



MEETING ROOM RENTAL APPLICATION

Person Responsible		Organization (if applicable)	
Phone Number		Email Address	
Mailing Address	City	State	Zip
Date of Event	Type of Event		
Rental Start Time _____:____:____ am/pm		Rental End Time _____:____:____ am/pm	
Estimated Attendance (#)	Room Requested:	Conference Room <input type="checkbox"/>	Boardroom <input type="checkbox"/>
		Meeting Room <input type="checkbox"/>	
Food / Beverage:	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Type:

PLEASE BE SURE TO ACCOUNT FOR ANY REQUIRED SETUP OR CLEANUP TIME IN YOUR REQUESTED RENTAL TIME

INDEMNIFICATION AGREEMENT

The sponsor/authorized representative agrees to defend, indemnify and hold harmless Grant County Port District No. 1, its employees and agents from and against any and all liability, loss costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

SIGNATURE OF PERSON RESPONSIBLE

SIGNATURE OF TRANSLATOR

DATE

AFFIDAVIT OF APPLICATION

I, _____, do hereby certify that the information contained in this application and accompanying documents are true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the Quincy Valley Business and Conference Center Facility and that this application is made subject to the policies and rules established by Grant County Port District No. 1.

SIGNATURE OF PERSON RESPONSIBLE

SIGNATURE OF TRANSLATOR

DATE

OFFICIAL USE

Rental Fee \$ _____

Food/Beverage: Yes No Approved: Yes No

Damage/Cleaning Deposit \$ _____

Cash _____ Check _____ Card _____

Total Due \$ _____

Cash _____ Check _____ Card _____ Date Paid _____



RATES

Facility	Monday – Sunday
Conference Room (Seats 8 can Hold up to 16 people)	\$30.00/hour up to \$240
Boardroom (Holds up to 40-80 people)	\$40.00/hour up to \$320
Meeting Room (Holds up to 40-80 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 from beginning their event, the renter will have the option to reschedule. Applicants wishing to cancel the rental agreement 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 8:00 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