

events at COSI



COSI – Center of Science and Industry
333 W Broad Street
Columbus OH, 43215

COSI is a one-of-a-kind venue located in a prime riverfront location in downtown Columbus. With over 50 years of experience in creating lasting memories, our expertise in event planning is unparalleled, boasting magnificent architecture, world-class exhibits, and gourmet catering options. From intimate gatherings of 20 attendees to grand cocktail receptions for 2,000 guests, our team of event professionals eagerly awaits the opportunity to craft a customized and unforgettable experience in our magnificent museum.

Contact Us
eventsales@cosi.org
614-629-3135



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FACILITY RENTAL

Facility rental fees include a private space rental and access to rented exhibits, as well as on-site staff support such as a day-of coordinator, COSI safety personnel, and hosts as required. Additionally, you will have access to our inventory of tables, chairs, screens, and projectors, and enjoy complimentary setup and teardown time.

Contact our Events Sales Team for a full, custom quote.

Please note, there is an additional rental charge for linen.

All events with alcohol served are subject to additional security and/or cleaning charges.

ADMISSION

For events taking place during COSI museum hours, you have the option to include General Admission for your guests. Groups of 12 or more qualify for a discounted admission of \$10.50 per guest ages 2 and up. Ask your Sales Manager about admission to specialty traveling exhibits!



Plan your event WITH COSI

INDOOR AREAS

GALLERY 1

4 hours: \$3,400 | 8 hours: \$6,800 | Additional 1 Hour Rate: \$850
Capacity: Reception 500, Banquet 340

GALLERY 2

4 hours: \$3,400 | 8 hours: \$6,800 | Additional 1 Hour Rate: \$850
Capacity: Reception 650, Banquet 500

ATRIUM

4 hours: \$2,800 | 8 hours: \$5,600 | Additional 1 Hour Rate: \$700
Capacity: Reception 700, Banquet 250

SOUTH POINT & PLAZA DECK

4 hours: \$2,200 | 8 hours: \$4,400 | Additional 1 Hour Rate: \$550
Capacity: Reception 150, Banquet 100, Outdoor 500

THEATERS

PLANETARIUM

4 hours: \$2,200 | 8 hours: \$4,400 | Additional 1 Hour Rate: \$550 |
\$275 per show open hours | \$550 per show closed hours
Capacity: 211

GIANT SCREEN THEATER

4 hours: \$2,400 | 8 hours: \$4,800 |
Additional 1 Hour Rate: \$600
Capacity: 388

MEETING ROOMS

4 hours: \$700 | 8 hours: \$1,400 | Additional 1 Hour Rate: \$175

CENTRAL HIGH MEETING ROOM

Capacity: Banquet 42

MEZZANINE MEETING ROOM

Capacity: Classroom 32

WEST MEETING ROOM

Capacity: Classroom 32

EAST MEETING ROOM

Capacity: Classroom 32

NORTH MEETING ROOM

Capacity: Banquet 42

OPEN HOUSES

All Classic Exhibits & Dino Gallery* (does not include add-ons)

Sunday-Friday: \$12,000 | Saturday: \$15,000 |

Friday-Saturday (Thanksgiving-New Years): \$18,000 Capacity: 4000

First Floor*

Sun-Fri: \$9,000 | Saturday: \$11,250,00 |

Friday-Saturday (Thanksgiving-New Years): \$13,500,00

*Requires exhibit technician

Capacity: 1200

EXHIBIT AREAS

CLASSIC EXHIBIT

(Life, Ocean, Gadgets, Energy, Space, Honda, Progress, OR Big Science Park)

Rate (per hour, per exhibit): \$550 per hour

Capacity: Dependent on Exhibit

Food and Beverage Permitted

AMNH DINOSAUR AND TRAVELING EXHIBITS*

4 hours: \$4,000 | 8 hours: \$8,000 | Additional 1 Hour Rate: \$1,000

*See Event Sales Manager for pricing

Capacity: Dependent on Exhibit

No Food or Beverage Permitted

OUTDOOR AREAS

ENGLISH PLAZA

4 hours: \$3,600 | 8 hours: \$7,200 | Additional 1 Hour Rate: \$900

Capacity: Reception 800, Banquet 600

NORTH COURTYARD

4 hours: \$2,200 | 8 hours: \$4,400 | Additional 1 Hour Rate: \$550

Capacity: Reception 150, Banquet 100

ADD-ONS

Stage Show (per show): \$150

Simulator Rental (per hour, up to 80 rides): \$500

Simulator (guests self-pay): *Requires Labor Fee

High Wire Unicycle: \$250 per hour

Add Interactive Science Experiences: \$200 per hour

Cleaning Fee: \$500 for Events over 1,500 people

Security charges will be assessed for events over 300 guests

Did you know? COSI extends a 20% discount on facility rental to non-profit organizations.

NEED MORE INFORMATION?

Contact us!



614.629.3135



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COSI.org/Events

Venue	CAPACITY				SPECIFICATIONS			AV CAPABILITIES		
	Theater	Reception	Banquet	Classroom	Square Footage	Ceiling Height	Built-In Screen	Overhead Music	Microphone Capable	
OPEN HOUSES										
Entire Building Open House	x	4000	x	x	320,000	x	Atrium Only	Atrium Only	Atrium Only	
First Floor Open House	x	1500	x	x	x	x	Atrium Only	Atrium Only	Atrium Only	
BANQUET ROOMS										
Atrium (& Box Office)	430	700	250 (500)	x	4,470	70'	Video Wall	Yes	Yes	
Atomic Café	x	x	200	x	-	-	No	No	No	
Gallery 1	650	500	340	x	6,680	25'	Yes	Yes	Yes	
Gallery 2	800	800	500	x	9,929	35'	Yes	Yes	Yes	
South Point	200	150	80	x	2,800	54'	No	No	Yes	
OUTDOOR										
Plaza Deck	500	500	500	x	-	Outside	No	No	No	
English Plaza	1000	800	600	x	15,490	Outside	No	No	Yes	
North Courtyard	200	150	100	x	1,500	Outside	No	No	No	
Big Science Park	200	200	150	x	5,000	Outside	No	No	No	
EXHIBITS										
TEG (Gallery 3)	375	300	200	x	4,800	35'	No	No	No	
Dinosaurs	x	x	x	x	8,500	x	No	No	No	
Oceans	x	200	70	x	9,000	x	No	Yes	No	
Space	x	125	80	x	440	x	No	No	No	
Gadgets	x	125	80	x	5,700	x	No	No	No	
Progress	x	150	100	x	8,000	x	No	Yes	No	
Life	x	225	160	x	7,800	x	No	Yes	No	
THEATERS										
Giant Screen Theater	388	x	x	x	10,000	x	Yes	Yes	Yes	
Planetarium	211	x	x	x	-	x	Yes	Yes	Yes	
Galaxy Theater	170	x	x	x	2,390	x	Yes	Yes	Yes	
MEETING ROOMS										
East Meeting Room	x	60	x	42	2,392	10'	No	No	No	
West Meeting Room	x	60	x	32	1,008	10'	No	No	No	
Mezzanine Meeting Room	x	45	x	32	990	10'	Yes	Yes	No	
North Meeting Room	x	60	42	x	1,490	10'	No	No	No	
Central High Meeting Room	140	60	42	x	2184	10'	Yes	Yes	No	

Ask your Sales Manager about mobile AV options!

CATERING AT COSI

Service Systems Associates Inc. is the exclusive onsite caterer at COSI and wants to ensure your menu has a personal touch.

Service Systems Associates Inc, a national leader in the culinary arts, is well versed in authentic and classic fare to cutting-edge cuisine. You may choose from one of the current menus, or Executive Chef Jasmine Cook and our event team can work with you to create a seamless menu for your distinct event.

Ask your Sales Manager for our seasonal menu!

FINAL COUNTS AND DETAILS

All menu choices are due 30 days prior to your event. Final details and guaranteed headcount are due 14 days prior to your event.

DIETARY RESTRICTIONS AND ALLERGIES

Our chef and operations team are well versed in catering to all types of dietary needs. Gluten free, vegetarian and vegan options can be included on any event menu. For guests with more specific dietary restrictions, please speak with your Sales Manager for custom recommendations.

SERVICE CHARGE

All Food and Beverage is subject to a 22% service charge. This fee is not a substitute for gratuity.



BAR SERVICE

Ask your Sales Manager for our seasonal catering menu, including our bar pricing!

All pricing is per person and must be for entire guest count excluding guests under the age of 21. Packages include disposable greenware. A \$2.00 per person fee will apply if glassware is requested.

All host bars must close 30 minutes prior to the end of your event.
Limit of 3 drinks per person, per hour.

FINAL COUNTS AND DETAILS

All final details, menus selections, and final guest count are due 14 days prior to your event.

SIGNATURE COCKTAILS

We are happy help curate a specialty cocktail or accommodate special requests if you would like a particular brand or label that is not listed. Please note that any brand requests, substitution options & other selected ingredients may incur additional pricing and must be confirmed 30 days prior to your event. Please consult with your Event Coordinator for further details.

SERVICE CHARGE

All Food and Beverage is subject to a 22% service charge. This fee is not a substitute for gratuity.

*Subject to change based on availability

COSI is the only licensed authority to sell and serve alcohol for consumption on the premises. Guests are not permitted to bring any alcohol onto museum property. Any outside beverages will be confiscated by COSI security. Guests will need to provide valid ID upon service.

SPECIALTY LABOR

Bartender - \$225
per every 75 guests,
up to 4 hours of service

Cashier - \$225
per point-of-sale,
up to 4 hours of service

HOUSE OFFERINGS*

Echo Spirits Vodka, Tanqueray
Gin, Captain Morgan
Spiced Rum

Bacardi Rum, Jose Cuervo
Tequila, Jack Daniels,
Dewars Scotch

Cabernet Sauvignon, Chardonnay

Select Local Craft and
House Beer

Select Hard Seltzers
Bottled Water, Pepsi Soft Drinks

PREMIUM OFFERINGS*

Watershed Vodka, Watershed
Four Peel Gin, Echo Distilling
Spiced Rum, Bacardi Rum,
Cazadores Tequila, Woodford
Reserve Whiskey, Glenlivet Scotch

Heradura Tequila, Woodford
Reserve Whiskey, Glenlivet Scotch

Merlot, Cabernet Sauvignon,
Chardonnay, Pinot Grigio

Select Local Craft and
House Beer

Select Hard Seltzers
Bottled Water, Pepsi Soft Drinks

AV

COSI has a small in-house AV team with limited offerings. For extensive AV needs, including Livestreaming, we recommend contracting a third party vendor. We recommend the following companies:

Bartha

bartha.com
800.363.2698

Markey's

info@markeys.com
800.686.9987

Live Tech

info@gowithlive.com
614.591.7708

PRESENTATIONS

All AV presentations are required to be sent to your Event Coordinator at least 48 hours in advance of your event in order for our team to check that the slides and video/audio will run properly. We cannot guarantee the success of your presentation if the slide shows are not received in this timeframe.

AV REHEARSAL

AV rehearsals are available and recommended. If you would like to set up an AV run through, please let us know 4 weeks in advance so we can schedule one.



EVENT A/V PRICING AT COSI 2023

LABOR

DEDICATED A/V TECHNICIAN*: \$50 per hour, 4 hour minimum/ \$75 per hour, over 8 hours

EXHIBIT TECHNICIANS

Every Open House requires one exhibit technician. One exhibit technician and one A/V technician may be needed if a presentation is occurring during the Open House.

The exhibit team and A/V team can work together on a case-by-case basis to see if the event needs two technicians.

EXHIBIT TECHNICIAN LABOR: \$50 per hour, 4 hour minimum/ \$75 per hour, over 8 hours

AUDIO

DIGITAL CONSOLE: \$150
PORTABLE SOUND CART WITH SPEAKERS: \$200
PLAYBACK DEVICE (LAPTOP CART, IPAD): \$100
WIRED MICROPHONE: \$20
WIRELESS MICROPHONE: \$75
4 MICROPHONES WITH ANTENNA: \$250
EV 15" POWERED SPEAKER: \$50
MULTIBOX: \$50

VIDEO

IN-ROOM LCD PROJECTOR & SCREEN: Included with room rental (Only Available in certain rooms)
VIDEO SWITCHER: \$50
CONFIDENCE MONITOR: \$125
75" LED 4K MONITOR: \$200
55" LED 4K MONITOR: \$175
COSI LAPTOP FOR PRESENTATION: \$150
SECOND LAPTOP FOR PRESENTATION: \$100
CAMERA (IMAG): \$300

LIGHTING

UPLIGHTING STRIP: \$15 each
UPLIGHTING IN ATRIUM, GALLERY 1 OR 2: \$100 package
COSI STOCK GOBO: \$50
CUSTOM GOBO INSTALLATION: \$50 (per GOBO)
STAGE LIGHTING: Included w/room rental (Only Available in certain rooms)
LIGHTING PACKAGE: Included w/room rental (Only Available in certain rooms)

MISCELLANEOUS

PODIUM: \$35
PIPE & DRAPE PER 8FT SECTION: \$25
STAGING PER SECTION: \$60
POWER (INCLUDES CABLE AND STRIP): \$35
CLICKER: \$15
TIMER: \$50

INTERNET

HARD WIRE INTERNET LINE: \$300
PRIVATE WIFI: \$5 per person



NEED MORE INFORMATION?

Contact us!



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cosi.org/Events



eventsales@cosi.org

EDUCATION ENHANCEMENTS

Add a little extra COSI to your event!

INTERACTIVE EXPERIENCES

Have an educator join your private event and guide your guests in an interactive lesson!

30 Minute Experience (Select One) - \$125

60 Minute Experience (Select Two) - \$200

Animal Encounter
DIY Slime Workshop
Liquid Nitrogen Lesson

STAGE SHOWS

\$150

Bring a COSI staple to your private event. An Educator will lead your guests in one of COSI's classic shows.

Rat Basketball
Electricity Show

HIGH WIRE UNICYCLE

\$250 per hour

Treat your guests to a thrilling enhancement where they can cycle 17 feet above the ground!

Available after museum hours only, restrictions apply

SCAVENGER HUNTS

Send your guests on a guided adventure through the museum. Join forces or split into teams to compete!

Classic - \$65

A selection of prewritten questions chosen based on the age group of participants and timing of event

Comprehensive - \$95

Questions written specifically for your event to complement the areas of interest for your company

Custom - \$150

A completely custom hunt using online resources and connecting guests to your company website

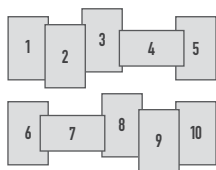
Add an Educator - \$35 per hour, per person



COSI SSA Digital Signage Request process

V 3.0

Digital Signage Content Guidelines



Front Entry Screens – (same both sides)

- Still Images provided (5 images, same each side) \$60
- Still Image COSI generated (5 images, same each side) \$160
- Animated (Simple) \$552



Admission Screens

- Still Images provided (one image across all 10 screens) \$46
- Still Images provided (5 images, same each side) \$60
- Still Image COSI generated (one image across all 10 screens) \$100
- Still Image COSI generated (5 images, same each side) \$140
- Still Image COSI generated (10 images) \$260



Queue Screens (Ceiling) – (Each pair shows same image)

- Still Image or video provided \$46
- Still Image COSI generated (same both sides) \$69
- Still Image COSI generated (each side different) \$92



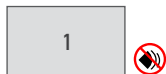
Coming Soon Screens (Curved Wall)

- Still Images provided \$46
- Still Image COSI generated (one image across all 3 screens) \$69
- Still Image COSI generated (3 images) \$140
- Animated (Simple) \$460



Planetarium Point of Sale, Simulator Point of Sale, NatGeo Screen or Little Kidspace

- Still Images provided \$46
- Still Image COSI generated \$69
- Provided Video \$69
- Animated (Simple) \$184



Atrium Projector

- Still Image or video provided \$46
- Still Image COSI generated (one image) \$69
- Still Image COSI generated (10 images, looping playlist) \$200



Film Posters, Theater Entry, East Entry

- Still Images provided \$46
- Still Image COSI generated (one image on both screens) \$69
- Still Image COSI generated (2 images) \$94



Atomic Cafe or Molecule Screens

- Still Images or video provided \$46
- Still Image COSI generated (one image) \$69
- Still Image COSI generated (3 images) \$140



OPEN HOURS

During normal COSI open hours, the screens below will be on from 9:30-5:30.

No event content can go on screens during open hours or after hour programs (After Dark, Camp-In, FFN, etc)

CLOSED HOURS

Outside of COSI operating hours, these screens can be programmed to display content for your program/event.

Please Plan Ahead!

For still images and text, requests (and any supporting materials) must be received **2-3 weeks** in advance of deadline.

For video, requests must be received **6 weeks** in advance of deadline and dependent on the availability of the Design Specialist.

Using and Sending Form

Please email your event manager your order and all images/video. Send any support information such as logos, text, or sketches as digital attachments (preferred). Please proof read and spell check all text/content that will be in the signage. The contact person is responsible for the necessary approval of the provided proof and to convey any changes to the designer.

PROVIDED CONTENT

All still images provided must be in .png, ratio of 1080px x 1920px, 72dpi, RGB

All video provided must be in .mpg4 format

ADDITIONAL CHARGES

Any additional work hours will be charged at a rate of \$46 hour. Prior notice will be given before hand if additional hours needed.

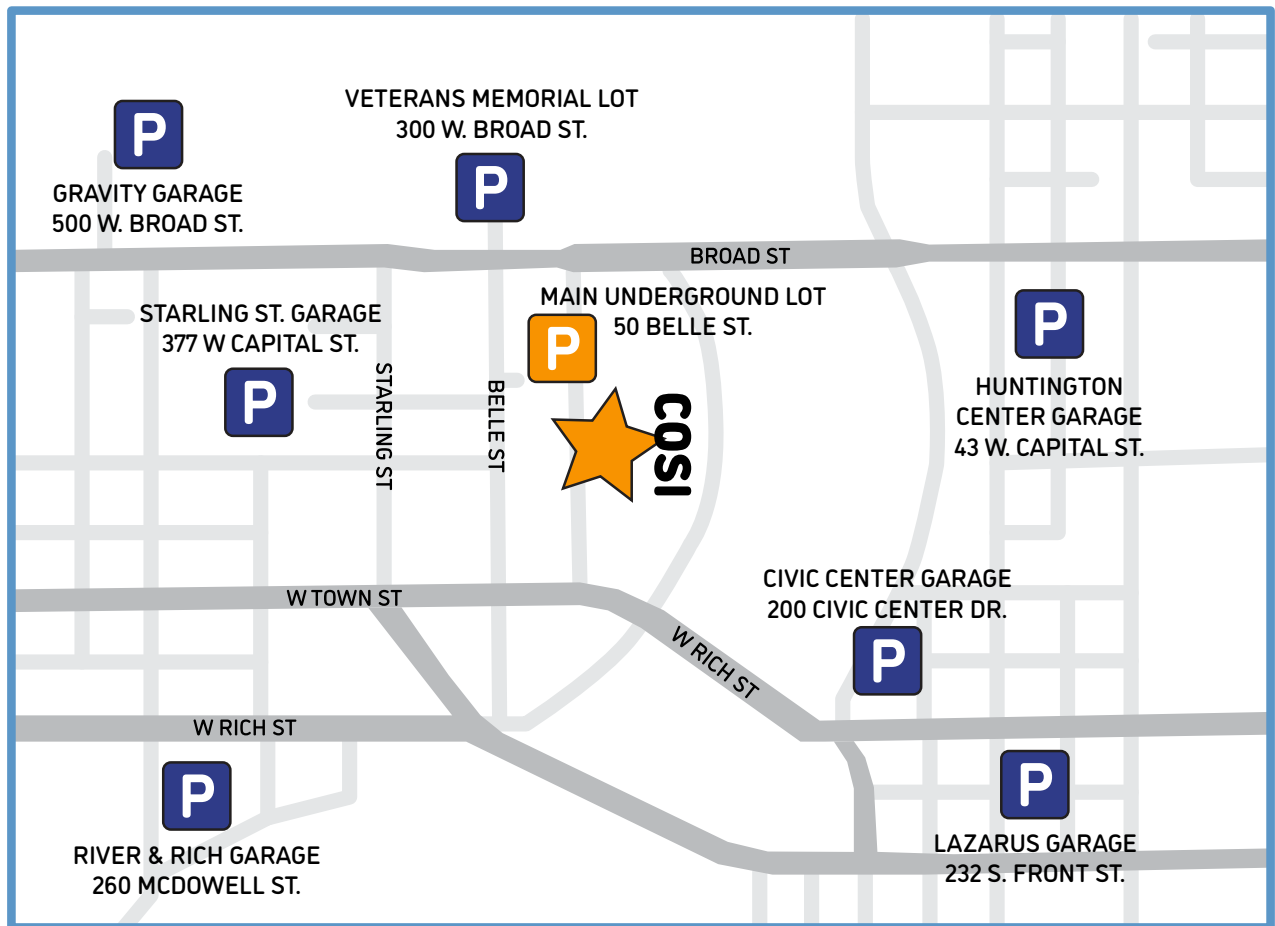
PARKING

The most convenient parking nearest to COSI is the City of Columbus' underground garage immediately west of COSI, managed by LAZ Parking. This garage is located on Belle Street near the Corner of Broad Street and Belle Street.

It contains 638 parking spots.

Pricing is subject to change, ask your Event Coordinator for current rates.

You do have the option to validate parking for your guests. The underground garage and the nearby Starling Street garage are the only parking locations that accept COSI validation stickers. There is a variety of other parking options located within a short walking distance if the underground garage is full.



COSI Preferred Vendors

DJS

DJ DAYNA

614.626.9761 | www.DJDayna.com

JOSH STALEY PRODUCTIONS

614.310.5860 | www.joshstaleyproductions.com

D&M DJ ENTERTAINMENT

614.604.9400 | www.dandmdjentertainment.com

BANDS

THE CONSPIRACY BAND

614.203.0140 | theconspiracyband.wixsite.com/conspiracy30

SWAGG

614.827.3127 | swaggmidwest.com

BLUEWATER KINGS BAND

810.214.0020 | www.bluewaterkingsband.com

FLORISTS

BOTANICA FLOWERS

614.975.6951 | www.BotanicaWedding.com

PREMA DESIGNS

614.747.6224 | www.prema-designs.com

ORCHARD LANE FLOWERS

614.262.0880 | www.orchardlaneflowers.com

TENT RENTALS

ACC PARTY RENTALS

614.876.0762 | www.ACCPartyRental.com

PRESTIGE TENT RENTAL

419.571.1528 | www.PrestigeEventRental.com

DÉCOR

YOUR CREATIVE MUSE

614.245.5412 | www.yourcreativemuse.com

ZENGENIUS, INC

614.220.9040 | www.zengenius.com

ENTERTAINMENT

V.I.P. EVENTS MANAGEMENT & CASINO EVENTS

614.823.8300 | www.vipeventsmgmt.com

AMAZING GIANTS

888.886.2608 | www.theamazinggiants.com

FELIX AND FINGERS DUELING PIANOS

888.761.5841 | felixandfingers.com

DANCE FLOORS

ALL OCCASIONS PARTY RENTAL

216.765.9100 | www.AllParty.com/Product-Category/Flooring/Dance-Floors

EVENT SOURCE

614.431.3000 | www.eventsource.com/flooring-staging.html

METRO CUISINE

614.436.6369 | www.metrocuisine.com/rentals/flooring-staging/

PHOTOGRAPHERS

ROBB MCCORMICK

614.834.4956 | www.RobbMcCormick.com

BRIAN KELLOGG

614.437.8404 | www.BrianKellogg.com

SUMMERLIGHT PHOTOGRAPHY (Noelle & Sean)

614.653.6363 | www.SummerLightPhoto.com

HOTELS

HYATT REGENCY COLUMBUS

614.463.1234 | columbus.regency.hyatt.com

DOUBLETREE SUITES BY HILTON

614.228.4600 | www.columbussuites.doubletree.com

HOTEL LEVEQUE

614.224.9500 | www.hotellevequecolumbus.com

RESIDENCE INN COLUMBUS DOWNTOWN

614.222.2610 | www.marriott.com/en-us/hotels/cmhrd-residence-inn-columbus-downtown/overview/

Did you know? COSI extends a 20% discount on facility rental to non-profit organizations.

NEED MORE INFORMATION?

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FAQS

HOW MUCH DOES IT COST TO HOLD A DATE FOR AN EVENT?

Once you select a date and confirm availability, we will guarantee a hold on your date and rates for a two-week period at no cost. A scheduled site visit is highly recommended, and a quote for space rental fees will be provided to you in writing. Once confirmed, a space rental contract will be issued with 15% of the event total due.

WHAT IS THE PAYMENT SCHEDULE?

We require a 15% deposit with your signed contract. 90 days prior to your event, we will ask for 50% of your estimated total balance. Menu choices will be due 30 days prior to your event, and your final, guaranteed headcount will be due 10 business days before your event. After your final headcount is submitted, your numbers can increase but they cannot decrease. Any additions to your headcount or increase to your food and beverage order made 5 business days or less prior to your event will incur a cost of price and a half. Your final payment is due no less than 10 days prior to your event.

DO YOU HAVE A FOOD AND BEVERAGE MINIMUM?

Each event has unique food and beverage requirements. We will calculate your food and beverage minimum based on your expected headcount and food and beverage needs.

CAN MY GUESTS LEAVE THEIR CARS IN THE UNDERGROUND GARAGE OVERNIGHT?

Yes, the Scioto Peninsula Underground Parking Garage is open 24/7. Full parking rates may apply if a car is left in the garage after your event concludes.

WHAT IS YOUR CANCELLATION POLICY?

We understand that things can be unpredictable in the world of live events. If your event is more than 10 days away, we will allow you to reschedule with no financial penalty up to 120 days from your original event date. Please see the contract terms for more details.

CAN I HOST MY WEDDING AT COSI?

We love hosting weddings! Our most popular package includes getting married under the stars in the planetarium with a custom night sky show. Ask your Sales Manager for more information about wedding packages.

DOES COSI HOST BIRTHDAY PARTIES?

Yes! For more information or to reserve a party, visit us at COSI.org/birthdays.