

# Private Pre-Game Event Space @ the blackwell

Private Event Space Available for 30 people up to 100 people  
Event Start Time 2.5—3 Hours Prior to Kick-Off for Each Home OSU Football Game  
Event Must Conclude at Kick-Off for Each Home OSU Football Game

## **Private Indoor Pre-Game: \$75 per guest** (Food and beverage minimum of \$3,500)

Private Event Space for a minimum of 30 people, maximum of 60 people  
Private Buffet within Pfahl Conference Center, on the Third Floor  
Pre-Game Buffet includes Food and Non-Alcoholic Beverages  
Table Linens, China, and Buckeye Décor

## **Private Patio Pre-Game: \$98 per guest** (Food and beverage minimum of \$10,500)

Private Event Space for a minimum of 80 people, maximum of 100 people  
Held on Patio outside Pfahl Conference Center, under a tent (heaters and lighting are an additional charge)  
Pre-Game Buffet included food and non-alcoholic beverages  
Table Linens, China, and Buckeye Décor

## **Bar Options**

Private Bars May be Set Up in Private Event Space  
All Beverages will be Charged upon Consumption  
Cocktails, Beer, Wine, Soft Drinks, Juice and Water Available on Private Bar  
Bartender Fee = \$75 per bartender  
Beverage Wrist Bands are Available for an Additional Charge of \$30 per guest  
Wrist Bands are not valid in Blackwell Lounge or Lobby bars

## **Signed Contract and Pre-Game Credit Card Authorization Form**

A Signed Contract is Required to Confirm the Private Space for Event  
Completed Credit Card Authorization Form is Required on File for any Incidentals

## **Deposit**

A Deposit of 50% of Anticipated Revenue Required to Confirm the Private Space for Event  
Deposit is Non-Refundable and will be Applied to the Final Bill

## **Event Parking**

Attendees of Private Event Will Be on Their Own for Parking

## **Service Fees and Sales Tax**

23% Service Fee and Sales Tax is Applied to the Final Bill

## **Guarantee Guest Count**

Guarantee Guest Counts and Final Payment are due the Monday Prior to the Event Date

*All Private Space is Based on Availability*



**Contact us today to reserve your space**  
*Blackwell Sales at 614/247-4000*  
*or via email at [BlackwellSales@osu.edu](mailto:BlackwellSales@osu.edu)*

2110 Tuttle Park Place Columbus, Ohio 43210