



REQUEST FOR SPACE

Welcome to the Quonset Business Park®! We're pleased that you have chosen our facility for your meeting or event. Our hours of operation are Monday – Friday, from 8:30am - 4:30pm. Please make sure to make arrangements prior to the event if you require access to our conference rooms at any other time. In order to prevent misunderstandings, please provide the following information:

Name of group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Date (s) of proposed meeting or event: \_\_\_\_\_

Hours when facility is needed: \_\_\_\_\_

Anticipated number of attendees (75 pp max capacity): \_\_\_\_\_

Specific needs, e.g. screen, table set-up, etc.: \_\_\_\_\_

\_\_\_\_\_

Does your group have insurance to cover accidents? \_\_\_\_\_

**Please provide a copy of your insurance binder listing the Quonset Development Corporation as “Additional Insured” for the day of your event.**

We also want to let you know what we expect from our guests. If you have any questions, please call us at (401)295-0044.

- Due to heightened security concerns, we ask all those using our facilities to sign in at the reception desk upon arrival. In an emergency, this would help us be certain that everyone has been safely evacuated.
- You are using the facility at your own risk. The Quonset Business Park® does not provide security for guests.
- We do not offer coffee service. Alcohol is prohibited in the facility. We suggest that you make catering arrangements for whatever you may require, and let us know in advance when to expect a delivery on your behalf. A kitchenette is available for your use.
- Please note that pets are not allowed in the building with the exception of those serving the disabled.
- We ask that you be responsible for ensuring that your group leaves the facilities as clean and well-ordered as you find them. Unfortunately, if it is necessary for our personnel to clean after a meeting, as aforementioned, we must charge for this service.
- Neither, Quonset Business Park® nor the Quonset Development Corporation can be held liable for any mishap, injury or accident sustained by any group member on the premises. By signing this document, you agree on behalf of your group and all of its members to hold us harmless from any damages or claims, to defray any expenses connected with our defense of such claims.

- All cancellations must be received at least **24 hours before** the start of the event.

Refunds will only be paid to those parties who notify us of a cancellation at least **24 hours before** the start of the event.

- All refunds are subject to a 10% cancellation fee or a minimum charge of \$25.00.

Cancellations must be received in writing via e-mail, ([jsherman@quonset.com](mailto:jsherman@quonset.com) or [candrews@quonset.com](mailto:candrews@quonset.com)) or faxed to 401-286-9885 ATTN: (Jill Sherman or Christine Andrews).

- No refunds will be made for cancellations received after the 24-hour window.

Refunds will be issued via QDC check. Please allow at least two weeks for processing.

We hope that your experience at Quonset Business Park® will be a positive one, and look forward to welcoming you again.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
On behalf of:

\_\_\_\_\_  
Dated:

Accepted:

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For Quonset Development Corporation

*Revised 5-09*

**INDEMNIFICATION AGREEMENT**

In consideration of the Quonset Development Corporation as agent for the Rhode Island Economic Development Corporation (the "Grantor") allowing the undersigned, its agents, representatives, business invitees and employees to enter onto that certain land, located in North Kingstown, Rhode Island and further described as "QDC Annex" (the "Premises"), for the sole purpose of "business meeting", the undersigned hereby agrees to defend, indemnify and hold the Corporation, its officers, directors, affiliates and employees, harmless from and against any damages, liabilities, losses, claims, of the undersigned or third parties, including without limitation, the Environmental Protection Agency, or any other federal, state or local government agency, board, department or body having jurisdiction over environmental matters or environmental laws) and expenses (including, without limitation, reasonable attorney fees incurred in seeking indemnification hereunder or defending any claim by a third person, amounts paid in settlement of any claim or suit and costs of cleanup, restoration, remediation and removal), taxes, fines, penalties and interest, of any kind or nature whatsoever which may be sustained or suffered by the Corporation, its officers, directors, affiliates or employees, arising out of, based upon or by reason of the undersigned, its agents, representatives, business invitees, and employees, entering upon the Premises and conducting the above referenced "business meeting" at, upon or about the Premises.

The undersigned hereby also agrees that (1) its access to the Premises shall be at the will of the Corporation and at the sole risk and responsibility of the undersigned, its agents, representatives, business invitees, and employees; and (2) the Corporation shall not be responsible for and shall not provide security at, on or about Premises.

IN WITNESS WHEREOF, the undersigned has executed this Indemnification Agreement as of the \_\_\_ day of \_\_\_\_\_, 2013.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Organization: \_\_\_\_\_