

BTC Events FAQ

- Where do meeting guests park at your facility?

There is parking available in our front parking lot in any marked stall and on the street in front of and around the BTC building. Our lot is also used by Promega employees so please plan accordingly as guests may have to walk a short distance to our facility once the lot is full.

- How early can I get into your facility to set up?

Our facility opens at 8:00 am. If you need to set up earlier than this, please arrange your arrival time in advance with our staff so they can plan their schedule. Our events staff need to be present when you are in our secured building.

- I have a lot to carry in when I arrive to set up for my meeting. Do you have a cart?

Yes, we have a cart that you can use to help haul items into our facility. Just ask and we will be happy to get it for you.

- Do you have free wifi?

Yes, it is found under 'Promega Guest'. There is no password required.

- What is your cancellation policy?

We have a 48-hour cancellation policy. We do appreciate being informed as soon as you are aware of your event cancellation if that may be sooner than 48 hours in advance.

- Are we required to use Promega's caterer?

Although we like it if you use the services of our onsite caterer, we do not require that you use them. You may use another caterer or bring in your own items if you prefer.

- Can meeting guests use Promega's Cafeteria service and seating area?

While Promega's Cafeteria at the BTC is open to the public, we ask our meeting customers to refrain from using the space since the service is primarily available to feed and seat Promega staff, especially during lunch. The number of our staff that work in the Cafeteria is small so they are not prepared to handle large groups (any over 8 people) that come thru the lunch line at one time during lunch.

- Can our caterer use your kitchen?

We do not offer our kitchen space for use by other caterers.

- Do you have a coat room?

There is a coat room across the hall from our Auditorium, just inside our Atrium.

- Do you have a Mother's room?

We do. Please check in with our Receptionist when you arrive. There is a schedule. On most days, several Promega Mothers use the room. Our Receptionist will get you on the schedule and give you the key when it is your time to use the room.

- What size are your tables?

Our tables are 6-foot rectangular tables.

- What additional tables do you have on hand for use in the Atrium or Auditorium?

We have roughly 10 additional 6-foot tables that can be used in our space. Please check with the staff to confirm the amount available on a given day as this count can change due to other events and table breakage.

Any additional tables would need to be rented by our customers.

- Do we need to bring in our own flip chart paper?

We provide flip chart paper and markers for our meeting rooms.

- Does every room that you rent have a sound system?

Only our Auditorium and Room 122 have microphones that can be used in association with the sound system in these rooms. All other meeting rooms have a ceiling-mounted computer projector that does have sound.

- What is standard in your meeting rooms?

All rooms are equipped with a white board, flip chart, markers, ceiling-mounted computer projector and desktop.