

Rates

Facility	Monday – Sunday
Conference Room (holds up to 16 people)	\$15.00/hour
Boardroom (holds up to 40 people)	\$35.00/hour
Meeting Room A & B (holds up to 20 people)	\$20.00/hour
Meeting Room C (holds up to 40 people)	\$35.00/hour

Food or Beverages will include a \$50.00 cleaning deposit

QVBCC and the Port of Quincy accept cash, credit card, or check payments. Make checks payable to Quincy Valley Business & Conference Center.

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. A \$50.00 fee will be required for any key not returned following event.

Refundable Damage Deposit

A refundable damage deposit may be required, upon discretion of management.

Cancellations

Grant County Port District No. 1 (Port of Quincy) reserves the right to cancel the rental agreement for cause at any time. Cancellations by the Port of Quincy due to misuse of the Quincy Valley Business & Conference Center 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.

In the event that unforeseen circumstances, out of the Port of Quincy's control, prohibits a renter to begin their event, the renter will have the option to reschedule. However, if an event has begun and unforeseen circumstances, out of the Port of Quincy's control occur, renter may 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 the deposit.

FACILITY USE POLICIES

- Applicants must be at least 21 years of age and shall be present during event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the rental event, as well as cleaning of the facility following the event.
- The responsible party must comply with facility policy & procedures, city codes & ordinances, including the City Noise Ordinance.
- The responsible party must supervise and control attendees to prevent injury and insure safety before, during, and after use of the facility.
- Rental of the facility includes only the area(s) checked on Rental Agreement.
- Please notify management at least 24 hours before your event, if additional table and chairs are needed.
- Smoking is prohibited inside or within 25 feet from all entrances.
- Open flame is prohibited, except as allowed under the International Fire Code.
- Use of illegal drugs, and or non-State permitted gambling is prohibited.
- Minors on the premises without adult supervision are prohibited.
- QVBCC and the Port of Quincy are not responsible for storing articles or supplies, for loss or theft of articles, or for accident/injury.
- Report any damages to windows, doors, or the exterior of the building to management as soon as possible.
- Please leave the facility in the same clean condition that was in when arrived.
- Food and Beverage are subject to approval. Approval must be obtained prior to event.
- A minimum cleaning fee of \$50.00 will be charged for food and Beverage. If damages occur to facilities due to food and Beverage, additional charges may be applied.
- QVBCC and the Port of Quincy reserves the right to deny use of the facility to any persons to avoid conflicts with other uses of the facility, previous use of the facility, damages or conduct of applicant or members of applicant's party, non-payment of fees or other incidents.

Signature of Person Responsible

Signature of Translator

Date