



## CONFERENCE RENTAL REQUEST

Innovation Park at Notre Dame is an inspiring and collaborative environment designed to help early-stage companies accelerate and grow. While our clients retain first-priority access to our meeting facilities, these spaces are open to public rental for business meetings and events. If you are interested in holding a meeting in one of our conference rooms, please submit the following event information to [info@innovationparknd.com](mailto:info@innovationparknd.com) and a Park representative will respond within 36 hours regarding room availability and rates.

### GENERAL INFORMATION

Date.....

Number of Guests.....

Event Name.....

Short Description of Event.....

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Company Name.....

Primary Contact.....

Contact Number(s).....

Email Address.....

Room Requested.....

Start Time ..... End Time .....

### ADDITIONAL DESIRED SERVICES

Technology.....

Catering.....

Security.....

Other Equipment.....

Primary Contact.....

Tour of Innovation Park:    Y    N

### PRELIMINARY BILLING INFORMATION

Payment Method:    Cash    Check    FOAPAL

Billing Address.....

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