



Holiday Inn Express & Suites
 2150 Wooster Street
 Bowling Green, OH 43402

Amber Nicely – General Manager

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Front Desk Phone: 419.353.5500

Web Link: [Holiday Inn Express - Bowling Green](#)

Contract# 7006

GUEST ROOMS:

ROOM TYPE	SLEEPING CAPACITY	ROOM RATE	City Tax	TOTAL
Standard Double/Queen	4	\$90.00	4%	\$93.60
Standard King w/ Sofa Sleeper	3	\$90.00	4%	\$93.60
2 Room Double Queen w/ Sofa Sleeper	6	\$110.00	4%	\$114.40
King Suite w/ Sofa Sleeper	4	\$110.00	4%	\$114.40

*** Rates available for BGSU guests, employees, friends and family ***

MEETING ROOMS:

Several meeting rooms available for rent. Food can be brought in or catered by local restaurant
 See attachment B for meeting room configurations

ROOM SIZE	ROOM RATE	City Tax	TOTAL
Half Meeting Room	\$175.00	4%	\$182.00
Full Meeting Room	\$300.00	4%	\$312.00

FEATURES:

- **2.1 miles from campus**
- **Free WIFI**
- **Free breakfast buffet**
- **Fitness room**
- **Indoor Pool**

METHOD OF RESERVATION:

The primary form of reservations will be made using a PCard. A BGSU employee will contact Holiday Inn’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.

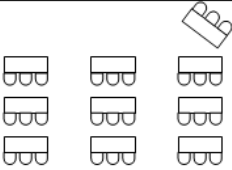
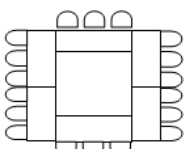
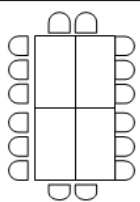
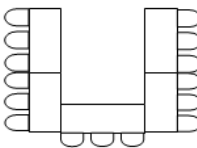
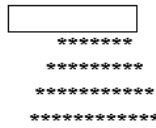
CANCELATION POLICY:

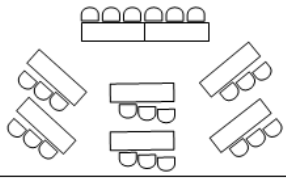
Failure to cancel a guaranteed GUEST ROOM RESERVATION 24 hours before the day of arrival or occupy the room will result in a charge of one night's room and tax. Failure to cancel a guaranteed MEETING ROOM RESERVATION 5 days before the day of arrival will result in the charge of the full rental period.

MEETING ROOM CONFIGURATIONS:

Half Room \$182

Full Room \$312

Group Name				
Contact Name				
Contact Address		Contact Phone		
City, State, Zip		Contact Fax		
Function Date		Meeting Room Cost		
Function Times		# Persons		
Classroom	Hollow Square	Boardroom	U-Shape	Theatre
				
Full: 63 Half: 24	Full: 36 Half: 18	Full: 28 Half: 16	Full: 27 Half: 15	Full: 100 Half: 50

Chevron


<u>Audio Visual Equipment Needed:</u>	Water (complimentary) _____
____ LCD Projector - \$25.00	Soda Variety \$1.00 can _____
____ Slide Projector	Coffee Reg or Decaf \$5 per pot _____
____ TV/VCR	Tea Station \$5.00 _____
____ Flip Chart	Orange, Apple, Orange Mango Juice \$5 per pitcher _____
____ Screen	
Additional Charges: _____	Breakfast \$6.95 per person _____
	Muffins/ Bagels \$7 per dozen _____
	Cookies \$7.00 per dozen _____
	Variety of Salty/Sweet Snacks \$1.00 per person _____

Catering/ Other Services Needed:

Please contact the hotel 24 hours prior to your event to confirm attendance and any other changes that may result in added charges for your meeting. **Cancellations for Room Rental will be required 5 days in advance or your group will be charged in full for the rental period.** The hotel reserves the right to terminate the agreement based on attendees exceeding agreed capacity limit. All meetings must be guaranteed with a credit card, advance deposit or approved company direct billing. All meeting room charges are to be paid in full upon checkout.