



TechTown Detroit Conference Room Reservation Form

Room	Capacity (Depends on Setup)	Hourly rate (before 5 pm)	Hourly rate (after 5pm & wknds)	Day Rate (6-8 hours before 5pm)
The Hoist or The Showroom	10	\$75		\$450
Toolbox / Workbench / Dyno Room / Wind Tunnel / Collision Shop	6	\$50		\$300
Bay 1 or Bay 2	20-80	\$125	\$150	\$750
The Garage	Up to 180	\$200	\$250	\$1200
Proving Grounds, Test Track	30	\$100	\$125	\$600

Basic Information – Please fill completely

Event Title		Event Date	
Event Start Time		Company Name	
Booking Duration (Occupancy) Include event end time		Company Address	
Proposed Location		Contact Name	
		Contact E-mail	
Expected Attendance		Contact Phone	

Amenities – Indicate with a check mark (or # where indicated) if an amenity is required (Sign out of equipment required)

Audio Visual									
None	Projector	Handheld Mics (1-4) <small>(Event Space Only)</small>	Polycom (\$10.00)	Laptop (\$10.00)	MAC Adapter	Podium w/Mic	Registration Table	Easel (#)	Other (please write)

Setup

Select the desired room setup (see chart below):

Workspace Boardroom Horseshoe Banquet
 Classroom Theater Pods Other

If other, please describe: _____

Conference Room Set Up and Maximum Capacity Chart

	Workspace	Boardroom	Horseshoe (U-shape)	Banquet	Classroom	Theater	Pods
BAY 1 & 2	20	30	25	40	30	90	32
THE GARAGE	40	40	50	80	60	180	64
PROVING GROUND	20	20	20	20	20	30	N/A
TEST TRACK	20	20	20	20	20	30	N/A



Signage

Select desired signage: Welcome sign Catering sign Parking/Event signs

Welcome Sign message (if selected): _____

Will there be food/beverages served? yes no
Is this event open to the public? yes no

Notes

- ❖ Reservations 45 days or more in advance require a non-refundable security deposit equivalent to one hour of space rental charge.
- ❖ Payment for all bookings is required in full prior to event date.
- ❖ Cancellations must be made in writing.
- ❖ Cancellations made up to two weeks before reservation will be fully refunded. Cancellations made within two weeks of reservation will require a cancellation fee equal to one hour of room usage in the reserved space.
- ❖ J440 members must cancel conference room reservations within 24 hours to prevent being charged.
- ❖ TechTown is open for reservations Monday – Friday from 8 am – 8 pm and the second Saturday of every month from 10 – 2 pm. Requests outside these parameters require management approval.
- ❖ All setup and attendance information must be confirmed 48 hours prior to the event. Last minutes changes will incur additional charges.

Mandatory for weekend and after hours (defined as after 5:00 pm & over 50 attendees) events

TechTown Staff \$25/hr (according to event size)	Building Security \$25/hr	Clean Up \$75/day

Staff Use Only:

Total Cost	Comments

Customer signature: _____ Date: _____

TechTown staff: _____ Date: _____