rows  Curved Rows

\* Please note: Magnolia Grove is a standard setup - do not select chair style.

**COCKTAIL HOUR**

**Cocktail Hour Location**

Bird Bath Garden  Manor House  Aqua Garden  Magnolia Grove

Number of White Resin Ceremony Chairs for Cocktail Hour (guests + vendors): \_\_\_\_\_

**RECEPTION**

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

## VENDORS - LIST ALL VENDORS

Caterer Name/Company: \_\_\_\_\_ Caterer Contact Phone: \_\_\_\_\_

Alcohol Delivery: \_\_\_\_\_ Alcohol Removal: \_\_\_\_\_

Day of Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bakery: \_\_\_\_\_

Florist: \_\_\_\_\_

Furniture Rental Company: \_\_\_\_\_

Decor/Furniture Removal: \_\_\_\_\_

Ceremony Music (DJ or Band): \_\_\_\_\_

Cocktail/Reception Music (DJ or Band): \_\_\_\_\_

Photographer/Videographer: \_\_\_\_\_

Photo Booth: \_\_\_\_\_

HVAC Rental Company: \_\_\_\_\_

Transportation Company: \_\_\_\_\_ ETA: \_\_\_\_\_ ETD: \_\_\_\_\_

## IMPORTANT REMINDERS

- Please submit this form via email as a .pdf attachment.
- The tent sides will be opened or closed depending on weather and at the discretion of Belmont Park management. Tents sides cannot be adjusted after 4pm. Wedding Coordinator must make a decision based on the evening weather forecast and notify Belmont staff by 4pm to have the tent sides closed.
- Under 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 and Wedding Coordinator. In the event of severe weather warnings and continuous lightning, Belmont staff will evacuate inside the Manor until the threat has passed for at least 30 minutes.
- All furniture will be placed in the tent. Caterer disperses all furniture to desired locations.
- The emergency phone number for the day of the event is 410-206-1226. Staff arrive one hour prior to your contracted hours and will return messages upon arrival.

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

### Notes