






QUINCY VALLEY BUSINESS & CONFERENCE CENTER

Mailing Address:
840 F Street SW
Quincy, WA 98848
(509) 787-3715

Physical Address:
115 F Street SW
Quincy WA 98848
(509) 787-1320

FACILITY USE POLICIES AND PROCEDURES

- ▼ Initial each line confirming you've read and understand each policy.
A clock icon has been added to each time-based policy for your convenience.
-  Reservations are accepted on a first-come, first-served written application basis.
-  In order to hold your requested date, reservation forms must be filled out completely and returned to the QVBCC with the damage deposit within 10 days of your request. The balance of your reservation must be paid within 30 days of your event. No reservation can be made earlier than 18 months in advance. **Rates are subject to change.
-  Renter and all persons present must vacate the premises no later than 2 a.m.
-  If dancing will be part of your event, a dance permit must be obtained from the City of Quincy and submitted to the QVBCC at least 14 days prior to the event. Obtaining a permit ensures the city is aware of this event for security purposes and the permit must be posted at your event in a conspicuous location.
- Rental of the facility includes only the area requested.
- Applicants shall be at least 21 years of age and shall be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event and cleaning of the facility following the event.
- In the case of returned checks, an NSF check fee will be charged at the rate of \$45. If NSF Check fees are not received, the check will be sent to collections and applicable fees will be charged.
- Damage deposits are not required for government agencies. Cleaning/repair charges will be directly billed to the agency at the conclusion of the event as needed.
- The Manager and Board reserves the right to deny use of the facility to any person to avoid potential 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.
-  If using a licensed caterer, a copy of caterer's license shall accompany your rental application as well as their proof of insurance.
- Smoking is prohibited inside or within 25 feet from all entrances.
- Throwing of rice, birdseed, glitter, or confetti inside or outside of the building is prohibited.
- Open flame is prohibited, except as allowed under the International Fire Code.
- Minors on the premises without adult supervision are prohibited.
- Decorations may not be attached to walls or windows except with masking tape or similar non-marring material. Nothing may be attached to the ceiling or beams without prior permission.
- Use of illegal drugs, and or non State-permitted gambling is prohibited.
- The renter is responsible for compliance with facility policies and procedures, city codes and ordinances, including the City Noise Ordinance.
- The renter is responsible for the supervision and control of group or individuals to prevent injury and insure safety before, during, and after use of the facility.
- The Quincy Valley Business & Conference Center is not responsible for storing articles or supplies, or for loss or theft of articles.
- The Quincy Valley Business & Conference Center is not responsible for accident, injury, or loss of property.
- The renter is required to provide cleaning supplies (dish towels, foil, dish soap, etc.), decorations, and place setting to be used in conjunction with their use of the facility. Use of abrasive cleaners is strictly NOT allowed.
- The renter must remove all trash and place it in the trash dumpsters.
- Any additional materials brought by the renter including food and beverages, decorations, and miscellaneous materials must be removed at the conclusion of the event.
- The renter is responsible for the actual cost of repairs for any and all damages to the QVBCC or neighboring facilities or grounds. Up to a 15% administrative charge may be assessed in addition to the cost of repairs.

Signature of Person Responsible

Signature of Translator

Date

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CLEAN-UP CHECKLIST

Physical Address:
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It is the responsibility of the renter to see that the facility is left in the same condition as it was received prior to the event. The following items must be checked off upon completion of the event. The checklist shall be signed by the renter and a representative of the center. Any failure to properly clean up the facility may result in forfeiture of all or part of the damage deposit.

RENTER RESPONSIBILITIES:

- ___ Remove everything from the tabletops and wipe the tables and chairs.
- ___ Chairs stacked and in original location.
- ___ Tables folded and returned to original location.
- ___ Remove all decorations and items brought into the building such as: balloons, table decorations, decorative lighting, flowers and ice sculptures.
- ___ Sweep, then mop hard surface floors with cold water only. Vinegar can be added to prevent streaking if desired.
- ___ Remove garbage from waste receptacles, place in dumpsters and reline cans.
- ___ Pick up litter and trash from restrooms and mop floors.
- ___ Pick up debris and paper generated by rental from the facility grounds, parking lot, neighboring parking lot and alley. Ensure that garbage is removed from any flowerbeds.
- ___ If kitchen is used: Remove everything brought in for the event. Clean all counter tops, sinks, refrigerator, freezer, and stove top, as any other equipment used. Sweep and mop floor. DO NOT use abrasive soaps or materials on any surfaces.
- ___ Leave light on in corner of the Main Hall near entrance to the chair and storage area (for security). Turn out other lights.
- ___ Return thermostat to: Winter 65° / Summer 75°

COMMENTS:

Signed: _____
Signature of Renter Date Time

Signed: _____
Signature of Translator Date Time

Signed: _____
Signature of QVBCC Representative Date Time

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If your event cleanup can be completed by 12 noon the following day, an additional rental day is not necessary. Beyond 12 noon, the renter will be charged an additional \$50 per hour. Custom Rental Agreements may be established for frequent or regular usage as needed. All rental fees are subject to the manager's discretion as special and unforeseen conditions may arise.

DAMAGE/CLEANING DEPOSITS


Events serving alcohol	\$800.00
Events without alcohol	\$250.00
Non-business meetings and hourly events occurring after 7 pm on a weekday	\$ 50.00
Business meetings, governmental agencies	\$ 0.00

The Manager or Board will make the final determination if additional or lesser amounts are required based upon historical usage.



REFUNDS/CANCELLATIONS AND RETURN OF DAMAGE DEPOSIT

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

 Applicants wishing to cancel the Quincy Valley Business & Conference Center Rental Agreement and receive a full refund must submit a written request 30 days or more prior to the day of the event.

Receiving a request less than 30 days prior to the Event reservation, will result in a forfeit of the deposit.

Damage deposits will be fully reimbursed if cleanup is acceptable, no damage is noted to the facility or equipment **and/or neighboring properties**, and all policies have been followed. You must sign a rental checklist before you leave the facility in order to have the deposit returned. All refunds are at the discretion of the Manager or Board.

EVENT SECURITY AGREEMENT

Depending on the nature of the event or activity, hired security may be required.

For Quinceaneras, Concerts, Dances, Certain Events serving alcohol, and similar rental functions, applicant will be required to pay for security.

For Meetings, Classes, Banquets, Dinners, Funerals, Wine Tasting Events, Wedding Ceremonies, and similar rental functions, Security is not required.

The Manager or Board will make the final determination if a Security Agreement is needed.