

James Ray Idea Lab 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:

Room Configuration

Theater Style
Classroom Style
Small U-Shape
Large U-Shape
Double U
Banquet Style
Mixer Style
Other

Catering Information

Caterer:
Phone:
Location:
 Idea Lab
 Atrium
of Tables Needed for Catering (6'x 3'):
Other:

Room Rental Rates			
Rate	Cost	Time	Total
Hourly	\$50.00		
Daily	\$275.00		
Weeknight	\$100.00 per hour		
Weekend	\$100.00 per hour		
Amenities			
Amenity	Cost	Requested	Total
Serving Kitchen	Included in room fee		
Fireplace	Included in room fee		
3 Remote Video Cameras	Included in room fee		
Ceiling Mounted LCD Projector	Included in room fee		
Electronic Screen	Included in room fee		
Presentation Clicker	Included in room fee		
Wireless Table Top Microphones	Included in room fee		
Wireless Lapel Microphone	Included in room fee		
Podium Microphone	Included in room fee		
DVD Player	Included in room fee		
VCR	Included in room fee		
Flip Charts & Markers	\$15.00 per day		
Laptop	\$50.00 per day		
Webcasting	\$30.00 per day		
Video Conferencing: IP-Based Video	\$30.00 per day		
Audience Response System	\$30.00 per day		
Teleconferencing	\$15.00 per day*		
	<i>*Plus long distance fees</i>		
Miscellaneous Charges			
Charge for	Cost		Total

Total Charges	
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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:

Date: