



Terms and Conditions

The client will receive a confirmation email from the Tech Hill Commons 48 hours prior to the event date to re-confirm the timelines and to provide the contact information for the Tech Hill Commons representative who will be present at the event.

A client will have access to their event space via a representative of Tech Hill Commons 30 minutes before and after the scheduled event time for set up and break-down. If the 30-minute set up and break down times are exceeded, the client may incur additional rental fees.

Tech Hill Commons is not responsible for checking in or handling any items brought into the venue by rental companies. All delivered items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

No nails, screws, staples, or penetrating items are to be used on the walls or floors. Only low tack tape may be used to hang things on or from the walls or floors. Client agrees to pay for any repair costs due to damage rendered to Tech Hill Commons during the client's rental.

If a client has been given key privileges for Tech Hill Commons, they are required to check that all applicable doors are securely locked before leaving the premises. The front doors to Tech Hill Commons are set to automatically lock between the hours of 7pm and 7am each day and require a key fob to open in between those times. The client will be solely responsible for any theft or physical damage done to function rooms or any part of the building by the client's guests, employees, contractors or other agents during their rental period. Tech Hill Commons will not be responsible for items left behind or stolen.

Tech Hill Commons guarantees the rented room to be a minimum of 80% operational during the event (occasionally operations may need to be shortly interrupted to refresh the Wi-Fi network, change batteries, etc.) The client agrees that in the event of a mechanical failure or for any other inability to provide a functioning rental space, that Tech Hill Commons' maximum liability is the return of any payments received. Tech Hill Commons is not responsible for any consequential damages or lost opportunities upon breach of this agreement. Tech Hill Commons is not liable for any loss, cost, expense, inconvenience or damage that may result from use or inability to use the rented room.

