

BRADLEY

UNIVERSITY
Technology Commercialization Center
Peoria NEXT Innovation Center
801 W. Main Street
Peoria, IL 61606-1877
(M-F 8:00 AM - 5:00 PM)
(Building Locked Over Noon Hour)

EVENT/MEETING DATE: * _____ START/END TIME: _____

EVENT/MEETING NAME: _____ # ATTENDEES _____

CONTACT NAME: _____ PHONE: _____

<u>Room Requested:</u>	<u>Fees:</u>	<u>Half day</u>	<u>Full Day</u>
<input type="checkbox"/> A114	1 st Floor/Full Room	\$150.00	\$225.00
<input type="checkbox"/> A217	2 nd Floor/Full Room	\$75.00	\$125.00
<input type="checkbox"/> Commons	1 st Fl Commons (Breaks) (25% Discount if using conference rooms)	\$100.00	\$200.00

Room Set-up Preference:

Conference Style U-Shape Solid Square Theatre Style (no tables)

Notes: _____

Additional Set-up in Commons:

Registration Table # of Tables for Food Podium

Equipment Requested: (additional fees noted)

LCD & Screen Laptop Flip Chart/White Brd (\$15.00) Ext Cord

Power Strip Conference Phone (\$25.00) Coffee Service available (\$15.00)

Total due on event date: \$ _____

***(Cancellation policy – 48 hrs required or a 1-day rental charge will be imposed)**

Catering Company: _____ Delivery Time: _____

Signatures Required:

Contact's Signature _____ Date: _____

BTCC's Approval Signature: _____ Date: _____