



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)

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 through Friday 8am-5pm. After hour reservations may incur additional costs and require approval by TechTown staff.
- Room holds may be placed for 72hrs. A signed reservation form must be completed and the deposit must be paid in order to guarantee your space.
- 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.
- Bookings require a security deposit of 50%, due upon signing for your event. Your security deposit shall be applied to your rental fee and final payment is due one week prior to your event. Any additional charges incurred at the time of your event shall be due on the day of your event.
- 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.
- Additional cleaning, security & staff fees may also apply based on your requirements, and are at the discretion of TechTown staff.
- Cancellations made for small meetings rooms (maximum capacity, 12 people) within one week of your confirmed date will incur a 50% charge of your total rental fee. For all other meeting rooms and event space, cancellations within two weeks of your scheduled date will incur a 50% charge of your total rental fee. Any changes to this policy shall be at the discretion of TechTown staff.
- Michigan Law requires any event with ticket charges to acquire a special permit for the sale or consumption of alcohol. Events that are free to attend do not require a special permit.

Customer signature: _____ **Date:** _____

TechTown staff: _____ **Date:** _____

Staff Use Only:

Total Cost	Comments