

# Conference Services

## EVENT RESERVATION GUIDELINES

### RESERVATIONS AND TIMELINES

Space on the Capital's campus may fill quickly, so we suggest making reservations as soon as possible. We also request that you designate a single contact person to represent your group.

All events must occur during normal buildings hours, 8am – 11pm, unless other arrangements have been made with Conference Services prior to your event.

- **Meetings, Conferences and Special Events**

Whether you are planning a small meeting, large banquet, birthday celebration or holiday party, the Conference Services team is glad to help you with every detail. We will reserve the best space for you three months prior to your event, meet with you to find out your needs and ensure that your affair is unforgettable. Our facilities include AV, data projectors and internet capabilities for all of your meeting and event needs.

- **Weddings**

When thinking about having your special day at Capital University, our staff at Conference Services will gladly reserve one of our venues six months before your spectacular event. A staff member will meet with you to ensure all details are covered and planning is finalized. Whether it's a celebration for 150 or 500, we welcome the opportunity to make your wedding an unforgettable occasion for both you and your guests. Contact us for a personalized tour.

Please contact Conference Services for further information.

### CATERING AND DINING SERVICES

Capital University's contract with Parkhurst Dining Services specifies that Parkhurst's catering services must be used for all campus events taking place in any of our meeting spaces and event venues. Bringing food and beverages from outside is prohibited.

The final/confirmed numbers given to Parkhurst for catering services will be the numbers you will be charged. If you go over the final numbers you gave, you will be

charged accordingly. **Final meal numbers are due to Parkhurst three (3) business days before your event.**

Please contact Alex West, Director of Catering at [awpds@capital.edu](mailto:awpds@capital.edu) or 614-236-6403 or visit the online [catering menu](#) for all your catering needs.

## **BILLING/DEPOSITS/PAYMENT**

- ***Capital University Billing Procedures***

When placing your order we will ask for your Capital University budget number to process your billing upon the completion of your event. All payments or signed confirmations are due within 15 days after the event. ***Any invoice discrepancies or disputes must be resolved within this 15 day period.*** After 15 days, your account will be charged to the budget number on file.

- ***Non-Capital Billing Procedures***

We require 50% deposit of room rental upon confirming your reservation, the remainder of your bill is due 10 business days prior to your event. Any additional costs added during the event will be collected at the conclusion of your event by means of cash, check or credit card.

- ***Cancellation Policy***

9 days before event: 0% refund  
10 – 29 days before event: 25% refund  
30 – 60 days before event: 50% refund  
Over 60 days before event: 100% refund

- ***Tax Exemption***

If a group or organization is tax exempt, they must provide the Conference Services Office with proof of their tax exempt status prior to their event.

## **ALCOHOL**

A minimum of 30 days is needed for service for cash bars or for open invitation events serving alcohol. All alcohol must be provided and served by Parkhurst. All State of Ohio liquor laws apply. Client assumes all liability associated with the serving of alcohol.

Please contact Alex West, Director of Catering at [awpds@capital.edu](mailto:awpds@capital.edu) or 614-236-6403 for further information.

## **CLEANING - TRASH DISPOSAL**

Cleaning of all spaces on Capital's campus is provided by Aetna Building Maintenance. There is no additional charge for normal cleaning and trash removal. The removal of excessive trash or added cleaning will be an additional cost at the client's expense.

## **SMOKING**

Please inform your staff and guests that smoking is permitted in designated outdoor areas only. The state of Ohio prohibits smoking in public areas or within 25 feet of any doorway or window. No smoking is allowed inside the building.

## **PARKING**

Parking is free of charge for all guests during their event. Weekdays during normal business hours parking spaces are limited due to academic classes.

Please contact Conference Services for further information.

## **DECORATIONS**

Conference Services must approve any decorations. Bridal bubbles, confetti, rice, birdseeds, flower petals, etc. may be used outside of Capital's buildings only. Taping materials to the walls or ceiling is prohibited.

Please contact Conference Services for further information.

## **RESPONSIBILITIES AND RIGHTS**

Conference Services reserves the right to disallow any event for any, including but not limited to:

- Any event or activity that does not adhere to Conference Services or Capitals' guidelines.
- Activities presenting a risk or damage to facilities
- Any event or activity which may be deemed as inappropriate

Conference Services must be notified of any special electrical or audio/visual needs no less than two weeks prior to your event. We will assist in coordination to ensure compatibility with campus systems.

Capital University is not responsible for any damage loss or theft of any equipment, merchandise, personal property or vehicle on the premises.

## **CAPITAL'S ADDITIONAL RENTAL SPACE**

- ***Capital Center***

The Capital Center is a 126,000-square-foot recreational and athletic complex that includes a 2,100-seat arena, a 3,000-seat Bernlohr Stadium, a 51,000-square-foot multipurpose forum, a 5,000-square-foot fitness center, and a multitude of offices, classrooms and hospitality areas.

Space in the Capital Center must be booked through Nan Payne, Director of Facilities at the Capital Center. Nan can be contacted at [npayne@capital.edu](mailto:npayne@capital.edu) or 614-236-6487.

- ***Conservatory of Music***

During 1991 and 1992, the Capital University Conservatory of Music underwent a \$6.4 million renovation, providing a state-of-the-art environment and outstanding performance facility for Central Ohio.

The Conservatory includes Huntington Hall, a 180-seat recital hall; and the Conservatory's primary performing hall.

There is also Mees Auditorium, a 946-seat auditorium, one of Columbus' historic performance halls. The auditorium was constructed in 1926 and was fully renovated in 1992. In fall 2005, the Paul W. and Ella D. Hugus Memorial Pipe organ was dedicated in Mees Hall. The three-manual, 70-rank organ boasts more than 4,000 pipes and was designed and constructed especially for the hall and the requirements of a pipe organ within an academic environment. The Mees Auditorium is Capital's largest performance and gathering space hosting the Christmas Festival, Prism, and Big Band performances.

Space in the Conservatory must be booked through Todd Lacy, Conservatory Facilities Manager. Todd can be contacted at [tlacy@capital.edu](mailto:tlacy@capital.edu) or 614-236-6122.

### **STUDENT ORGANIZATIONS' REQUESTS FOR SPACE AND FACILITY USAGE**

Any student organization, such as University Programming, Student Government, or constituent and special interest groups, wishing to reserve space and related services for activities or events should complete the [online form](#) specially designed for student activities. When submitted, this form will be sent first to the Student Activities Office for authorization. If authorization is given, the Office of Student Activities will then forward the information to Conference Services. Conference Services will reserve the space; send a confirmation to the group's contact person; and work with the group to finalize plans and details.

### **ROOM CONFIGURATIONS**

Conference Services is proud to offer a variety of spaces that can be configured in an array of room sets. Whether you need boardroom for 15, u-shaped for 30, or theater for 180, we can find a venue that will comfortably accommodate both you and your guests. For those times when your set-up may be a bit complicated, we ask that you provide us with a diagram to better assist us in carrying out your needs.

### **EQUIPMENT - AUDIO VISUAL**

Microphones, TV's, VCR's, sound systems, data projectors, screens and internet access are available. Please contact Conference Services for a complete listing of available equipment, pricing and availability.

### **TELECONFERENCING**

For the times when you need our meeting to be broadcasted, we have an Audio Conferencing Kit available. Since the kit works only in spaces with analog phone lines, the system is available only in Yochum Hall Board Room; the Library Seminar Room and Media Classroom; and the Campus Center's first floor Meeting Rooms 1 and 2, and the second floor South Conference Suite.

Please contact Conference Services for further information.

### **YOCHUM HALL BOARD ROOM**

Please call Conference Service to reserve the Yochum Hall Board Room. Please be advised that you must have an approval from a Vice President to book the board room.

### **TROUTMAN APARTMENT**

The Troutman Apartment, located on the second floor of Troutman Hall, is suited with one double bed, a sofa bed, a kitchenette, and eating area. The apartment is available for use as short term housing for campus guests.

Please contact Conference Services for rate information.

### **EVENT CONFIRMATION**

After receiving your event confirmation, please read it carefully. Feel free to contact Conference Services for any additions or cancellations. To better serve you, please have your reservation number ready when calling us so we can quickly assist you. If you do not receive a confirmation please contact Conference Services and we will gladly get one to you.

For general information, call MacKenzie Wright, Administrative Assistant at 236-6200 or e-mail her at [conferenceservices@capital.edu](mailto:conferenceservices@capital.edu). She will give you brief preliminary information or schedule a meeting with one of the staff to go through your plans in detail.

Thank you for considering Capital University for your meeting, conference or special event. We welcome the opportunity to serve you.