

Conference Center Rental Application

Please complete the following information a minimum of 30 days prior to your meeting or special event date(s). Include as much detail as possible.

Submit completed form to:

Educational Service Center of Central Ohio

Attn: Pat Conley

2080 Citygate Drive

Columbus, OH 43219

p: 614.542.4150 | f: 614.445.3767 | e-mail: conference.center@escco.org

Please type or print.

Today's date:	Event Contact Person:	Billing Contact:
Phone #:	Fax #:	E-Mail address(es) for all people who need to be contacted regarding confirmation, cancellation and changes:

Event Summary

Name of organization (Please do not abbreviate name):

Address (invoice mailed to):

City/State/Zip:

Non-profit Organization Profit Organization State/Regional/Local Educational Agency

Name or type of instruction/event:

Number of Attendees:

Timeline

Date(s) of the event: _____ Additional dates: _____; _____; _____

Event beginning time: _____ Ending time: _____ Time you will need access to room: _____

Pre-shipping: Yes No Describe: _____

Will your event require breakout rooms? Yes No (Please provide schedule of times for breakouts)

If yes, how many total rooms are you requesting? _____ Capacity requirements for additional room(s)? _____

Catering

Do you plan to have food catered for your event? Yes No (To place order, contact Pat Conley for our in-house catering service.)

If yes, what type(s) of meal(s) will be served? Breakfast Lunch Dinner Other

Technical Support

Would you like assistance in setting up your presentation? Yes No
(Please indicate any equipment you will need provided by checking the appropriate box from the lists below).

Equipment Needs (Basic with rental)

- Podium (in every room)
- Electrical outlets in floor (multiple)
- Central Projection System
 - Laptop Connection
 - VCR-DVD
 - Document Camera (Elmo)
 - Microphone/Sound System
 - Screen (automated)
 - Projector
 - Symposium (requires laptop)
- White Board (1 per room)
- Flip chart easel (1 per room)
- Internet access

Additional Equipment Needed for setup

Room Set up

- Classroom
- Banquet Rounds ___ chairs
- Registration Table (s) ___
- Presentation table (s) ___
- U- shape
- other (describe)

Rental Fee Required *

- Laptop computer set up internal \$35.00 external \$65.00
- Laptop cart internal \$100.00 external \$250.00
- Video Conferencing \$106.00 first hr. \$40 for each addl.
- Phone/ Audio Polycom Unit
- laptop rental \$25.00