



COSI RENTAL POLICIES

1. The event shall be private and include only invited attendees and their guests.
2. Sales minimums apply to all Friday & Saturday evenings as well as Sunday evenings during Holiday weekends. Please see your Sales Manager for details.
3. Banquet seating for up to 350 people (on a first come, first serve basis) comes included with COSI Catering. COSI is not responsible for any additional equipment, tables, chairs, coat racks, personal possessions, and other items brought to COSI for an event. If rental items are obtained by Client or Client's Representatives, then setup and tear down of the rentals are the responsibility of Client and Client's Representatives.
4. Any COSI equipment used during an event must be returned to the original condition. Charges will apply for COSI Event Staff time for failure to comply.
5. Nothing may be set up in public areas during regular operating hours unless prior authorization or approval has been given by COSI Event Staff. Events may not begin in any exhibit area before 6:00 PM (7:00 PM on Sundays).
6. No COSI exhibits shall be moved, rearranged or otherwise altered in preparation for or during an event.
7. If you are bringing in outside materials or resources, you must bring your own carts to transport them to your event location. All items must be removed at the end of the event. Storage / handling fees will apply for any items left behind for later pick up.
8. All food must be provided by Sodexo (before 5pm) or by one of our approved caterers (after 5pm.) Sodexo has the exclusive right to all beverage sales – both alcoholic and non-alcoholic.
9. Outside alcohol is strictly prohibited. Any violation of this policy will result in a \$1,000 fine and possible termination of liquor service during event.
10. Please note that for most events, the room/tables will be set for décor 2 hours prior to the contracted event start time. Decorations for the event must be approved by the COSI Event Staff. Glitter, glue, and helium balloons are not permitted in the building. Candle flames must be contained within a glass holder. Nothing can be permanently or temporarily attached to any walls inside of COSI.
11. Smoking is prohibited anywhere inside the building.
12. If the English Plaza or North Courtyard is a part of your rental Agreement, you must contact the Columbus Parks and Recreation department to obtain a permit for Genoa Park (adjacent public park.) This is the only way to ensure that there will not be an event scheduled in the park during your event. Please call 614.645.3337 for details (charges apply).
13. Riverfront Parking (parking provider) is a business partner for COSI and fees for their services will be handled by COSI.