

Ohio Union Events Confirmation

Client	Reservation:	277043
Kristy Krehnovi	Event Name:	Meeting
Department of Astronomy	Status:	Details Pending
U.S.	Phone:	614-292-2022
	Event Type:	Meeting
	Event Coordinator:	Brittany Morgan
	Salesperson:	Whitney Rule

Bookings / Details	Quantity	Price	Amount
Monday, September 9, 2019			
8:00 AM - 5:30 PM Meeting (Confirmed) Interfaith Prayer & Reflection Room			
Classroom for 60			
Room Charge:	1	\$200.00	\$200.00
Less 25% Discount			-\$50.00
University Catering:			
10:30 AM - 11:00 AM Break for 45			
Catering Notes	45		
*** Serviceware ***	45		
<i>Event Service : China Service</i>			
Freshly Brewed Coffee (Gallon)	2	\$32.00	\$64.00
<i>Selection: Regular Coffee</i>			
<i>Freshly Brewed Regular Coffee</i>			
<i>Includes Half and Half, Flavored Creamers, and Sweeteners</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Hot Regular and Herbal Tea Assortment (Gallon)	2	\$32.00	\$64.00
<i>with Fresh Lemon Wedges</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
House-Baked Granola Bars (per Dozen)	4	\$26.00	\$104.00
University Catering:			
12:30 PM - 2:00 PM Lunch - Buffet for 40			
Catering Notes	1		
<i>Beverages will be set inside the room and all food will be set outside of the room</i>			
<i>PLEASE NOTE: WE ARE SWAPPING MEAL ITEMS TO ACCOMMODATE MORE VEGETARIANS.</i>			
*** Serviceware ***	1		
<i>Event Service : China Service</i>			
Italian Buffet	40	\$22.50	\$900.00
<i>All buffets include iced tea, freshly brewed regular and decaffeinated coffee and assorted hot teas, freshly baked rolls with whipped butter where appropriate.</i>			
<i>(Prices are per guest - 20 guest minimum)</i>			
<i>Minestrone Soup</i>			
<i>Caesar Salad with Creamy Dressing, Parmesan Cheese, and Garlic Herb Croutons</i>			

Bookings / Details**Quantity****Price****Amount***Tomato, Onion and Cucumber Salad with Roasted Garlic and Olive Oil Dressing**VEGETABLE LASAGNA INSTEAD OF CHICKEN FLORENTINE**Eggplant Parmesan Topped with Marinara, Mozzarella Cheese, and Fresh Basil**CHEF'S CHOICE PREPARED SALMON INSTEAD OF STRIP LOIN**Penne Pasta with Pesto Cream**Tiramisu*

Freshly Baked Rolls (Buffet)

40

Freshly Baked Rolls with Whipped Butter

Coffee and Tea (per Guest) NC

40

Tiramisu (NC)

40

Included in Package

Ohio Union Equipment:

Chair - Interfaith Wooden

60

Table - Rec 6 x 1.5 Maple Top Linenless

30

Easel

1

\$10.00

\$10.00

Less 100% Discount

-\$10.00

Please set outside of the room for wayfinding to help guests locate room. Discounting for wayfinding purposes

Table - Rec 6 x 1.5 Maple Top Linenless

1

set near entrance for sign-in

A/V Equipment:

7:30 AM - 6:00 PM Standard

Built-In AV - Interfaith Prayer Room

1

*Built-In Equipment: North Projector/Screen**Built-In Equipment: South Projector/Screen**Laptop Connection: Yes*

Laptop Connection - HDMI

1

*Setup Location: Other**Make sure to set power with the HDMI*

Laptop Connection - MAC (mini display port)

1

*Setup Location: Podium**Make sure to set power with the Mini DisplayPort adapter***Wednesday, September 11, 2019****8:00 AM - 6:00 PM Meeting (Confirmed) Student-Alumni Council Room**

Classroom for 45

Room Charge:

1

\$75.00

\$75.00

University Catering:

10:30 AM - 11:00 AM Break for 45

Catering Notes

45

*** Serviceware ***

45

Event Service : China Service

Freshly Brewed Coffee (Gallon)

2

\$32.00

\$64.00

*Selection: Regular Coffee**Freshly Brewed Regular Coffee**Includes Half and Half, Flavored Creamers, and Sweeteners**Each Gallon Serves 16-20 Guests*

Hot Regular and Herbal Tea Assortment (Gallon)

2

\$32.00

\$64.00

with Fresh Lemon Wedges

Bookings / Details**Quantity****Price****Amount***Each Gallon Serves 16-20 Guests*

House-Baked Granola Bars (per Dozen)

4

\$26.00

\$104.00

University Catering:

12:30 PM - 2:00 PM Lunch - Boxed for 40

Catering Notes

1

*** Serviceware ***

1

Event Service : Disposableware

*Alumni Sandwich Box

40

\$14.50

\$580.00

*Choose up to 3 sandwich selections including vegetarian and special dietary requests, 2 side selections and 1 box lunch dessert.**For groups of 10 or fewer guests, please limit total sandwich selections to 2.**All box lunches include include assorted 12oz Coca-Cola® Beverages or Dasani® Waters, disposable flatware, napkin, and condiments.**All lunches must include the same side and dessert selections.**(Available until 5:00 PM - prices are per guest)*

Mediterranean Vegetable (Box Lunch)

40

Grilled Seasonal Vegetables with Lemon, Caper Mayonnaise, Brie Cheese on Tomato Focaccia Roll

Fresh Sliced Seasonal Fruit

40

/GF/Vegan

Spicy Mustard Coleslaw (Box Lunch Sides)

40

/GF

Individual Candy Bars (Box Lunch Desserts)

40

*Selections : KitKat®**Selections : Reese's®*

University Catering:

3:30 PM - 4:00 PM Break for 45

Catering Notes

1

*** Serviceware ***

1

Event Service : China Service

Freshly Brewed Coffee (Gallon)

2

\$32.00

\$64.00

*Selection: Regular Coffee**Freshly Brewed Regular Coffee**Includes Half and Half, Flavored Creamers, and Sweeteners**Each Gallon Serves 16-20 Guests*

Hot Regular and Herbal Tea Assortment (Gallon)

2

\$32.00

\$64.00

*with Fresh Lemon Wedges**Each Gallon Serves 16-20 Guests*

Large Fresh Baked Assorted Cookies (per Dozen)

4

\$22.00

\$88.00

Ohio Union Equipment:

Chair - Gray Crossback

45

Table - Rec 6 x 1.5 ML

15

A/V Equipment:

7:30 PM - 6:30 PM Standard

Built-In AV - Student-Alumni Council Room

1

*Built-In Equipment: Projector/Screen**Laptop Connection: Yes*

Laptop Connection - HDMI

1

*Setup Location: Other**Make sure to set power with the HDMI*

Laptop Connection - MAC (mini display port)

1

Setup Location: Podium

Bookings / Details**Quantity****Price****Amount***Make sure to set power with the Mini DisplayPort adapter***Thursday, September 12, 2019****8:00 AM - 5:30 PM Meeting (Confirmed) Interfaith Prayer & Reflection Room**

Classroom for 60

Room Charge:

1

\$200.00

\$200.00

Less 25% Discount

-\$50.00

University Catering:

10:30 AM - 11:00 AM Break for 45

Catering Notes

45

*** Serviceware ***

45

Event Service : China Service

Freshly Brewed Coffee (Gallon)

2

\$32.00

\$64.00

*Selection: Regular Coffee**Freshly Brewed Regular Coffee**Includes Half and Half, Flavored Creamers, and Sweeteners**Each Gallon Serves 16-20 Guests*

Hot Regular and Herbal Tea Assortment (Gallon)

2

\$32.00

\$64.00

*with Fresh Lemon Wedges**Each Gallon Serves 16-20 Guests*

House-Baked Granola Bars (per Dozen)

4

\$26.00

\$104.00

University Catering:

12:30 PM - 2:00 PM Lunch - Buffet for 40

Catering Notes

1

*Beverages will be set inside the room and all food will be set outside of the room**PLEASE NOTE: WE ARE SWAPPING MEAL ITEMS TO ACCOMMODATE MORE VEGETARIANS.*

*** Serviceware ***

1

*Event Service : China Service***Italian Buffet**

40

\$22.50

\$900.00

*All buffets include iced tea, freshly brewed regular and decaffeinated coffee and assorted hot teas, freshly baked rolls with whipped butter where appropriate.
(Prices are per guest - 20 guest minimum)**Minestrone Soup**Caesar Salad with Creamy Dressing, Parmesan Cheese, and Garlic Herb Croutons**Tomato, Onion and Cucumber Salad with Roasted Garlic and Olive Oil Dressing**VEGETABLE LASAGNA INSTEAD OF CHICKEN FLORENTINE**Eggplant Parmesan Topped with Marinara, Mozzarella Cheese, and Fresh Basil**CHEF'S CHOICE PREPARED SALMON INSTEAD OF STRIP LOIN**Penne Pasta with Pesto Cream**Tiramisu*

Freshly Baked Rolls (Buffet)

40

Freshly Baked Rolls with Whipped Butter

Coffee and Tea (per Guest) NC

40

Tiramisu (NC)

40

Included in Package

University Catering:

3:30 PM - 4:00 PM Break for 45

Bookings / Details**Quantity****Price****Amount**

	Quantity	Price	Amount
Catering Notes	1		
*** Serviceware ***	1		
<i>Event Service : China Service</i>			
Freshly Brewed Coffee (Gallon)	2	\$32.00	\$64.00
<i>Selection: Regular Coffee</i>			
<i>Freshly Brewed Regular Coffee</i>			
<i>Includes Half and Half, Flavored Creamers, and Sweeteners</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Hot Regular and Herbal Tea Assortment (Gallon)	2	\$32.00	\$64.00
<i>with Fresh Lemon Wedges</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Large Fresh Baked Assorted Cookies (per Dozen)	4	\$22.00	\$88.00
Ohio Union Equipment:			
Chair - Interfaith Wooden	60		
Table - Rec 6 x 1.5 Maple Top Linenless	30		
A/V Equipment:			
7:30 AM - 6:30 PM Standard			
Built-In AV - Brutus Buckeye Room	1		
<i>Laptop Connection: Yes</i>			
<i>Built-In Equipment: Projector/Screen</i>			
Laptop Connection - HDMI	1		
<i>Setup Location: Other</i>			
<i>Make sure to set power with the HDMI</i>			
Laptop Connection - MAC (mini display port)	1		
<i>Setup Location: Podium</i>			
<i>Make sure to set power with the Mini DisplayPort adapter</i>			

Friday, September 13, 2019**8:00 AM - 5:30 PM Meeting (Confirmed) Student-Alumni Council Room**

Classroom for 45			
Room Charge:	1	\$75.00	\$75.00
University Catering:			
10:30 AM - 11:00 AM Break for 45			
Catering Notes	45		
*** Serviceware ***	45		
<i>Event Service : China Service</i>			
Freshly Brewed Coffee (Gallon)	2	\$32.00	\$64.00
<i>Selection: Regular Coffee</i>			
<i>Freshly Brewed Regular Coffee</i>			
<i>Includes Half and Half, Flavored Creamers, and Sweeteners</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Hot Regular and Herbal Tea Assortment (Gallon)	2	\$32.00	\$64.00
<i>with Fresh Lemon Wedges</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
House-Baked Granola Bars (per Dozen)	4	\$26.00	\$104.00
University Catering:			
12:30 PM - 2:00 PM Lunch - Boxed for 40			
Catering Notes	1		
*** Serviceware ***	1		
<i>Event Service : Disposableware</i>			

Bookings / Details**Quantity****Price****Amount**

*Alumni Sandwich Box	40	\$14.50	\$580.00
<i>Choose up to 3 sandwich selections including vegetarian and special dietary requests, 2 side selections and 1 box lunch dessert.</i>			
<i>For groups of 10 or fewer guests, please limit total sandwich selections to 2.</i>			
<i>All box lunches include include assorted 12oz Coca-Cola® Beverages or Dasani® Waters, disposable flatware, napkin, and condiments.</i>			
<i>All lunches must include the same side and dessert selections.</i>			
<i>(Available until 5:00 PM - prices are per guest)</i>			
Mediterranean Vegetable (Box Lunch)	20		
<i>Grilled Seasonal Vegetables with Lemon, Caper Mayonnaise, Brie Cheese on Tomato Focaccia Roll</i>			
Salmon Salad (Box Lunch)	20		
<i>Seasoned Grilled Salmon with Barbeque Mayonnaise, Mixed Greens, Pickled Red Onion on a Sweet Hawaiian Roll</i>			
Fresh Fruit Salad (Box Lunch Sides)	40		
<i>/GF/Vegan</i>			
Roasted Tomato and Pasta Salad (Box Lunch Sides)	40		
<i>Rotini Pasta with Mozzarella, Basil, Roasted Tear Drop Tomato, in Olive Oil and White Balsamic Dressing</i>			
Large Cookie (Box Lunch Desserts)	40		
University Catering:			
3:30 PM - 4:00 PM Break for 45			
Catering Notes	1		
*** Serviceware ***	1		
<i>Event Service : China Service</i>			
Freshly Brewed Coffee (Gallon)	2	\$32.00	\$64.00
<i>Selection: Regular Coffee</i>			
<i>Freshly Brewed Regular Coffee</i>			
<i>Includes Half and Half, Flavored Creamers, and Sweeteners</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Hot Regular and Herbal Tea Assortment (Gallon)	2	\$32.00	\$64.00
<i>with Fresh Lemon Wedges</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Large Fresh Baked Assorted Cookies (per Dozen)	4	\$22.00	\$88.00
Ohio Union Equipment:			
Chair - Gray Crossback	45		
Table - Round 6'	15		
A/V Equipment:			
7:30 AM - 6:30 PM Standard			
Built-In AV - Brutus Buckeye Room	1		
<i>Laptop Connection: Yes</i>			
<i>Built-In Equipment: Projector/Screen</i>			
Laptop Connection - HDMI	1		
<i>Setup Location: Other</i>			
<i>Make sure to set power with the HDMI</i>			
Laptop Connection - MAC (mini display port)	1		
<i>Setup Location: Podium</i>			
<i>Make sure to set power with the Mini DisplayPort adapter</i>			

Saturday, September 14, 2019**9:00 AM - 1:00 PM Meeting (Confirmed) Student-Alumni Council Room**

Classroom for 45			
Room Charge:	1	\$75.00	\$75.00
University Catering:			
10:30 AM - 11:00 AM Break for 45			

Bookings / Details**Quantity****Price****Amount**

Catering Notes	45		
*** Serviceware ***	45		
<i>Event Service : China Service</i>			
Freshly Brewed Coffee (Gallon)	2	\$32.00	\$64.00
<i>Selection: Regular Coffee</i>			
<i>Freshly Brewed Regular Coffee</i>			
<i>Includes Half and Half, Flavored Creamers, and Sweeteners</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
Hot Regular and Herbal Tea Assortment (Gallon)	2	\$32.00	\$64.00
<i>with Fresh Lemon Wedges</i>			
<i>Each Gallon Serves 16-20 Guests</i>			
House-Baked Granola Bars (per Dozen)	4	\$26.00	\$104.00
Ohio Union Equipment:			
Chair - Gray Crossback	45		
Table - Round 6'	15		
A/V Equipment:			
8:30 AM - 3:30 PM Standard			
Built-In AV - Brutus Buckeye Room	1		
<i>Laptop Connection: Yes</i>			
<i>Built-In Equipment: Projector/Screen</i>			
Laptop Connection - HDMI	1		
<i>Setup Location: Other</i>			
<i>Make sure to set power with the HDMI</i>			
Laptop Connection - MAC (mini display port)	1		
<i>Setup Location: Podium</i>			
<i>Make sure to set power with the Mini DisplayPort adapter</i>			

A/V Equipment	\$0.00
Ohio Union Equipment	\$0.00
Room Charge	\$525.00
University Catering	\$4,768.00
Subtotal	\$5,293.00
Service Charge (20%)	\$953.60
Grand Total	\$6,246.60

Thank you for allowing us the opportunity to host your event at the Ohio Union! We are excited that you have chosen us as your location and are looking forward to meeting all of your event needs.

Please review the Facility Policies and Procedures online at: <http://go.osu.edu/OhioUnionPolicy> for further facility and event information, including cancellation policy. Reservations canceled in writing greater than 90 days prior to the event date will result in no penalty. Cancellations less than 90 days prior to the event date will result in cancellation fees - please review the full policy for more details.

Permission to use Ohio Union spaces is granted subject to observance of regulations, pre-existing contracts, and in necessary instances, approvals from other areas of the University. The Ohio Union may also terminate this agreement immediately upon failure to timely comply with pre-event requirements/deadlines, for any violation of use conditions or regulations, delinquent accounts, false representation, or when a situation occurs in which it is deemed to be in the best interests of The Ohio Union or The Ohio State University. The Ohio Union may terminate all or any part of this agreement without notice in the event of an emergency situation that, in the opinion of The Ohio Union or the Ohio State University, would make performance unfeasible.

Please note that this is an estimation of fees based on what you have currently scheduled. As a University User, you

Bookings / Details

Quantity

Price

Amount

are asked to submit an eRequest and an initialed confirmation at this time. We will not charge anything to the eRequest until the time of your event. Your final invoice will be sent within 30 days after your event, at which time, your eRequest will be charged. If your event involves catering, your catering charge will be included on the final bill and be charged to the same eRequest. It is imperative that your eRequest is for the fiscal year in which your event takes place. When submitting your eRequest, please include the 6-digit Reservation Number and use Internal Vendor: OHIO UNION - EVENT SERVICES.

Should you require additional equipment before or during your event, we will be happy to assist and will alert you of any amount changes at that time. Any changes you would like to request to your final invoice can be made to the Ohio Union Business Office within 7 days of receiving the invoice. Please initial and return this confirmation with eRequest within 15 days of issuance to your event planner via email at ohiounionevents@osu.edu (if no deposit is due), via fax to 614-292-1816, or via U.S. mail to Ohio Union Event Services, 2008 Ohio Union, 1739 N. High Street, Columbus, OH 43210.

The use of all types of tobacco products has been prohibited in all university buildings and on all university-owned properties, including parking lots, garages, and all outside areas, to support a healthy environment for all members of Buckeye Nation. <http://tobaccofree.osu.edu>

By signing this form, I agree to be bound by the terms and conditions expressed in this Event Confirmation and the accompanying Facility Policies and Procedures.

Client Name & Initials

Date

Date Confirmation Received by Ohio Union