
TERMS AND CONDITIONS FOR BOOKING THE RTPARK 64 WEST CENTER

Thank you for choosing the RTPark 64 West Center for your event. By proceeding with your booking, you agree to the following terms and conditions:

General Information

- **Facility Use:** The RTPark 64 West Center is available for professional, academic, and community-building events. Personal celebrations are not permitted unless specifically affiliated with RTPark or UVI.
- **Spaces Offered:** The facility includes the Large Conference Room, Outdoor Courtyard, and Outdoor Terrace, each with specific capacities and functionalities.
- **Operating Hours:** Monday through Saturday: 8:00 AM - 5:00 PM (with after-hours availability from 5:00 PM - 9:00 PM). Sunday: 8:00 AM - 5:00 PM only.

Booking Process

1. **Submission:** Complete the online booking form with accurate details about your event.
2. **Confirmation:** Reservations are confirmed only after payment of the required deposit and acceptance of the provided quote.
3. **Payment Deadlines:** Full payment must be made no later than seven (7) business days prior to the event.

Signage and Decorations

- Signage and decorations must be approved by the RTPark team.
- Affixing items to walls, floors, or ceilings with nails, tape, staples, or other substances is prohibited.
- Decorations must comply with regulatory standards and fire requirements. Unauthorized decorations will be removed.
- RTPark provides 25 tables and 50 chairs for use within the Large Conference Room only. They are prohibited from being used outdoors in the Courtyard or Terrace. Renters must provide any outdoor equipment for use in the Courtyard.
- AV systems are restricted to indoor use and are not available for outdoor events in the Courtyard or Terrace.

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Payment Policy

- **Deposit:** A deposit of 50% is required to confirm the reservation. The deposit will be applied to the overall event cost.
- **Balance Payment:** The remaining balance must be paid in full seven (7) business days before the event.
- **Damages:** In the event of property damage or misconduct, you will be invoiced for repair costs, with payment required within 60 days

Responsibilities of Event Coordinators

- Set up and prepare the space before the event.
- Ensure all promotional materials accurately list the venue as UVI Research and Technology Park, 64 West Palm Drive, Kingshill, Virgin Islands 00850.
- Remove all items and decorations by the end of the reserved time.

Cancellations and Refunds

- Cancellations must be made in writing. If canceled, 10% of the overall event cost will be retained as a service fee. Remaining amounts will be refunded within 14 business days.
- No refunds will be issued for cancellations made within seven (7) business days of the event.

COVID-19 Protocols

- The RTPark follows the current recommendations of the [Virgin Islands Department of Health](#) to ensure the safety of all attendees.

Liability Disclaimer

- The RTPark is not responsible for personal items left in the facility before, during, or after the event.

Additional Information

- Rental fees include seating and tables only. Additional equipment must be arranged separately.
- To request a comprehensive version of our policies and terms and conditions, or for further inquiries, please contact us at facilities@uvirtpark.net or call (340) 474-0922.

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Rates and Available Options

ROOM	PRICE (HOURLY)	MAX CAPACITY	ADD-ONS & ADDITIONAL FEES
Large Conference Room	<ul style="list-style-type: none"> • \$100 (Mon-Sat) • \$150 (Sun, 8AM - 5 PM) 	<ul style="list-style-type: none"> • Seated (Tables/Chairs): Max 50 attendees • Standing Room Only: Max 75 attendees 	<ul style="list-style-type: none"> • AV System: \$200 (Half Day) / \$400 (Full Day) • Terrace Access: \$200 • After-Hours Fee: Event Specialist - \$50 per hour Event Specialist
Courtyard	<ul style="list-style-type: none"> • \$75 (Mon - Sat) • \$125 (Sun, 8AM - 5PM) 	<p>Up to 100 attendees, whether seated or standing.</p>	<ul style="list-style-type: none"> • Terrace Access: \$200 • After-Hours Fee: Event Specialist - \$50 per hour Event Specialist
Terrace	<ul style="list-style-type: none"> • \$50 (Mon - Sat) • \$100 (Sun, 8AM - 5PM) 	<ul style="list-style-type: none"> • Seated (Tables/Chairs): Max 20 attendees • Standing Room Only: Max 30 attendees 	<ul style="list-style-type: none"> • After-Hours Fee: Event Specialist - \$50 per hour Event Specialist