

VELOCITY

6633 18 Mile Road, Sterling Heights, MI 48314
www.velocitymacomb.net

ROOM RENTAL INFORMATION & AGREEMENT

VELOCITY is a collaborative center for business incubation and economic development targeting defense, homeland security and advanced manufacturing.

Room Set-Up: A \$50 fee will be assessed to change furnishings from standard setup.

Catering: On-site caterer can provide food, alcoholic beverage service, wine tastings. Alcoholic beverages may be purchased and served by caterer or purchased by user and served by caterer. For more information and menu see www.koschcatering.com.

Alcoholic Beverages/Service Not Provided by Caterer: Permitted. See www.velocitymacomb.net for more information.

Collaborative Center: Seats up to 140. 2,931 square feet. Rental includes audio system, projector, screen and wireless internet.

Collaborative Center Room Rental Fee

\$500 full day

\$300 half day (3 or 4 hours)

Innovation Lab: Seats up to 24. 1,211 square feet. Rental includes wireless internet and optional use of a 1,272 square foot breakout room.

Innovation Lab Room Rental Fee

\$200 full day

\$150 half day (3 or 4 hours)

Conference Rooms: Rooms seating 6-8 are also available at no charge.

Equipment Available Upon Request:

- Overhead projector
- Screen
- Podium
- White board
- Flip chart stands
- Wireless microphone

Tech Support: Is available on a fee basis. Contact Karen Pikunas at 586.884.9326.

Cancellation Policy: Notice of Cancellation must be received at least two business days prior to the event in order to receive a refund.

_____ Initials

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POLICIES & PROCEDURES

- Business hours are Monday thru Friday, 8:30 a.m. - 5:00 p.m.
- VELOCITY partners reserve the right to welcome event attendees and briefly explain VELOCITY and the role of the partners at each event.
- Event organizers may be asked to provide a list of participants and their contact information at the conclusion of the event.
- Arrangements should be made to provide approximately five (5) complimentary program registrations to VELOCITY partners and/or business incubator client tenants who may request to participate in said event.
- Meeting room reservations cannot be made more than six months in advance.
- Payment for meeting rooms, when applicable, must be received at least 2 weeks in advance. A full refund will be given cancellation occurs at least two business days prior to the event.
- Any damage to the rented equipment, property and/or facility resulting from the use of the room(s), including meeting rooms and restrooms, is the liability of the company or organization hosting the event. Any fees incurred as a result of damage will be the responsibility of the company or organization.
- The use of tape, glue or thumb tacks on meeting room walls is prohibited.
- Event attendees are asked to refrain from loud conversations and cell phone usage in the general reception area. Cell phones may be used in the hallway behind the conference rooms.
- Smoking is prohibited under Michigan law.
- The coffee machine, microwave and refrigerator in the breakout room are for staff use only.
- VELOCITY partners have free use of the facility. Tenants are allocated free use of the Collaborative Center and Innovation Lab 2 days per year and charged a discounted fee upon exceeding this usage.

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CONTRACT

Company Name:	
Date of Event:	
Estimated Attendance:	
Event Start & Finish Times:	
Room:	
Alcoholic Beverage Policy Submitted (if applicable):	
Requested Equipment:	
Room Rental Fee (if applicable):	
Contact Name:	
Contact Phone Number:	
Contact E-mail:	

I agree to indemnify and hold the City of Sterling Heights, its officers, agents, and employees harmless from any and all claims for injuries, including death, damages, and losses, including reasonable attorneys' fees, which may arise or may be alleged to have arisen out of, or in connection with, the above meeting(s) held at 6633 18 Mile Road. I received, read, understand, and agree to comply with this Room Rental Agreement Policies & Procedures, whose terms are incorporated herein by reference.

By signing below, I acknowledge that I have reviewed the room rental policies and procedures as they apply to my event and accept all responsibility and/or fees that are outlined within the room rental policy. I understand that my reservation will not be confirmed until this page is signed and returned to VELOCITY.

Agreed and Accepted:

Authorized Signature

Date