



TechTown Detroit Conference Room Reservation Form

Room	Capacity (Depends on Setup)	Hourly rate	Hourly rate (before 5 pm)	Hourly rate (after 5 pm and wknds)	Day Rate (6 hours or more)
The Hoist or The Showroom	10	\$75			
Toolbox / Workbench / Dyno Room / Wind Tunnel / Collision Shop	6	\$50			
Bay 1 or Bay 2	20-80		\$100	\$125	
The Garage	Up to 178		\$200	\$250	\$1200
Fueling Station	75		\$75	\$100	
Proving Grounds, Test Track	40		\$100	\$125	

*****Payment must be paid within 48 hours of booking to secure reservation

Basic Information – Please fill completely

Event Title		Event start time	
Company Name		Contact Name	
Proposed Location			
Contact Phone		Contact E-mail	
Date		Alternate Date	
Time		Alternate Time	
Expected Attendance		Type of Attendees	

Amenities – Indicate with a check mark if an amenity is required

Free of charge:

None	Audio Visual				Podium	Podium Mic	Registration Table	Other (please write)
	Projector	Handheld Mics (1-4)	Laptop	MAC Adapter				

*Note – Dual Projector is available in the Garage & Test Track Only

Additional Charge – we will include price in quote:

Bottled Water \$1.50/bottle, write quantity	Valet (must obtain City certificate)	Specialty Tables



Mandatory for weekend and after hours (defined as after 5:00 pm) events

TechTown Staff \$25/hr (according to event size)	Building Security \$25/hr	Parking Lot Security \$15/hr	Clean Up \$75/day	


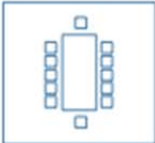
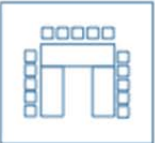



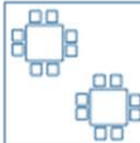
Setup

Select the event format: Meeting Workshop Networking Showcase Other

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	 80	 32
THE GARAGE	40	40	50	80	60	160	64
PROVING GROUNDS	24	24	24	24	24	40	N/A
TEST TRACK	24	24	24	24	24	40	N/A

Will there be food/beverages served? yes no

Is this event open to the public? yes no

Signage

Select desired signage: Welcome sign Catering sign Parking/Event signs Easels (write in 1-4)

Other signage, please describe: _____

Welcome sign message (if selected): _____



Notes

- ❖ Cancellations made up to two days before reservation will be fully refunded.
- ❖ Cancellations made within two days of reservation will require a cancellation fee equal to one hour of room usage in the room reserved.
- ❖ 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.
- ❖ Failure to return borrowed equipment, for example, a wireless remote, will incur a fee

Customer signature: _____ Date: _____

TechTown staff: _____ Date: _____

Staff Use Only:

Qualified Discount	Total Cost	Comments
<input type="checkbox"/> 10%		
<input type="checkbox"/> 25%		
<input type="checkbox"/> In-Kind _____		