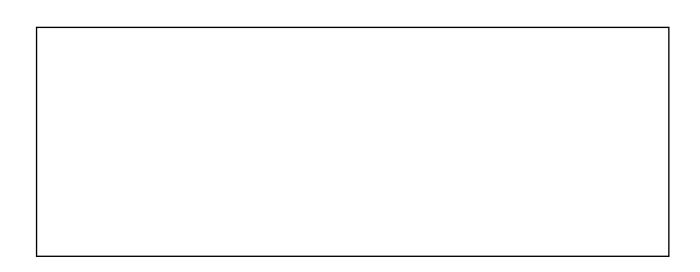
Holaday Suite Room Setup Form/Contract

Event Details	
Event Date:	
Event Time:	
Number of People:	
Name of Event:	
Other:	
Contact Information	
Contact Name:	
Company Name:	
Phone Number:	
Email Address:	
Billing Address:	
City/State/Zip:	
Catering Information	
Caterer:	
Phone Number:	
Location:	
Outside Suite	9
# of Tables Needed	for Catering (6'x 3'):
Other:	

Room Rental Rates				
Rate	Cost	Time	Total	
Hourly	\$25.00			
Daily	\$100.00			
Weeknight	\$100.00 per hour			
Weekend	\$100.00 per hour			
	Amenities			
Amenity	Cost	Requested	Total	
TV-55" LED	Included in room fee			
Table Connections for:	Included in room fee			
HDMI				
VGA & Audio (computer)				
Presentation Clicker	Included in room fee			
Speaker Phone	Included in room fee			
S-Video				
Computer				
Flip Charts & Markers	\$15.00 per day			
Laptop	\$50.00 per day			
Teleconferencing	\$15.00 per day			
	Plus long distance fees			
Miscellaneous Charges				
Charge for	Cost		Total	

Total Charges



Catering Policy

Please make arrangements with your caterer to clean and remove all food, drinks, and dishes within thirty minutes following your event to avoid a \$35 clean-up fee.

Parking Policy

Parking at the Center for Innovation is generally easy to find but the available visitor parking may not be adequate for large events. There are 10 visitor parking spots clearly marked in front of the Ina Mae Rude Entrepreneur Center and parallel visitor parking is available along James Ray Drive. Cars parked in the UND parking sections without a permit run the risk of receiving a parking ticket. To avoid ticketing, please make arrangements with the UND Parking Office, (701)-777-3551.

Cancellation and Changes Policies

There is no charge for cancellations made one week or more before the scheduled event.

If the set up or equipment requirements change, please notify us one week in advance. Last minute changes will result in extra charges. The process is simple, email events@innovators.net or call the Center for Innovation, (701) - 777-3132.

Any Questions, Concerns, or Modifications to this reservation should be addressed to the Center for Innovation Event Coordinator: Via email: events@innovators.net; by mail to: Center for Innovation; 4200 James Ray Drive; Grand Forks, ND 58203; or by phone at: (701) 777-3132

By initialing this box, I, the listed contact person for this event, attest that I have reviewed the above stated agreement, confirmed the accuracy therein, and agree to be bound by its terms.

Scheduled by: