



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)

| Bottled Water \$1.50 ea. | Projector | Handheld Mics (1-4) (Event Space Only) | Polycom | Laptop | 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: _____