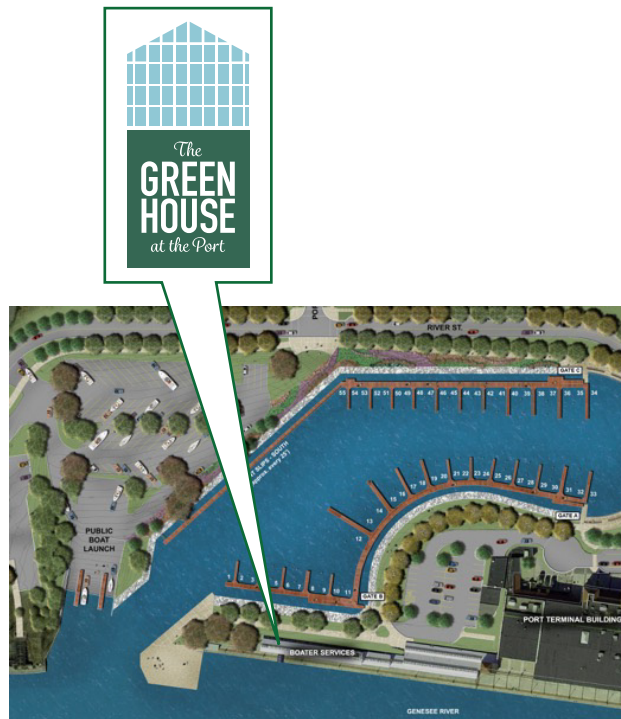


Facility Guidelines:

1. A non-refundable \$200 security deposit is required to hold your date. Full payment for venue usage is required 14 days prior to your event. All applicable permit fees, state and local taxes will be applied. This payment only includes the space rental, use of second floor bathrooms and trash removal.
2. The facility is scheduled on a first come first service basis. Once the deposit is received and the contract is approved, the facility is guaranteed.
3. Rental times include any set-up and breakdown time, access to the venue will be provided at the start time noted on contract.
4. Rental space must be vacated at the end of your contract for full security deposit refund.
5. Maximum occupancy is 250 people, a sit-down event is approximately a maximum of 128 people.
6. No food or beverages are permitted on the second-floor restroom location, sanctioned-off areas are off limits to guests.
7. We strictly enforce a carry in/carry out policy. Facility will be left broom swept and all garbage bagged and left on the first floor.
8. No glitter, confetti, tape, nails or tacks are permitted. Any decorations must be removed prior to vacating the premises.
9. Alcohol consumption, when requested and approved, is only permitted in the rental space and is limited to beer and wine. Liquor may be served only when provided by an approved caterer with an off-premise liquor license. It is the responsibility of the permit holder to ensure no one under the age of 21 consumes alcohol.
10. We are a smoke free facility; no smoking or vaping is allowed anywhere in the building.
11. No ticket sales permitted at the door.
12. Out of respect to boaters -when in season, noise must be kept to reasonable levels.
13. Live music requires a city permit.
14. Any violation of these terms as listed above will make this contract null and void – resulting in loss of payment and security deposit.
15. Cancellation policy: Deposit is non-refundable, full payment is required 14 days prior to the event. Cancellation within the 14 day period will result in 50% of the rental fee being refunded. Cancellation within 72 hours will result in no refund.



PORT OF ROCHESTER Links Building  
1000 N. River Street, Rochester, NY 14612  
585-428-7432