

**Northeast Indiana Innovation Center**  
**Meeting/Catering Request Form and Agreement**



*NIIC is a Smoke-Free Facility and Campus & Handicapped Accessible*



*Date of the Event:*

<b>Group Requesting Use:</b>
<b>Name of Event/Purpose:</b>
<b><u>Contact Information:</u></b> Contact Person: _____ Telephone: Office ( ) _____ Cell: ( ) _____ Company Name & Address: _____ Email Address: _____

Date for the Event:			Start Time: _____ End Time: _____		
<input checked="" type="checkbox"/>	Room Requested	Capacity	Per Hour	½ Day Rate	Daily Rate
	Cole Foundation Auditorium Combined	80 Max.	N/A	\$150	\$275
	Cole Foundation Auditorium North	32 Max.	N/A	\$75	\$125
	Cole Foundation Auditorium South	40 Max.	N/A	\$125	\$200
	Votaw Electric Conference Room	4 Max.	\$10	\$25	\$40
	A. Hattersley & Sons Conference	4 Max.	\$10	\$25	\$40
	Indiana Michigan Conference Room	40 Max.	\$45	\$125	\$200
	Lake City Bank Conference Room	10 Max.	\$25	\$65	\$100
	BKD Conference Room	14 Max.	\$30	\$90	\$125
	3 Way Conference Room	24 Max.	\$40	\$110	\$200
	Dario's Private Dining/Executive	12 Max.	\$25	\$65	\$110
	English/Bonter/Mitchell Innovation & Exploration Lab	20 Max.	N/A	\$175	\$200
<i>A \$25, \$50 or \$75 clean-up fee will be charged in addition to your room fee based on the rented room. This fee may be waived if room is returned to original shape and passes Coordinator's inspection.</i>					

<b>Catering Request: <u>X Need</u></b>	Breakfast _____	Lunch _____	Snack _____	Dinner _____
<b>Time to be Served:</b> (a.m./p.m.)				
<b>A 15% hosting charge is added to the total for catering (Minimum fee of \$10)</b>				
<i>Note: Catering is provided through approved Innovation Park caterers. All other caterers and food service vendors must be Innovation Park approved; if you have a personal favorite, let us pre-approve them for you in advance of your event. ALL Beverages must be provided by the Innovation Park. We proudly serve ONLY Coca-Cola™ beverages. Please review <a href="http://www.niic.net">www.niic.net</a> for menu and cost selections.</i>				

Please make any beverage and additional requests on this form:

NIIC ITEMS	PRICE PER ITEM	QUANTITY	
<b>Water</b>	<b>\$1.00/bottle</b>		
<b>Carafe Coffee – Regular/Decaf</b>	<b>\$5.00/carafe</b>		
<b>Urn Coffee – Regular/Decaf</b>	<b>\$10.00/urn</b>		
<b>Keurig Hot Beverage</b>	<b>\$1.00/Kcup</b>		
<b>Juice</b>	<b>\$1.00/bottle</b>		
<b>Diet Coke/Coke/Sprite</b>	<b>\$1.50/can</b>		
<b>Half Dozen Cookies</b>	<b>\$6.00</b>		
<b>Dozen Cookies</b>	<b>\$10.00</b>		
<b>China</b>	<b>\$1.00/dish</b>		
<b>Silverware</b>	<b>\$.65/place</b>		
<b>Coffee Cups</b>	<b>\$.50/cup</b>		
<b>ADD ON's</b>			
<p><b>Conference Coordinator:</b> <i>Business Hours from 8:00am-5:00pm, (4 pm in EGC). Weekdays only, excluding holidays – A Coordinator is <u>required</u> to be on-site if outside of identified business hours. This service is provided at a \$20.00 per hour fee.</i></p> <p>Will you require this service?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>			
<p><b>Security Service:</b> <i>Required if alcoholic beverages are served – or at NIIC's discretion. This service is provided at a \$20.00 per hour fee.</i></p> <p>Will you require this service?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>			
<p><b>Internet Service:</b> <i>Required if you have a group of 20 or more users planning to use our internet service. This service is provided at a \$25.00 per day fee.</i></p> <p>Will you require this service?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>			

**Credit Card Information:****REQUIRED for Reservation of Room IF NOT a client of NIIC**☐ Visa☐ MasterCard☐ Discover☐ American Express

Name on Card (as it appears): \_\_\_\_\_

Address of credit card statement (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

3 Digit Credit card verification # found on back of card: \_\_\_\_\_

\*Please note: We charge a \$35 fee for declined cards and \$10/card for multi-card use

I the undersigned have received, read, understand and will fully and comply with all components of the Innovation Center's Building Use Policy dated January 25, 2013. I further understand I am personally responsible for ensuring that all members and guests of the group I represent will fully comply with all components of the Innovation Center's Building Use Policy.

In entering into this agreement, I assume personal responsibility or any and all applicable charges, fees and financial obligations that result from the use and/or misuse of the Innovation Center's building and/or property by all members and guests of the group I represent.

Signature: \_\_\_\_\_

**REQUIRED**

Printed Name: \_\_\_\_\_

**REQUIRED**

Date: \_\_\_\_\_

**REQUIRED**