

## Marcia K. Petrillo Center FAQs

❖ *Is there onsite IT support?*

No onsite IT support is available. Instructions for use of the A/V Equipment is available in the room for reference.

❖ *What are your preferred local vendors for catering?*

Please see our website for a pdf with our recommended local vendors and contact information.

❖ *Is the space available to rent on weekends/holidays?*

The space is unavailable on weekends, holidays, and after office hours. However, please contact us at [events@qualidigm.org](mailto:events@qualidigm.org) with your request and we would be happy to discuss your needs.

❖ *Are there plates, pots, pans and cutlery in the kitchen?*

Yes. Please clean after use.

❖ *Is WiFi available?*

Yes, the space has WiFi access. The password is written on the whiteboard at the front of the room.

❖ *Is there onsite parking available?*

Yes, there is a large parking lot behind the building, parking is free. Please use the back two rows.

❖ *When is the earliest we can set up?*

Please contact [events@qualidigm.org](mailto:events@qualidigm.org). If there is no booking before your time, you can arrive early or the day before to set up.

❖ *Can we ship or drop things off at the venue beforehand?*

Our venue does not have a loading dock, we recommend you bring the items needed for your event with you when you arrive. Please contact [events@qualidigm.org](mailto:events@qualidigm.org) to inquire about an early set-up time.

❖ *What is your policy regarding last minute changes or cancellations due to weather or other unexpected events?*

Please reach out to [events@qualidigm.org](mailto:events@qualidigm.org) to reschedule based on current availability.

❖ *Can we bring our own beer/wine/liquor?*

No, alcoholic beverages are not allowed in the rental space.

❖ *Can we have a food truck on the premises?*

Unfortunately, no, as there is limited space in the parking lot.

❖ *Are there hidden costs like a service charge, gratuity, cleaning fees, or overtime charges?*

No, all costs are outlined clearly in the rental agreement. We will send you a copy of the agreement during the booking process.