

Quincy Business & Event Center
COMMERCIAL KITCHEN
Rental Agreement Contract & Terms



(509) 787-3715
101 F St. SW Quincy, WA 98848
events@portofquincy.org

Responsible Party: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Weekday Monday – Thursday (per availability):

- ☐ Package 1: \$50 per hour.
- ☐ Package 2: \$400 for 8 hours.
- ☐ Rental Date: _____

Weekend (per availability):

- ☐ **Friday/Saturday:** \$1,000 daily rate.
- ☐ **Sunday:** \$550 daily rate.

☐ **Damage Deposit:** \$500

User Prerequisites:

☐ Copy of general liability insurance policy must be provided with coverage in the amount of \$1,000,000.00 with The Port of Quincy named as an additional insured, must be provided. May be obtained at <https://www.theeventhelper.com#sT2AzT>



Terms:

The terms of this agreement shall be for the date/s and times requested in the attached application. The renter shall pay The Port of Quincy the rental amount of \$_____. This rental amount includes basic kitchen rental, utilities and equipment usage.

- Food prepared in the kitchen can **NOT** be stored in the kitchen after the end of rental term.
- The renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process. When processing is completed for the day, renters must remove their items from the kitchen.
- Renter is solely responsible for supervising all individuals in the kitchen during the rental time.
- Damages to the kitchen area or equipment may result in the client being billed for the cost of the damages.
- Renter agrees to abide by the following rules, and agrees that upon violation of the said rules, The Port of Quincy has the option to terminate this rental and demand that renter vacate the premises.
 1. Smoking is not permitted in the facility.
 2. Drugs and alcohol are not permitted in the facility.
 3. Animals are not permitted in the facility.
 4. All trash in and about the facility must be removed and placed in trash receptacles located outside the building in the gravel parking lot.
 5. No storing products in the facility.

6. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must vacate from the rental space by the scheduled end time.
7. The kitchen must be cleaned as follows:
 - **Ovens** – Wipe down while warm with water to remove grease and spills.
 - **Refrigerators**- Food shall not be stored in the refrigerators. Clean up any spills.
 - **Stove Tops** - Clean and disinfect after use.
 - **Counter Tops**- Clean and disinfect after use.
 - **Dishes**- Removed from facility.
 - **Sinks & Stainless Counters** - Wipe down and disinfect after use.
 - **Floors**- Swept and clean up any spills.
8. If the kitchen is left in a dirty state, requiring The Port of Quincy staff to clean it before next renter, then a surcharge of \$150.00 will be withheld from damage deposit.

Indemnification and Liability:

The sponsor/authorized representative agrees to defend, indemnify and hold harmless The Port of Quincy 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.

I have read, accepted and agreed to The Port of Quincy general release of liabilities and damages; policies and rules as printed above in all respects.

Signature of Responsible Party _____ Date _____