



RATES

Facility	Monday – Sunday
Conference Room (Holds up to 6 people)	\$30.00/hour
Boardroom (Holds up to 40 people)	\$40.00/hour up to \$320
Meeting Room (Holds up to 40 people)	\$40.00/hour up to \$320

An additional fee of \$50.00 is required for any meetings with food and/or beverages. Food and/or beverages must be approved by management prior to your event. A refundable damage deposit may also be assessed at the discretion of management.

PAYMENTS

The Quincy Business & Event Center accepts cash, credit card, and check payments. Please make checks payable to the Port of Quincy. In the case of returned checks, an NSF check fee will be charged at the rate of \$45.00. If NSF check fees are not received, the check will be sent to collections and applicable fees will be charged.

CANCELLATIONS

The Quincy Business & Event Center reserves the right to cancel the rental agreement for any cause at any time. Cancellations by the Quincy Business & Event Center due to misuse of the facility or failure to follow facility policies will result in a forfeiture of all fees, expulsion from the facility, and the denial of future use requests.

If unforeseen circumstances, out of the Quincy Business & Event Center’s control, prohibits a renter to begin their event, the renter will have the option to reschedule. If an event has already begun, the renter will not receive a refund. Applicants wishing to cancel the rental agreement and receive a full refund must submit a written request at least **30 days** prior to the start day of their event. Receiving a request less than 30 days prior to the start day of event, will result in a forfeit of all payments made.

FACILITY USE POLICIES

- Applicants must be 21+ years of age and shall be present during the entirety of the event.
- Applicants will be considered the responsible party in case of damage, theft, accident/injury, or disturbance.
- Applicants and their event attendees must comply with facility policy & procedures, city codes & ordinances.
- Applicants must supervise and control attendees to prevent injury and ensure safety.
- Rental of the facility includes only the area(s) checked on Rental Application.
- Smoking is prohibited inside or within 25 feet from all entrances.
- Open flame is prohibited.
- Use of illegal drugs, and/or non-State permitted gambling is prohibited.
- Minors on the premises without adult supervision are prohibited.
- The Quincy Business & Event Center will not store articles or supplies and is not responsible in the case of loss/theft.
- The facility must be returned to the same clean condition as it was prior to your arrival.
- Food and beverages are subject to approval and require a non-refundable Food and Beverage fee of \$50.
- If damages occur to facilities due to food and beverage, in excess of \$50, additional charges will be applied.
- The Quincy Business & Event Center reserves the right to deny use of the facility to any persons at any time.

OPERATING PROCEDURES

- If your event takes places before 9:00 AM/after 5:00 PM Monday – Friday or on a weekend, holiday or other office closure, information regarding how to access the building will be provided one week prior to your rental.
- All tables, chairs, or other supplies must be returned to their original location once your rental is completed.
- Any garbage resulting from food and/or beverages must be removed and disposed of in the dumpster located behind the building.

Signature of Person Responsible

Date