

# MEETING & CONFERENCE ROOMS

*designed for you*



Members of the CBA, law firms, law-related organizations and other businesses are invited to utilize the meeting space at the

Columbus Bar Association, 175 S. Third Street, Suite 1100. Our facilities and services are available days and evenings and are ideal for:

- Bench trials
- Depositions
- Mediations and arbitrations
- Training and seminars
- Mock trials
- Client meetings
- Firm events and meetings

The CBA staff will make all arrangements for you and your group of up to 110 people, including food and beverage service and audiovisual equipment.



The costs for use of our facilities are significantly less than similar accommodations in a hotel... and they are specifically designed for your needs! Convenient parking at the neighboring City Center garage is another advantage, making this an ideal location for your event.

**Contact the Columbus Bar at 614/221.4112 for more information.**

## DEPOSIT POLICY

The CBA requires that a Space Rental Agreement, signed by the Lessee, and a 50% booking deposit based on the total estimated cost be received in the CBA offices within two weeks of the Date of Agreement. An additional damage deposit may be required. Any unused damage deposit will be refunded within two weeks after Lessee's event. Unless all required deposits and the signed Space Rental Agreement are received by the CBA within two weeks of the Date of Agreement, the reserved space will be released.

## CANCELLATION POLICY

A full refund of deposits paid will be granted if a written cancellation request is received by the CBA no later than two weeks prior to the start of Lessee's event. If a cancellation occurs after that date, the booking deposit will be forfeited.



Columbus Bar Association  
175 S. Third St., Suite 1100  
Columbus, OH 43215  
614/221.4112  
[www.cbalaw.org](http://www.cbalaw.org)



# SPACE RENTALS

AT THE COLUMBUS BAR

Columbus Bar Association  
175 S. Third St., Suite 1100  
Columbus, OH 43215  
614/221.4112  
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## RENTAL RATES

*Please note:* Capacity numbers are maximum capacity. Evening and Saturday rates available upon request.

### Training Center

1/2 day:	\$200.00
Full day:	\$400.00
Capacity:	110

### Courtroom

1/2 day:	\$150.00
Full day:	\$300.00
Capacity:	30

### Committee Room

1/2 day:	\$150.00
Full day:	\$300.00
Capacity:	45

### Board Room

1/2 day:	\$150.00
Full day:	\$300.00
Capacity:	20

### Conference Room

1/2 day:	\$100.00
Full day:	\$200.00
Capacity:	22

### Mediation Room

1/2 day:	\$100.00
Full day:	\$200.00
Capacity:	20

### Reception Area

1/2 day:	\$150.00
Full day:	\$300.00

## RENTAL HOURS

Weekday rental hours are from 8:30am to 5:00pm EST. Any event extending outside of this time frame will be charged an overtime fee of \$100.00 for each half hour the room is occupied before 8:30am and after 5:00pm.

## AUDIOVISUAL EQUIPMENT

For an additional fee, a variety of audiovisual equipment is available for use by individuals renting space at the CBA. The equipment must be reserved at the time of booking to ensure availability.

### Audiovisual Fee Schedule

Laser pointer	\$10.00
Wireless mouse	\$10.00
Dry erase board	\$10.00
Easel	\$10.00
Standard easel pad	\$10.00
Post-It Self Stick easel pad	\$30.00
Write on cling sheets	\$34.00
Conference telephone	\$20.00
DVD player	\$20.00
Wireless microphone	\$25.00
68" x 68" projection screen	\$10.00
LCD projector	\$75.00
DVD/TV monitor	\$55.00
Slide projector with timer	\$25.00
Overhead projector	\$20.00
Elmo Document Camera	\$75.00
Copies	\$.25/page
Fax	\$.25/page

## VIDEOCONFERENCING

All CBA meeting rooms are wired for videoconferencing. Arrangements can be made for multi-site videoconferencing. Please call for more information.

## FOOD & BEVERAGE SERVICES

*Please note:* Prices listed are per person.

### Beverage Service \$2.50

Coffee, tea, soda, water

### Continental Breakfast \$5.00

Muffins, bagels, danish, coffee, tea, juice

### Box Lunch \$9.00

Sandwich, chips, cookie, salad, pickle, and beverage

Additional food service may be arranged on an individual event basis. The CBA requires a guarantee of guests attending three business days prior to Lessee's event. If the actual attendance is less than the guarantee, a price based on the guarantee will be charged. A service charge of 15% and applicable taxes shall be added to the account.

## MEETING FACILITIES



Training Center



Courtroom



Committee Room



Board Room



Conference Room



Mediation Room



Reception Area