



2018 OBL Education Center Reservation Request

Contact Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

E-mail _____

Event Information

Meeting Room Requested: OBL Education Center (Classroom Capacity – 48)

Date(s) & Time(s) _____

Anticipated Number of Attendees _____ Registration Space Required: Yes No

Room Set-up: Board Classroom Horseshoe Block Other _____

On-Site Contact Arrival Time _____ Attendee Arrival Time _____

On-Site Contact Departure Time _____ Attendee Departure Time _____

Rental Rates – Regular Hours of Operation are 8 a.m. to 5 p.m.

Room Rental & Service Fees (please check appropriate box)

- OBL Member \$500 per day (four or more hours) \$400 for less than four hours
- Nonmember \$800 per day (four or more hours) \$600 for less than four hours

An additional service charge of \$5 per person is assessed for all member and non-member events. This fee covers the cost of complimentary beverages (coffee, tea and soda) as well as room set up, audio visual equipment and support, as well as custodial services.

Catering

The OBL works with a number of nearby caterers who are familiar with the OBL facilities. You may coordinate your catering needs with any of the following at least 48 hours in advance or opt to use a caterer of your own. If you select a caterer not on this list, please confirm all catering details with the OBL at least 48 hours in advance of your scheduled program.

- Columbus Corp Caterers: 866-4395 (hot & boxed lunches) Panera: 614-416-2600 (bagels, pastries, boxed lunches)
- Creative Cuisine: 614-436-4949 (hot & boxed lunches) Bob Evans: 614-766-5125 ext 12 (hot & boxed lunches)
- Corporate Caterers: 614-336-3222 (hot & boxed lunches)

Technology

The following equipment is available for your use and is included in room rental and service fees. (Check all that apply)

- Laptop computer White boards Wireless microphones
- High speed Internet access Flip chart easels Projection screen
- Large screen data projector Teleconferencing capabilities*

*Additional technology may be rented from outside vendors at the user's expense. * Usage fees apply.*

Payment Options

Note: A 50 percent room rental deposit is required to reserve space. The balance of all fees is due 30 days after the event.

My check for \$_____ is enclosed. Please charge my credit card \$_____ as noted below.

Credit Card Payment: Visa MasterCard Discover AmEx Exp/ Date _____

Credit Card Number _____ CVV Number (3 digits on back of card) _____

Cardholder Name _____

Billing Address _____

Cardholder Signature _____

If deposit paid by credit card, please check this box for approval to charge your credit card for the additional service charge following the rental.

Please return completed form to Email: dpecinovsky@ohiobankersleague.com Tel: (614) 340-7595
Fax: (614) 340-7596 4215 Worth Avenue, Suite 300, Columbus, Ohio 43219

