



City Hall Naturalization Ceremony

Wednesday, July 17, 2024

10:00 AM - 2:00 PM

EVENT INVOICE – FINAL INVOICE 3182-1

REMIT PAYMENT TO:

Columbus Museum of Art
480 E Broad St
Columbus, OH 43215

Event Specialist: Cne' Mitchell

cne.mitchell@cmaohio.org

P: (614) 629-0361

Primary Contact	Email Address	Telephone
Amaris S. Lemus The City of Columbus City Council	aslemus@columbus.gov	H: (614) 645-4605
Additional Contacts	Email Address	Telephone
Jessica Caceres	JICaceres@columbus.gov	

City Hall Naturalization Ceremony				
Date	Time	Location	Function	#
Wed, 07/17/2024	10:00am-2:00pm	Schottenstein Property Group Pavilion	City Hall Naturalization Ceremony	200

Facility Rental				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Facility Rental			
Hourly Facility Rates	Schottenstein Property Group Pavilion - Hourly (4 hours) This Rental Includes: Hospitality Suites (2) Tables and Chairs	1	\$650.00	\$2,600.00

Food				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Schokko Catering			
Breakfast	Assorted Pastries Assortment of housemade muffins, bagels, rolls, and pastries Minimum order of 10 portions.	200	\$8.00	\$1,600.00

Beverage				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Beverage Menu			
Beverage Packages	Coffee Station Regular and Decaf Coffee, Hot Tea	200	\$4.00	\$800.00

Beverage				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Beverage Menu			
	disposeable cups Water Station Self-service water station disposeable cups	200		

Audio Visual				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony AV Menu			
AV Package	Usage Fee - Pavilion - Half Day Wireless Handheld Microphones (3), Lavalier Mic (3), Audio Input, Speakers, House Lights, Background Music, Power Access, Projectors (3) with Screen (1). <i>This usage fee is for events that are 6 hours or less</i>	1	\$700.00	\$700.00
AV Rental	Full Size House Staging 12'Lx16"Wx16"H (Full) 12x24 House Staging Expansion Panels Additional Rental of 4'Lx4"Wx8"H Stage Panels	1 1	\$250.00	\$250.00

Setup and Service				
Service Details	Menu	Qty	Price	Total
	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony AV Menu			
AV Labor	A/V Technician (7 hours)	1	\$50.00	\$350.00
	Stage Labor AV Technicians to set & strike any CMA stage rental	1	\$200.00	\$200.00

	10:00am / Schottenstein Property Group Pavilion / City Hall Naturalization Ceremony Event Details			
Event Service Labor	Event Captain (7 hours)	1	\$35.00	\$245.00
	Utility Associate (7 hours)	2	\$30.00	\$420.00
Linens	House Linens Full-length Table Linen in Black <i>2 for food table and 2 for judges table</i>	4	\$15.00	\$60.00

CHARGES					
	Charges	Discounts / Adjustments	Adjusted Charges	Service Charge (20 %)	Total
CMA Catering	\$1,600.00	\$0.00	\$1,600.00	\$320.00	\$1,920.00
Non-Alcoholic Beverage	\$800.00	\$0.00	\$800.00	\$160.00	\$960.00
Facility Rental	\$2,600.00	(\$2,600.00)	\$0.00	\$0.00	\$0.00
Labor	\$1,215.00	\$0.00	\$1,215.00	\$0.00	\$1,215.00
A/V	\$950.00	\$0.00	\$950.00	\$0.00	\$950.00
External Equipment Rentals	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Totals	\$7,225.00	(\$2,600.00)	\$4,625.00	\$480.00	\$5,105.00
			Payments Received		\$0.00
			Balance Due		\$5,105.00

Deposit Due Date	Amount	Description
07/04/2024	\$0.00	

**CITY COUNCIL
INTERNAL PURCHASE REQUISITION FORM**

Non-Legislated Purchases Only

* Must be completed

Amaris Lemus	6/18/2024
Requested by *	Date *
Columbus Museum of Art	Service
Vendor *	Type of Purchase *
Venue rental etc for naturalization ceremony	joy.walker@cmaohio.org
Description of item needed *	Vendor Email *
Naturalization ceremony	(614) 629-0329
Reason for expenditure *	Vendor Telephone # *
to celebrate diversity and welcome new american citizens to columbus	
Public Purpose (if food/beverage/City hosted event)	6/28/2024
\$5,105.00	Date Needed *
Actual / Estimated Cost *	

Please attach all necessary documentation to this form and allow at least three weeks to process the request

Per the City code, if the cost exceeds \$5,000.00, bids/quotes may be required from at least three vendors.

Please contact Fiscal Officer: Josh Davis @ 5-8480 or 614-887-6723 with questions.

Special Instructions or Comments:

We understand this may take time to process, however would appreciate an expedited review of the request. Coordination with both CMA and Judge Marbley's office have not been easy or quick hence the request 30 days out.

PLEASE REMEMBER: You must receive notice from the Fiscal Officer that funds are approved and encumbered **BEFORE** ordering goods or services. Thank you.

Council Member / Section Director Approval

Chief of Staff Approval

Fiscal Officer Approval

Encumbrance #

06/18/24

Date

Date

Date

Date

ORDINANCE ATTACHMENT

Template for Authorizing Appropriation

If fewer than three lines are needed please delete rows

If more than 3 lines are needed lease insert rows.

Ord Number
2069-2024

Line #	Dept	Div	Obj Class	Main Acct	Fund	Subfund	Program	Section 3	Section 4	Section 5	Project ID	Amount
1	20	2001	02	62010	1000	100018	CW001					15,000.00
2	20	2001	03	63050	1000	100018	CW001					25,000.00
3	20	2001	05	65026	1000	100018	CW001					25,000.00

To: City Auditor Megan Kilgore

From: Andrea Blevins, City Clerk 

Date: October 17, 2024

RE: Columbus Museum of Art, Final Invoice 3182-1

This invoice was delayed due to staffing changes. This will be paid via BRPO as it was appropriated via ORD2069-2024 and was passed on 7/18/24. Please process.

Our apologies for the delay.

If you have questions, please contact Kirsten Kinder, Fiscal & Grants Administrator at 614-645-2874 or kakinder@columbus.gov.

Thank you.



SHANNON G. HARDIN, PRESIDENT | ROB DORANS, PRESIDENT PRO TEMPORE
NICHOLAS J. BANKSTON | LOURDES BARROSO de PADILLA | NANCY DAY-ACHAUER | SHAYLA D. FAVOR
MELISSA GREEN | EMMANUEL V. REMY | CHRISTOPHER L. WYCHE

CITY CLERK | ANDREA BLEVINS, CMC

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