



MAIN HALL RENTAL APPLICATION

Person Responsible	Organization (if applicable)	Today's Date	
Phone	Email Address		
Street Address	City	State	Zip
Event Date	Event Type		
Estimated Attendance (#)	Start Time _____:_____ am/pm	End Time _____:_____ am/pm	
Will your event have a designated area for dancing?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Will alcohol be served?	No Alcohol <input type="checkbox"/>	By Caterer <input type="checkbox"/>	By Self <input type="checkbox"/>

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

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	NAME & SIGNATURE OF TRANSLATOR (IF APPLICABLE)	DATE
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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.

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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 \$ _____	Cash ___ Check ___ # _____ Card ___		
Damage/Cleaning Deposit \$ _____	Security \$ _____		
Total Due \$ _____	Cash ___ Check ___ # _____ Card ___	Date Received _____	



RATES

MAIN HALL RENTAL RATES

Monday - Thursday	Friday or Saturday	Friday & Saturday	Friday, Saturday & Sunday	Sunday
\$400.00	\$1,000.00	\$1,500.00	\$1,750.00	\$550.00

MAIN HALL EVENT DEPOSITS

Monday - Thursday	Friday or Saturday	Friday & Saturday	Friday, Saturday & Sunday	Sunday
\$400.00	\$1,000.00	\$1,000.00	\$1,000.00	\$550.00

PAYMENTS

An Event Deposit is required for all events occurring at the Quincy Business & Event Center Main Hall. The Event Deposit is equal to the rental rate, up to \$1,000.00. Because the Quincy Business & Event Center runs on a first come, first served policy, a reservation date cannot be guaranteed until an Event Deposit has been paid. Any remaining balances must be paid **30 days** prior to the event start date.

A non-refundable Administration Fee of \$125 is deducted from all Event Deposits.

Payments can be made in person, with cash, credit card, or check or over the phone via credit card.

Please make all checks payable to: 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.

Once a Post-Event Inspection has been completed, the Port of Quincy will issue any remaining Event Deposit funds by check. Checks are processed within 30 days of your event then mailed to the address given on the Rental Application. If you would like to pick up your returned Event Deposit check, please notify Port staff prior to your event. **A non-refundable Administration Fee of \$125 is deducted from all Event Deposits.**

ADDITIONAL COSTS

Event Security - \$650.00

Security is required for any event with 150+ attendees, where alcohol is present.

Other licenses and fees

The following licenses and permits are purchased through outside suppliers and not through the Quincy Business & Event Center.

Certificate of Insurance.....	\$100.00 - \$300.00
WA State Banquet Permit.....	\$11.00
Dance Permit.....	\$15.00

SIGNATURE OF PERSON RESPONSIBLE

SIGNATURE OF TRANSLATOR
(IF APPLICABLE)

DATE



FACILITY POLICIES

CANCELLATION POLICY

Applicants wishing to cancel the Rental Agreement must submit a written request at least **30 days** prior to the start date of their event. Submitting a request less than 30 days prior to the start day of your event will result in a forfeit of deposit. **A non-refundable Administration Fee of \$125 is deducted from all Event Deposits, regardless of when a written cancelation request is submitted.**

The Port of Quincy and the Quincy Business & Event Center reserve the right to cancel the Rental Agreement for any cause at any time. Cancellations by the Port of Quincy/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 for the renter.

If 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, the renter will not receive a refund.

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FACILITY USE POLICIES

- Applicants must be at least 21 years of age and shall be present the duration of the event.
- Applicants will be considered the responsible party in case of injury, damage, theft, or disturbance.
- Applicants must comply with all city codes & ordinances.
- 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 inside & outside the facility.
- Use of illegal drugs, and or non-State permitted gambling is prohibited.
- Minors on the premises without adult supervision is prohibited.
- Throwing of rice, birdseed, glitter, or confetti inside or outside of the facility is prohibited.
- Decorations may only be attached with non-marring material. Staples/push-pins are not allowed.
- Nothing may be attached to the ceiling, lights, or beams.
- Adjustments to the thermostat will result in loss of deposit.
- The Quincy Business & Event Center and the Port of Quincy are not responsible for storing articles, for the loss or theft of articles, or for accident/injury.
- Applicants must report any damages to management as soon as possible.
- At the conclusion of the event, the facility must be cleaned according to the Facility Cleanup Checklist.
- All persons and property must be off the premises no later than 2:00 am.
- All keys must be returned to the lock box. A \$100.00 fee will be assessed if keys are not returned.

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EVENT SECURITY

For any event with 150+ attendees, where alcohol is present, the Quincy Business & Event Center will arrange professional security services. Duration and number of security personnel is at the discretion of the hired security company. **A \$650 Security Fee will be collected for all events that meet the security requirement.**

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ALCOHOLIC BEVERAGES

- Serving alcohol without proper approval, permits, and/or in violation of any laws or regulations will result in immediate shut-down of the event, forfeiture of all fees and may result in Police citation or additional fees
- The serving of alcohol must cease no later than 12:00 am
- All persons must vacate the premises no later than 2:00 am
- It is illegal to serve liquor to anyone under the age of 21
- Alcohol is not permitted outside the facility
- The renter is responsible for the conduct and behavior of all event attendees

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(IF APPLICABLE)**

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FACILITY CLEANUP REQUIREMENTS

It is the responsibility of the renter to see that the facility is left in the same condition it was in prior to their event. Failure to properly clean the facility will result in a cleaning fee charged at a rate of \$50.00 per hour, with the total amount being deducted from the renter's Event Deposit. Any damages caused by the renter, or as a result of their event will be deducted at an hourly labor rate of \$50.00 per hour, plus the cost of any materials needed. In the event that damages have incurred in excess of the Event 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. It is the responsibility of the renter to provide supplies to clean in accordance with the standards below.

- Take down any decorations
- Wipe down tables and chairs (top & bottom) and return to their original location
- Wipe down all countertops including Kitchen, Bar and Restrooms
- Sweep all floors including Main Hall, Kitchen and Restrooms
- Clean any spills or spots on the floor with hot water, including Main Hall, Kitchen and Restrooms
- Wipe down sinks, refrigerator, freezer, stove top and microwave
- Pick up debris generated by your event from the facility grounds, parking lot, alley, and flowerbeds
- Bag and remove all garbage and place in the dumpster outside - replace garbage can liners
- Check that there are no marks or damage to walls
- Clean windows inside and out
- Remove all items brought into the building
- Document any broken items
- Turn off all lights
- Lock door and return key to lock box

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