



Port of Quincy (509) 787-3715
 101 F St. SW Quincy, WA 98848
 Monday-Friday 8:00am-5:00pm
 qvbcc@portofquincy.org

RENTAL AGREEMENT

Person Responsible		Organization (if applicable)			Date
Translator Name (if applicable)				Email Address	
Mailing Address	City	State	Zip	Phone	
Date of Event	Type of Event		Start Time ____:____am/pm	End Time ____:____am/pm	
Estimated Attendance (#)	Facility Requested	Main Hall <input type="checkbox"/>		Kitchen <input type="checkbox"/>	
Amplified Music/Sound Use?		DJ <input type="checkbox"/>	Live Band <input type="checkbox"/>	Stereo <input type="checkbox"/>	No Music <input type="checkbox"/>
Will Alcohol be Served?		By Caterer <input type="checkbox"/>		By Self <input type="checkbox"/>	No Alcohol <input type="checkbox"/>

***CUSTOM RENTAL AGREEMENTS MAY BE ESTABLISHED FOR FREQUENT OR REGULAR USAGE NEEDED**

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					
Certification of Insurance Required? No ___ Yes ___		Security Required? No ___ Yes ___			
State Liquor Permit Required? No ___ Yes ___		City Dance Permit Required? No ___ Yes ___			
Rental Fee \$ _____					
Damage/Cleaning Deposit \$ _____		Cash ___ Check ___ # _____ Card ___			
Security \$ _____					
Total Due \$ _____		Cash ___ Check ___ # _____		Card ___ Date Received _____	



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Rates

Main Hall	Monday - Thursday	Friday or Saturday	Friday & Saturday	Sunday
	\$250.00	\$600.00	\$1,000.00	\$400.00

QVBCC rental prices are per day. For example, if a client would like to book Friday and Saturday, their cost would be \$1,000.00. 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.

Refundable Damage Deposit

Main Hall	Monday - Thursday	Friday or Saturday	Friday & Saturday	Sunday
	\$250.00	\$600.00	\$1,000.00	\$400.00

The refundable damage deposit will be equal to the rental price. For example, if a client would like to book Friday and Saturday, their deposit total would be \$1,000.00. Likewise, if a client would like to book a Tuesday, their deposit total would be \$250.00. Once an inspection has been completed after the event. The Port of Quincy will issue a refund by check. The check will be ready for pick-up on the 6th or 21st day of the month following your event and inspection.

Security

Security will be charged for a minimum of 6 hours at the rate in effect at the occurrence of the event. If the rate has changed between the booking of the event and the occurrence the difference will be adjusted through the damage deposit. If additional security is required, upon appraisal of the event by security before or at the event, that adjustment will also be taken out of the damage deposit.



RENTAL POLICY CHECKLIST

- _____ Reservations are accepted on a first-come, first-served written application basis.
- _____ In order to book your requested date, a completed rental agreement, along with the full damage deposit will be required.
- _____ The balance of your reservation must be paid to QVBCC or the Port of Quincy **30 days** prior to your event.
- _____ A Certificate of Insurance naming *Grant County Port District No. 1* as additionally insured in the amount of \$1,000,000.00 is required for all events. The cost of the certificate of insurance can range from **\$100.00 - \$300.00**, depending on the type of event and number of attendees. The certificate of insurance can be obtained from your insurance agent or online at www.theeventhelper.com. Provide QVBCC or the Port of Quincy with a copy of the certificate **30 days** prior to your event.
- _____ A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. A banquet license **does not** authorize you to sell alcohol. However, Bona fide non-profit organizations can apply for a Special Occasion License to sell liquor at their one-time event for \$60.00. The cost of a banquet permit is **\$11.00** per day. The banquet permit can be obtained online at <https://lcb.wa.gov/licensing/online-banquet-permit>. Provide QVBCC or the Port of Quincy with a copy of the permit **30 days** prior to your event.
- _____ A copy of the banquet permit must be submitted to the City of Quincy
- _____ The City of Quincy requires a dance permit for all events involving music. A dance permit can be obtained at the City for **\$15.00**. You may pick up the dance permit when you submit your banquet permit to the City. Provide QVBCC or the Port of Quincy with a copy of the permit **30 days** prior to your event.



ALCOHOLIC BEVERAGES

- **The serving of alcohol must cease no later than 1:00 am.**
- **All persons and renter must vacate the premises no later than 2:00 am.**
- All alcohol must be dispensed only from the bar area. Failure to do so will result in alcohol not being allowed at future events for renter.
- It is illegal to serve liquor to anyone under the age of 21
- Alcohol is not permitted outside of the facility
- The renter is responsible for the conduct and behavior of drinking guests
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies may result in a Police citation, immediate shut-down of the event, forfeiture of your deposit and/or additional fees.

Signature of Person Responsible

Signature of Translator

Date

CANCELLATION

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 circumstance, 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.

Signature of Person Responsible

Signature of Translator

Date



FACILITY USE POLICIES

Renter and all persons present must have venue cleaned and have vacated the premises no later than 2:00 am.

- 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.
- 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.
- **Throwing of rice, birdseed, glitter, or confetti inside or outside of the facility is prohibited.**
- Decorations may only be attached to walls or windows with tape or other non-marring material. **No staples, push-pins are allowed. \$50.00 will be deducted from damage deposit if any pins or staples are inserted into walls. Nothing** may be attached to the ceiling, lights, or beams.
- Request of adjustment to the thermostat must be done prior to the event. Any damage or tampering with thermostat will result in loss of deposit.
- All materials brought by the responsible party including food & beverages, decorations, and miscellaneous materials must be removed at the conclusion of event.
- 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.
- QVBCC and the Port of Quincy reserves the right to deny use of the facilities to any persons with prior issues, such as damages or nonpayment.
- All keys must be returned at conclusion of event. If keys are not returned a \$50 fee will be assessed.

* Rental rates are subject to change, in determination by the Commissioners*

Person Responsible

Signature of Translator

Date



CLEAN-UP INSPECTION

Renters must have facility cleaned up, according to the following check-list, the same day as event ended. Failure to do so will result in renter paying for the entire day following event. The renter is required to provide cleaning supplies. Use of abrasive cleaners is strictly **NOT** allowed.

Inspections will be done by management with renters before and after events. This will be an opportunity for management to provide the renter with information regarding the facility and policies. This gives the renter the opportunity to note any prior damages or issues they are concerned about. Following the event, an inspection will be done as soon as possible, again with management and the renter. If the facility is left without meeting the required standards for cleaning, or decorations have been left on walls or lights, then the Port of Quincy will clean at a rate of \$50.00 per hour. The total amount will be deducted from the renter's security deposit.

It is the responsibility of the renter to see that the facility is left in the same condition that it was prior to the event. The following items must be checked off upon completion of inspection and signed by the renter and management. Any failure to properly clean up the facility will result in forfeiture of all or part of the damage deposit. Any damages caused by the renter or anyone involved with the renter's event will be deducted at an hourly labor rate of \$50.00 plus the cost of any materials needed from their damage deposit. In the event that damages have incurred in excess of the damage deposit, the renter will be notified of the cost and payment options may be negotiated. Failure to compensate the Port of Quincy for damages will result in legal action.

Renter Responsibilities

- _____ Remove everything from the tabletops and wipe down the tables and chairs
- _____ All tables and chairs used during event must be left out for management inspection
- _____ Remove all decorations and items brought into the building
- _____ Floor must be swept and mopped with hot water, no glitter or debris of any kind may remain
- _____ Mop bathroom floors with hot water
- _____ Clean bathroom stall doors and any restroom equipment
- _____ If using kitchen: remove everything brought in for event, clean all counter tops, sinks, refrigerator, freezer, stove top and any other appliances used. Ensure that all appliances are in working order. Sweep and mop the floor.
- _____ Pick up debris and paper generated by your rental from the facility grounds, parking lot, neighboring parking lot, alley, and flowerbeds
- _____ Remove garbage from all waste cans and place in dumpsters
- _____ Replace garbage can liners
- _____ No marks or impact damages to walls
- _____ Clean windows inside and out of any fingerprints
- _____ Keys must be returned to lock box

Signature of Person Responsible _____ **Management Signature** _____