



Conference Center

300 Main Street, East Rochester, NY 14445

Conference Room Rental Information and Agreement

The Techniplex Conference Center provides meeting space for tenants, nonprofits and other organizations. The Conference Center offers a 2,254 square foot suite containing a private entrance, a conference/training room for up to 60 people, a small conference room for 12, private bathrooms and a buffet/display area. The entire suite may be rented or just the smaller conference room. See page 2 for a diagram of the Techniplex Conference Center space.

The rooms are available for rental Monday through Friday during Techniplex business hours (8:30 am to 6:00 pm). The conference rooms are not available for rent during Federal Holidays. Weekends and evenings may be available for an additional fee.

Location and Parking

The Techniplex Conference Center is located in the Techniplex building at the corner of West Commercial Street and Main Street in East Rochester, NY. The Techniplex Conference Center is one mile from the East Rochester exit of I-490. East Rochester is centrally located between downtown Rochester and Victor, NY. There is plenty of free parking in the parking lot near the Techniplex Conference Center entrance. A map to the Techniplex Conference Center entrance will be provided when the reservation has been approved.

Conference Room Sizes

The large conference room can hold up to 60 people. The small conference room can hold up to 12 people.

Lecture	Classroom	Conference	U-Shape	Cafe
Seating for 60	Seating for 24	Seating for 22	Seating for 21	Seating for 30

These seating numbers are approximate. Interested parties should visit the Techniplex Conference Center prior to making reservations as needs vary.

AV Equipment

The Techniplex Conference Center provides basic audio/visual equipment. All other needs can be met by our partner Langie Audio Visual. Please contact Langie Audio Visual for your needs including, set-up during your scheduled meeting time and technical support. Techniplex will not supply technical support before or during your event.

The User may use their own A/V equipment as well as meeting supplies. Users are responsible for set-up, tear down and technical support.

Available Equipment

Equipment	Cost	Other Supplies	Cost
WiFi	No charge	Tables (8) 8-foot tables	No charge
Extension Cords (4)	No charge	9-foot conference table	No charge
White Board/Markers	No charge	Chairs (60)	No charge
Easel	No charge	Podium (no mic)	No charge
Easel Pad Use (per pad)	\$5	Stand for projector	

Room Rental Rates and Security Deposits

The full suite and small conference room both have access to the private entrance, buffet/display area and bathrooms. Rental of the full suite includes the small conference room. There is no discount if the small conference room is not used.

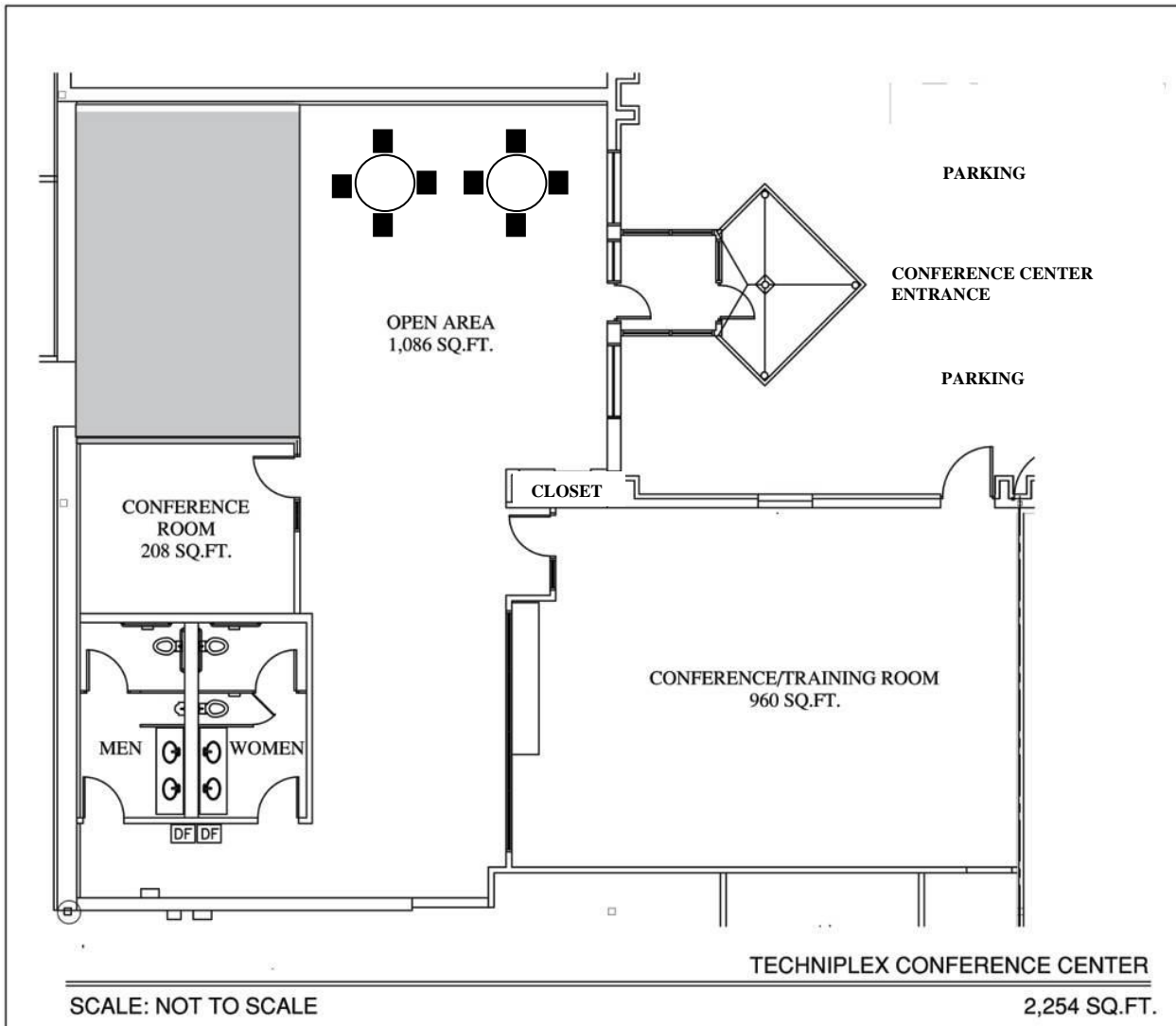
Techniplex and MCA Tenant rates

Conference Facility	Capacity	Half Day (four-hour block) Current Tenant Rate	Full Day (eight-hour block) Current Tenant Rate	Security Deposit
Full Suite	60	\$150	\$250	\$0
Small Conference Room	12	\$100	\$200	\$0

All Other Businesses/Organizations rates

Conference Facility	Capacity	Half Day (four-hour block) Business Rate	Full Day (eight-hour block) Business Rate	Security Deposit
Full Suite	60	\$200	\$300	\$200
Small Conference Room	12	\$150	\$250	\$100

Suite Layout



Techniplex Conference Center Room Rental Policies and Guidelines

Rental Policy, Deposit Requirements and Final Payment

- Security deposit and one half rental fee must be submitted by the User with a signed Application for Meeting Space and Conditions for Rental Form to Techniplex Associates, LP (Techniplex) to reserve your space.
- Final payment of rental fee will be due seven (7) days in advance of scheduled event.
- A security deposit is required to ensure proper care is taken with respect to the room and equipment. In the event there are no violations of the rental policy, no damage to the facilities and equipment, or no excessive cleaning required, the deposit will be refunded within one week of your event.

Cancellation, Changes and Refunds

- Any changes requested will be based on availability.
- If cancellation request is received at least seven (7) days prior to the rental date the deposit and fees refunded less a processing fee of 5% of the rental fee.
- If the request is received less than seven (7) days prior to the rental date the applicant may forfeit all fees paid.
- Techniplex accepts no responsibility for cancellations due to inclement weather, natural disasters or other acts of God. All of the above restrictions and penalties may apply.

Food and Alcohol Policy

- Food and non-alcoholic beverages are permissible. Users must sign for delivery of their catering orders and are responsible for all set up and clean up. Techniplex employees will not place orders with caterers or accept orders from caterers.
- Snacks or meals may be brought in, ordered through our in-house caterer Souperb Café at 585-662-5026 or brought in from other caterers.
- An additional deposit of \$250 will be held for events where beer and/or wine is served. Requests to serve alcohol must be approved by Techniplex prior to your event.
- Privately hosted events, which are closed to the public and do not charge for beer, wine or admission do not need a New York State temporary beer and wine permit. The User must provide a certificate of liability with Techniplex Associates, LP as additional insured on a primary and noncontributory basis three (3) days prior to the event.
- Events open to the general public or private events that charge for alcohol served must adhere to New York State liquor laws and regulations. The caterer or bar service must provide a copy of the single event permit with final payment. The User must provide a certificate of liability with Techniplex Associates, LP as additional insured on a primary and noncontributory basis three (3) days prior to the event.

Facility Setup/Clean up

- Techniplex will set up the conference center prior to your event based on your request. Any changes to the layout of the rooms required the day of the event must be made by the User.
- The User is responsible for the cleanliness of the facility upon conclusion of the event. If the conference room is not returned to its original state, your security deposit will be forfeited. Vacuum cleaning will be provided by Techniplex after your event.
- All left over food and materials brought in by the User must be removed from the facility by the User.

Materials

- If necessary, materials for meetings may be shipped in advance to the Techniplex Management office at 300 Main Street, Suite 14A, East Rochester, NY 14445. Items must be received during normal business hours of 9 am and 5 pm Monday through Friday.
- Materials must be moved to the meeting room by the User prior to the event.
- All shipments must be marked with the company name, individual name, name of the function and date of the function.
- Techniplex does not assume responsibility for any shipped materials.

Additional Services

- In-house copies are available for (\$0.15) per a black and white copy and (\$.30) per color copy.
- Fax to U.S. and scan to email charges are (\$.50) per page.

Decorations and Signs

- No signs, posters, or decorations of any kind are to be used in the room, unless approved by Techniplex management.
- No adhesive tape, tacks, nails, staples are to be used on the conference room walls and/or furniture.
- No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering related items.
- In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the User.

Noise and Loud Music

- All attendees must be considerate of businesses surrounding the conference center.
- Any behavior or activity considered disruptive or harmful to adjacent businesses must honor any request to cease. Music for the purpose of entertainment or dancing may be permitted with prior approval from Techniplex.

Conditions for Rental of Techniplex Conference Center

The following rules govern use of meeting space in the Techniplex Conference Center. Users agree to abide by these rules as a condition of use. Violations may result in revocation of Techniplex Conference Center privileges.

The Techniplex meeting facilities are located on the northeast side of the Techniplex building. Meeting participants must enter the Techniplex Conference Center through the private Techniplex Conference Center entrance. The User is responsible for communicating this to its meeting participants.

Half day rental is up to four (4) consecutive hours. Full day rental is four and a half (4.5) to eight (8) consecutive hours.

There is no smoking inside the Techniplex building. Participants may smoke outside the Techniplex Conference Center private entrance.

The Techniplex Conference Center meeting facilities are equipped with tables and chair that will be arranged according to the User's specifications. Users are responsible for modifying this set up the day of the event as the Techniplex staff will not be available to assist with this function.

The User is responsible for returning the room to the same condition it was in prior to the User's event. This includes returning tables and chairs to pre-event order and proper disposal of trash in provided containers.

Techniplex reserves the right to assess a fee if the Techniplex Conference Center or its equipment sustains any damage by the User.

Techniplex requests that each User designate one person to handle all communications and transactions with Techniplex.

An authorized representative from the User must remain on the premises throughout the period it is reserved.

No pets are permitted inside the Techniplex Conference Center.

Techniplex does not assume liability for any personal property, merchandise or equipment left on the premises.

The User assumes sole responsibility for any injuries or loss that may occur and agrees to hold Techniplex harmless from and indemnify Techniplex against any claims made against Techniplex as a result of the User's activities in conjunction with this Agreement.

Any matters not specifically covered in this agreement shall be solely to the discretion of Techniplex.

The person executing this agreement on behalf of the User shall insure that the terms and conditions set forth herein are observed by the User and any and all of their participants.

Organization (User) Name: _____

Authorized Representative Signature: _____

Printed Name: _____ Phone: _____

Title: _____ Email: _____

Return the original signed copy with your application. Keep a copy for yourself.

Application for Meeting Space

Techniplex enters into this agreement with (Organization) _____

on (date) _____ for the use of the Techniplex Conference Center as described below:

Organization Address: _____

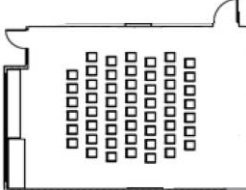
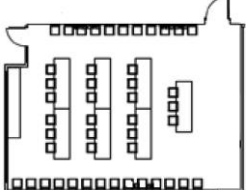
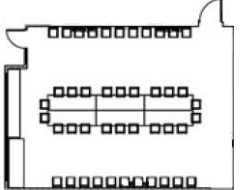
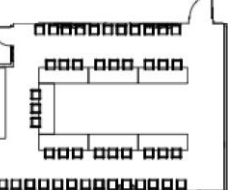
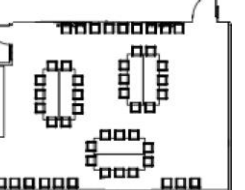
Contact person: _____ Title: _____

Contact Phone: _____ Fax: _____ Email: _____

Meeting Description: _____ Meeting Date: _____

Meeting begins: _____ am/pm Meeting ends: _____ am/pm Number of Participant: _____

Large conference room set-up required: Lecture Classroom Conference U-Shape Café

Lecture	Classroom	Conference	U-Shape	Cafe
Seating for 60	Seating for 24	Seating for 22	Seating for 21	Seating for 30
				

Rental Rates

Current Techniplex and MCA Tenants		
Full Suite rental - half day	\$150	
Full Suite rental - full day	\$250	
Full Suite deposit	\$0	
Small Conference room - half day	\$100	
Small Conference room - full day	\$200	
Small Conference room deposit	\$0	
Business Rental (Non-Tenant)		
Full Suite rental - half day	\$200	
Full Suite rental - full day	\$300	
Full Suite deposit	\$200	
Small Conf Room rental - half day	\$150	
Small Conf Room rental - full day	\$250	
Small Conference Room deposit	\$100	
Easel Pad use (# needed x \$5)	\$5 ea	
Wine and Beer deposit	\$250	
Total Cost		\$

User Authorized Signature: _____

Print Name: _____

Date: _____

Techniplex Signature: _____

Print Name: _____

Date: _____

Please sign and return this **Application for Meeting Space** and the **Conditions for Rental** form with your payment to reserve your room.

Techniplex accepts checks as payment. All room rentals and deposits must be finalized and paid in full seven (7) days before the scheduled reservation date.

Mail, Fax or Email application forms to:

Techniplex Management, Inc.
 300 Main Street, Suite 14A
 East Rochester, NY 14445
 Fax: 585-381-5739
 Email: Jill@mcadevelopment.com
 Phone: 585-381-0900

Total Payment Enclosed: \$ _____

Make check payable to **Techniplex**.

Please initial below:

____ I have received a copy of the agreement governing the rental of space in Techniplex and agree to those conditions. I am authorized to enter into this agreement on behalf of my organization.