



TOWN CLOCK BUSINESS CENTER

The Town Clock Business Center, ideally located in the heart of downtown Dubuque, is the area’s premier location to host your next conference or special event! Whether you are looking for a small, intimate boardroom to conduct your next meeting or conference area for corporate conventions, the Town Clock Business Center is well-equipped to host a variety of events. The Town Clock Business Center can accommodate any size group of up to 400 guests and boasts state-of-the-art technology allowing you to conduct board meetings, web conferences and extraordinary presentations all at the touch of a button. With the Town Clock Business Center, you can rest assured that every aspect of your event will be accounted for and designed specifically to meet your needs.

Hours of Operations

Monday–Thursday 7 a.m.–9 p.m.
Friday 7 a.m.–4:30 p.m.
Weekends Subject to Availability

Security fee of \$30 per hour is necessary to charge outside of normal operating hours.

Room Use Options & Rates

Rooms may be reserved for a one-hour, two-hour, half day (*four hours*) or full day (*eight hours*) time frame.

Room	Hour	Half Day	Full Day
Conference Rooms	\$40	\$250	\$450
Classroom, Health Lab, Boardroom, Computer Lab	\$40	\$125	\$175
Zoom Meeting Services	\$40/hr plus room rental		
Full Facility			\$1,700*

*Coordination fee is additional and no other events will be scheduled in the facility during the day of your event.



Additional Fees

Additional fees may apply for event coordination, security, technology support and other services requiring dedicated staff that are not included in the standard room fees. These additional fees will be noted in the event proposal based on needs.

Accessibility

We are committed to ensuring that the Town Clock Business Center is as convenient, accessible and enjoyable as possible. While we make every effort to ensure the accessibility of our facilities, reasonable accommodations will be made for qualified persons should they require additional assistance.

See reverse side for rental policies and other services.

RENTAL POLICIES

Customized Pricing

At minimum, all event planning should be conducted at least two weeks prior to the first contract day. We will work with you to identify your needs and provide a quote based on those needs. Pricing can range from a simple room rental to a complex conference that includes catering, technology support and other Town Clock Business Center services.

The Town Clock Business Center requires a signed contract on file prior to the event date. Northeast Iowa Community College Business and Community Solutions will invoice upon completion of event and the balance is due 30 days upon receipt of invoice.

An event manager is available to assist you throughout the planning process and makes the transition from planning to implementation as smooth as possible.

Cancellations

Cancellations made two weeks or less from the first day / day of your event will forfeit 50 percent of the rental fee minus any additional services not used.

Other Services

- **Business Center**
A computer lab can be made available for your business needs. Please check with your event manager for additional information.
- **Cleaning and Custodial Services**
The Town Clock Business Center provides custodial service for all public areas, restrooms, meeting rooms and the auditorium at no additional cost.
- **Catering Preparation Area**
The kitchen provides space for food or beverages to be stored. Check with your event manager for information on available supplies.

Contact Us

Contact us about hosting your next event at the Town Clock Business Center:

- ✉ Northeast Iowa Community College
Town Clock Business Center
680 Main St., Ste. 100
Dubuque, IA 52001
- ☎ 844.642.2338, ext. 3388
- 🖱 www.nicc.edu/townclock



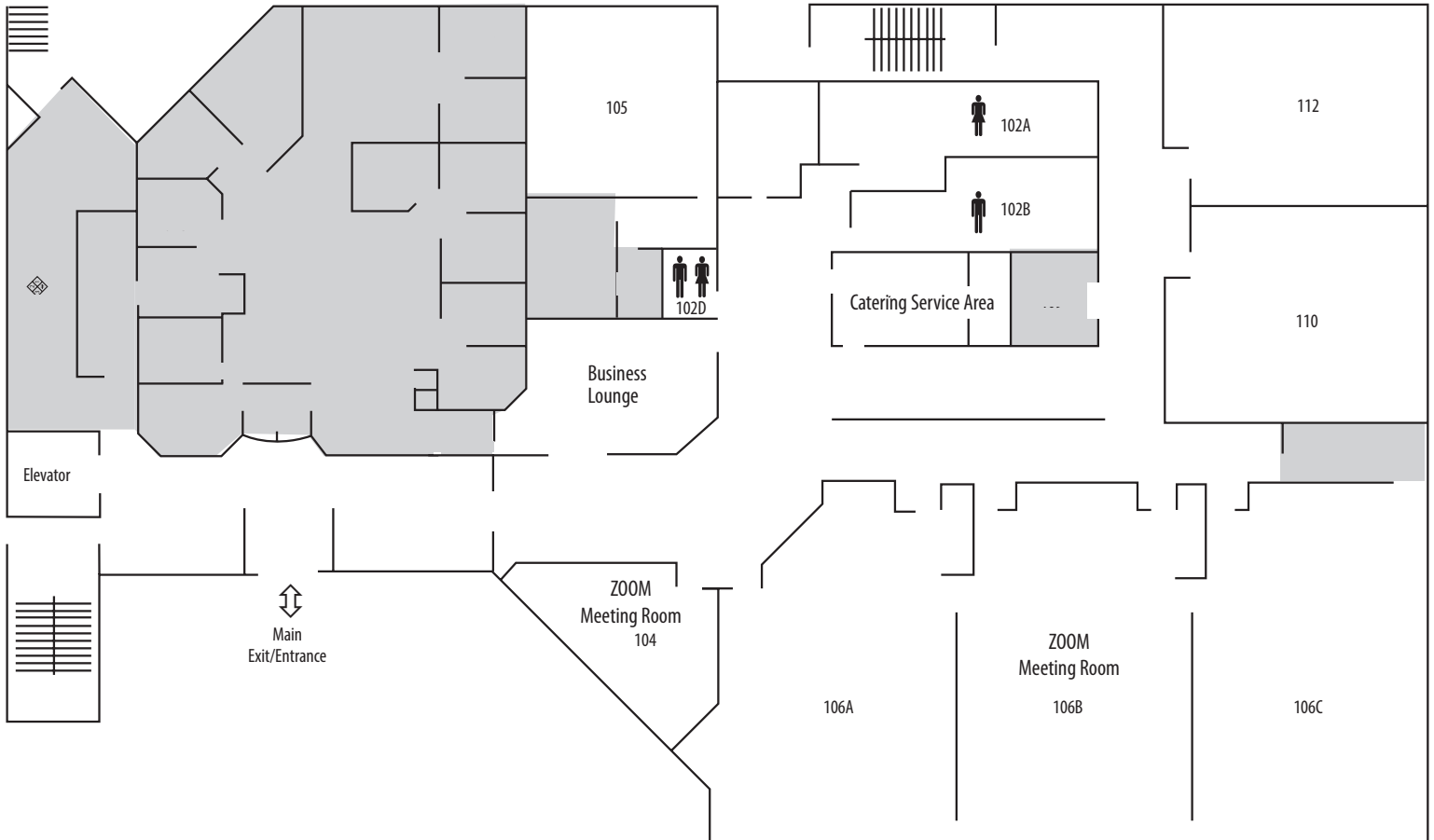
ASK US!

Meeting event space available on Peosta campus and the National Education Center for Agricultural Safety (NECAS).

FACILITY

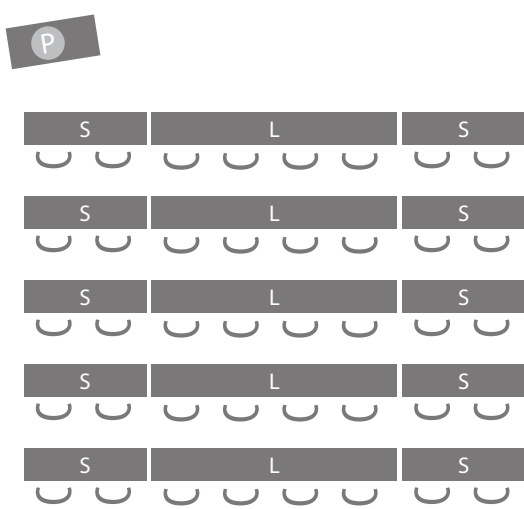
- Shaded areas are not open to the public.
- Zoom capabilities are available in rooms 104, 105 and 106B.
- Rooms can be configured to fit seating requirements.
- Additional tables and chairs are available upon request.

See reverse side for configuration options.



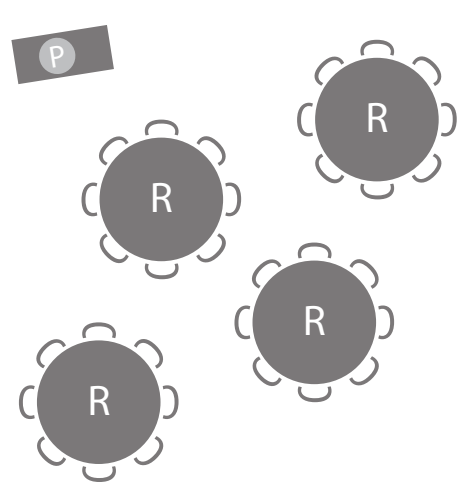
Room Configuration Options

Rooms can be configured to fit your group size and meeting style. For large meetings/events and conferences, rooms 106 A, B and C can be combined for maximum seating of 200 (with tables) or 400 (chairs only). Choose from the options below.



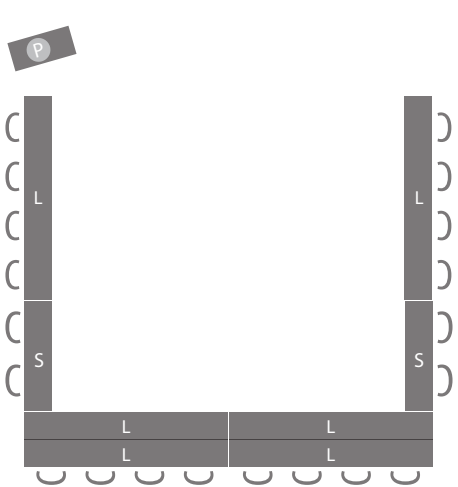
The Classroom Style diagram shows a rectangular arrangement of tables. At the top left, there is a small rectangular table labeled 'P'. Below it are five rows of tables. Each row consists of three sections: a small table labeled 'S', a long table labeled 'L', and another small table labeled 'S'. Underneath each table section, there are small semi-circular icons representing chairs. The 'S' tables have two chairs each, and the 'L' tables have eight chairs each.

Classroom Style
maximum seating: 40-60 *depending on the room*



The Banquet Style diagram shows a small rectangular table labeled 'P' at the top left. The rest of the room is filled with four circular tables, each labeled 'R'. Each circular table has eight chairs around its perimeter.

Banquet Style
maximum seating: 45



The Horseshoe Style diagram shows a U-shaped arrangement of tables. At the top left, there is a small rectangular table labeled 'P'. The U-shape is formed by two vertical tables labeled 'L' and one horizontal table labeled 'L' at the bottom. The horizontal table is divided into two sections, each labeled 'L'. Small semi-circular icons representing chairs are placed around the outer edges of the tables.

Horseshoe Style
maximum seating: 24



The Pod Style diagram shows a small rectangular table labeled 'P' at the top left. The room is filled with several rectangular tables. There are two 2x2 grids of tables, each grid containing two tables labeled 'S' and two tables labeled 'L'. Each 'S' table has two chairs, and each 'L' table has four chairs.

Pod Style
maximum seating: 28

TECHNOLOGY

The Town Clock Business Center state-of-the-art audio and visual equipment includes:

- Conference rooms with 98" TV
- LCD ceiling mounted projectors with drop down screens
- Built-in multimedia and speaker sound systems
- Classroom podiums with push button displays
- Blue-Ray players with speakers
- Internet data connections
- Video input interface that accepts VGA computer displays, video and audio
- Wireless, lapel or handheld microphone system
- Laser pointer for presentations
- Wireless Internet throughout the facility
- Zoom capabilities
- Dry erase boards and flip charts
- Wireless HDMI screen sharing
- Own device configuration
- PC lab w/ 85" TV, Zoom capability and own device configuration



All special equipment and services should be arranged with the event manager at least seven days prior to the event. Dedicated technology support may incur additional charges.

CATERING

Whether it's a full seated dinner, a traditional buffet, or a casual meet and greet, we are dedicated to making your dining experience the best it can be. The Town Clock Business Center has a variety of menu options to accommodate your event needs.

In order to serve our guests, a minimum guarantee of attendees must be received seven days prior to the event date. The highest estimate of attendance will apply as the guarantee if not revised seven days prior to your event.

No food or beverages may be brought into the facility without prior approval.

Pricing may be subject to change per market fluctuation with notification.



Town Clock Business Center • 680 Main St., Ste. 100 • Dubuque, IA 52001 • 844.642.2338, ext. 3388

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Northeast Iowa Community College is accredited by the Higher Learning Commission (HLC).