



Event Information - Permit #: _____

Date: _____ Time: _____ to _____ Alcohol Served? YES NO

Event Name: _____

Contact Name/#: _____

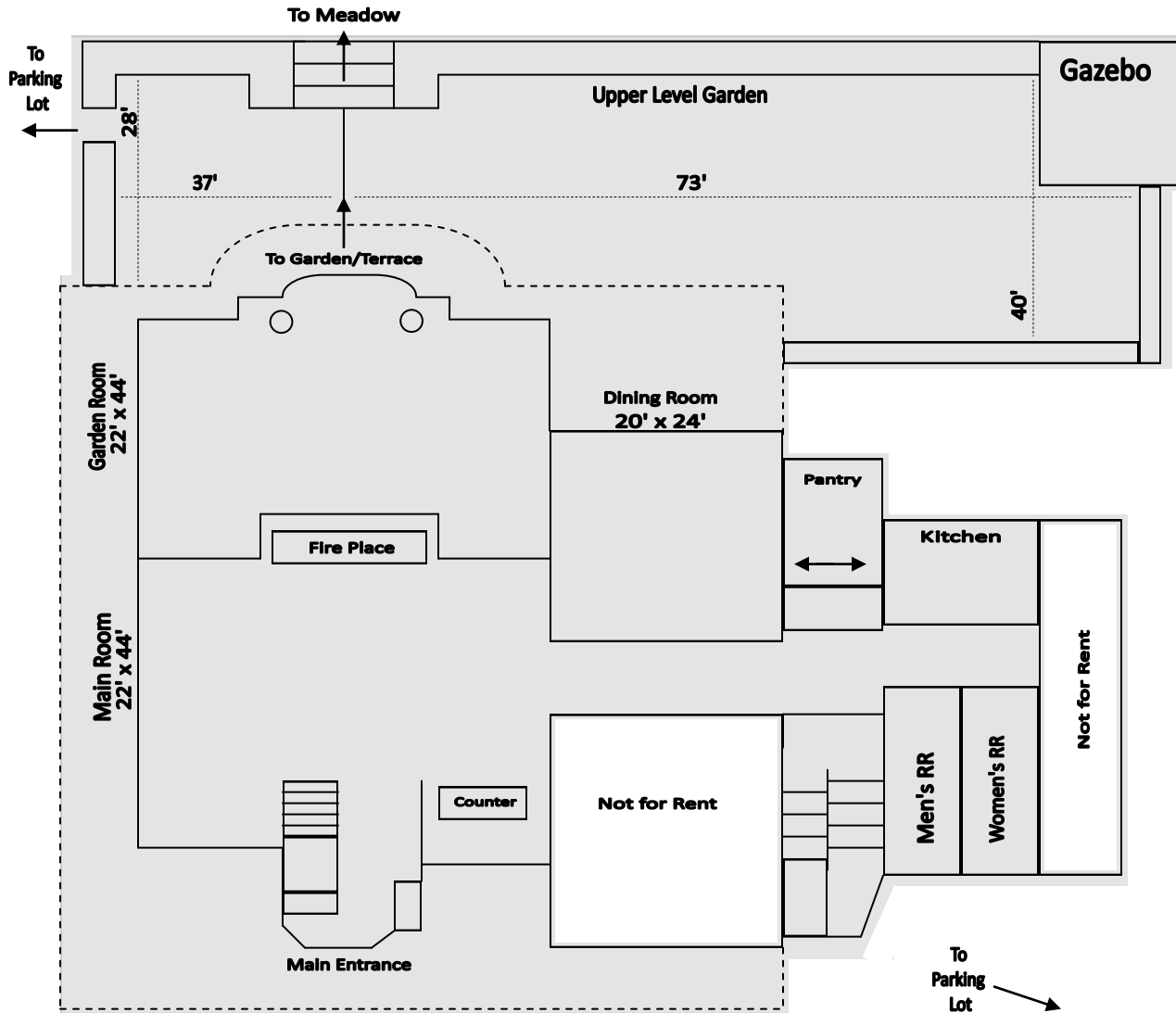
(Alcohol Events Only) Preferred Caterer: _____

Alcohol Site Contact Name/#: _____

Rental Floor Plan

165 N. Parkview Ave. | Bexley, Ohio 43209 | www.bexley.org/facility-rentals | recreation@bexley.org | 614.559.4300

Please illustrate table/chair set-up (i.e. circles or rectangles for tables) and list any special notes regarding the set-up. Floor Plans are due one (1) week prior to your event. Please scan/email, fax or drop off at Jeffrey Mansion.



All events are limited to the shaded areas, which include the main event space, the terrace, and the upper level garden (used for outdoor weddings). 60" Round and 6'/8' Banquet tables and chairs are provided by Jeffrey Mansion for indoor use only. All outdoor set-ups must be furnished by the Caterer or Lessee. A max of nine (9) round tables in the Garden Room and eight (8) in the Main Room. Please note there are two pillars in the Garden Room as shown above. **If you choose to have the podium or screen, please note those on the floor plan.**

Notes: