



CONVENING SPACE RESERVATION AND USAGE POLICY

Co.act Detroit Convening Space, Standard Reservation Hours

- Tues – Fri 8:30 - 5:00pm

Co.act Detroit Convening Space, After Hours Reservations

After hours reservations at Co.act Detroit can be made by special request, those requests will be evaluated on a case by case basis by Co.act Detroit's staff. After hours reservations may result in additional costs.

- Tues – Fri 5:30 pm- 8:00pm
- Saturday 10:00 am - 2:00pm

Reservations and Cancellations

- Convening and meeting spaces require a non-refundable security deposit equal to a (1) hour rental charge for the reserved space(s). Your security deposit will be applied to your rental fee.
- Payments for all convening space bookings must be paid in full prior one week before the event/meeting date.
- Cancellations made within 1 week of your event/meeting date will incur a 50% charge of your total rental fee.
- Cancellations must be made in writing via email to reservations@coactdetroit.org.
- All setup and attendance information must be confirmed 5 business days prior to event or meeting date.
- Reservations will be accepted thru December 31, 2019 and must be requested 5 business days prior to your event/meeting.
- All setup and attendance information must also be confirmed 5 business days prior to your event/meeting. Additional setup changes after the 5-day period may result in additional charges.
- Standard rental rates include 6 ft. tables, chairs, projector and/or monitor (see room details). Special furniture, linens and other furnishings not included in the standard room setup options may result in additional charges.
- Additional cleaning, security & staff fees may also apply and are at the discretion of Co.act Detroit staff.
- Michigan Law Requires any event *with fees* to acquire a special permit for the sale or consumption of alcohol. Events that *are free of charge* for attendees may serve alcohol.

Food and Beverage | Catering

Co.act Detroit does not provide in-house food services, nor do we have a direct affiliation with a catering service. Our convening space includes a kitchenette with an island and typical appliances, and it's suitable for an outside caterer to stage and serve food. The space does *not* include any commercial kitchen equipment, nor does it support food prep or cooking. All catered food must be prepared off-site in advance. Warming / chafing dishes are allowed for food service.

If your event requires catering, we ask that you provide us with basic information on your caterer / food provider in advance of your event. At Co.act Detroit, we believe that local, independent businesses play an integral role in the vitality of neighborhoods and cities - we encourage our meeting partners to consider local providers when planning your event.

Beverage service that consists of filtered water, regular coffee & decaf coffee as well as an assortment of teas is available for a nominal fee.

Feel free to contact us for suggestions or consult these sites for local business directories:

<http://midtowndetroitinc.org/visit/local-area-directory>