



Best Western Falcon Plaza
1450 E Wooster Street
Bowling Green, OH 43402

Todd McGee – General Manager
Front Desk Phone: 419.352.4671
Web Link: [Best Western Falcon Plaza](#)
Contract# 7338

BGSU ROOM RATES:

ROOM TYPE	RATE	BG CITY TAX	TOTAL
Standard – 1 King bed (sleeping capacity 2)	\$79.00	4%	\$82.16
Standard – 2 Queen beds (sleeping capacity 4)	\$79.00	4%	\$82.16
Standard – 2 Double beds, ADA (sleeping capacity 4)	\$79.00	4%	\$82.16
Suite – 2 Queen beds + Sleeper Sofa (sleeping capacity 5)	\$99.00	4%	\$102.96

*Group Rates (10 or more rooms) negotiable

*BGSU visitors, employees, and family receive a 15% discount on our Best Available Rate; Ohio State Tax & BG City Tax apply

MEETING ROOMS:

Meeting Room rates range from \$75-\$500. Factors that affect pricing include time needed, set-up, number of attendees, and service needs. Groups of 10 or more rooms may qualify for complimentary Meeting Room space.

The Woodburn Room (up to 30 Attendees) features two private, adjacent bathrooms on the first floor.

The Bishop Room (up to 60 Attendees) features an attached kitchenette with microwave, full size refrigerator, sink, and serving counter. Waiting/Reception/Registration space available in the adjacent Mezzanine area.

FEATURES:

- 0 miles from BGSU campus
- Refrigerator & Microwave in all Guest Rooms
- Free WIFI
- Free Breakfast
- Free Grounds for Thought coffee in lobby
- Fitness Center
- 10-Seat Hot Tub
- Business Center with copy/scan/fax/print

METHOD OF RESERVATION:

The primary form of reservations will be made using a PCard. A BGSU employee will contact Best Western’s front desk and provide the following information: PCard number, BGSU employee name and the department they work in, the guest’s name that will be checking in, and guest’s arrival and checkout dates. The front desk will email the reservation to the BGSU employee. Upon check-in the guest of BGSU will provide their personal credit card as they will be responsible for all incidental purchases accumulated during their stay. The BGSU guest will not have a copy of the BGSU PCard that was used to make the reservation. The PCard information will be kept in the hotel’s computer system under the reservation.

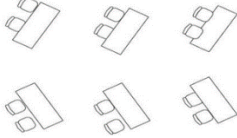
CANCELATION POLICY:

Failure to cancel a guaranteed guest room reservation 24 hours before the day of arrival or occupy the room will result in a charge of one night’s room and tax. Failure to cancel a guaranteed meeting room reservation 3 days before the day of arrival will result in the charge of the full rental period.

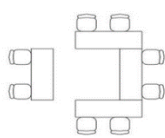


Sample Meeting Room Configurations:

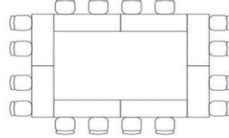
CHEVRON



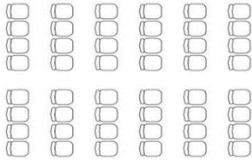
BOARDROOM



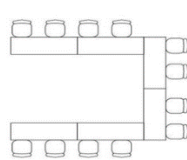
CONFERENCE



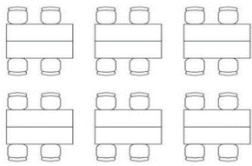
THEATER



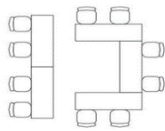
U-SHAPE



CLUSTER



HEARING PANEL



CLASSROOM

