



# 2019 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) City Barbecue - 614.538.1230 -Terri Engel (contact)
- 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 note rental cancellations are subject to a \$100 cancellation fee.**

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

