



TechTown Detroit & Industry Innovation Center Event & Conference Room Reservation Form

Thank you for your interest in hosting your next meeting or event at TechTown!

Our meeting and event spaces can accommodate anywhere between 12 and 300 people, with costs varying between \$50/hr. and \$300+/hr. Costs depend on the time/day of your event, as well as the amenities and services your event requires.

Event Information:

Event Title:	
Event Start Time:	
Space Entry & Exit Time:	
Proposed Location:	
Event Date:	
Expected Attendance:	

Contact Information:

Contact Name:	
Company Email:	
Contact Phone:	
Company Name:	
Company Address:	

Have you hosted an event with us in the past? Yes No

Amenities

Select with a check mark (or amount when # indicated) Note: Amenities also require sign out at front desk. Polycoms can be requested in event space.

Bottled Water \$1.50 ea. (#)	Projector/Monitor (Available in all space)	Handheld Mics (1-2) (Event Space Only)	Laptop	MAC Adapter	Podium w/Mic (Event Space Only)	Registration Table	Easel (#)	Other (please write)
	X			X				

Setup

See our rental chart to see sample layout options for our conference rooms and event spaces. Layout is dependent upon room availability.

Select your preferred room layout(s):

Work Table Boardroom Horseshoe Banquet Expo

Classroom Theater Pods Reception Other

If other, please describe: _____

Will there be food/beverages served? yes no

Is this event open to the public? yes no



TechTown Event & Conference Space Policy:

- ✓ Reservation Hours for TechTown Detroit are Monday & Friday 8am-6pm, Tuesday, Wednesday, and Thursday 8am-8pm and Saturday 10am-2pm. Industry Innovation Center hours are Monday & Friday 8am-6pm, Tuesday, Wednesday, and Thursday 8am-8pm. After hour reservations at Industry Innovation Center or TechTown may incur additional costs and will need approval by TechTown Detroit staff.
- ✓ Payments for all bookings are required in full prior to event or meeting date. Payments can be made by credit/debit card or via check.
- ✓ Cancellations must be made in writing via email to receptionist@techtowndetroit.org.
- ✓ All setup and attendance information must be confirmed 48 hours prior to event or meeting date. Additional setup changes may incur additional charges.
- ✓ Meeting and Event Space require a non-refundable security deposit of 50% due at signing for your event. Your security deposit is applied to your rental fee. Final payment is due 1 week prior to event date.
- ✓ Cancellations within 1 week of your event or meeting date will incur a loss of your security deposit. Refunds after 1 week are at the discretion of TechTown Staff.
- ✓ Michigan Law requires any charged events to acquire a special permit for the sale or consumption of alcohol. Events that are free of charge do not require a special permit and can serve alcohol, beer and wine.

Staff Use Only:

Total Cost	Comments

Customer signature: _____ Date: _____

TechTown staff: _____ Date: _____