

Main Conference Room

4000 Blimp Blvd. – Tillamook, OR
 Contact for Reservation: Sandra Neumiller
 Phone: (503) 354-8051
 Fax: (503) 842-3680
 Email: sneumiller@potb.org

Application



APPLICANT INFORMATION

Name :

First:

Last:

Address:

Street Address

City

Zip Code

Phone – Day Time

()

Email

Are you the on-site contact on the day of the event?

If No, Name of Contact:

Phone:

If you are Representing an Organization or Group:

Non-profit? Yes No

Organization / Group Name:

Billing Address:

Is the event being catered?

If yes, Caterer's Name:

Phone:

FACILITY REQUEST

Event Date

Month / Date / Year

Date of the Week

Mon Tue Wed Thurs Fri Sat Sun

Room Requested – other than the Main Event Area

Kitchen

I want to have access to the room/s from:

Date Time

My program / Event times are:

From to

EVENT INFORMATION

Title of Event:

Estimated Maximum Attendance:

		Yes	No
1	Will you need technology equipment? <ul style="list-style-type: none"> • Desk Phone • Projector 	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the event a private party?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the event open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are you selling anything, charging admission, or soliciting donations? <i>If yes, please describe:</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are you serving or preparing food on site? <i>If yes, see "Room Rental Policy – pg. 3 Food / Alcohol / Smoking Regulations."</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are you serv ing wine, beer or liquor? <i>If yes, see "Room Rental Policy – pg. 3 Food / Alcohol / Smoking Regulations."</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are you sell ing wine, beer or liquor? <i>If yes, see "Room Rental Policy – pg. 6 Food / Alcohol / Smoking Regulations."</i>	<input type="checkbox"/>	<input type="checkbox"/>

Main Conference Room's Application



Please Read and Initial the following statements:

A completed application form must be submitted to the Port of Tillamook Bay in person, by U.S mail to:

Port of Tillamook Bay
Attn.: Sandra Neumiller
4000 Blimp Blvd., Suite 100
Tillamook, OR 97141

Or by email to sneumiller@potb.org or by fax (503-842-3680). The application must be signed by an authorized representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and any damage to room rented.

The meeting room will be used only for the activities and time approved on this form. Initial _____

I am responsible for leaving the room in the same or better condition that I found it. Initial _____

I am responsible for any necessary cleaning of messes and/or repair of damages that results from my group's use of the room, including wiping tables, kitchen cleaned (if used), etc. (removal of trash will only be applicable when meeting is free of charge). Initial _____

If the room is not left clean, I will be responsible for the cost of any additional cleaning work. Initial _____

No Smoking in the building or within 10 feet of a door. No tape or push pins can be used on walls (Painters tape or Command strips allowed). No open flames allowed. Initial _____

No driving is allowed on any part of the grass area. I will be held responsible for any damages. Initial _____

If the event is not canceled at least 10 days in advance, you will be charge the total cost of the rental. Initial _____

For a private event where food and alcohol will be served, a credit card will be held on file. Initial _____

I have read, understand and agree to comply with the room rules set forth by the Port of Tillamook Bay Board of Commissioners as available from the Port offices and website. I further agree that I am personally responsible for the repair of damage to equipment and facilities and for the replacement of stolen equipment or furnishings that may occur during my groups' occupation of the room.

I agree that Port of Tillamook Bay will not be held liable for injuries to person or property that results from the activities described above. **I will either provide insurance or a separate deposit check of \$500.00 will be held.** _____

Applicant Signature: _____

Printed Name: _____

Date: _____

The Port of Tillamook Bay (Port) may rent certain rooms to the public on an equitable basis, according to the attached Fee Schedule.

Authorization for Facility and Meeting Room Use

The General Manager is responsible for managing all Port facilities, including the meeting rooms. The General Manager or a duly authorized designee shall implement the policies outlined in this document.

The fact that a group or organization is granted permission to meet in the Port does not constitute endorsement of that group or organization by the Port, its policies or beliefs.

Policies Guiding the Use of a Meeting Room

1. No room shall be used for any purpose that would prevent, discourage or interfere with the operations of the Port.
2. Users of a meeting Room may be asked to leave if use is deemed disruptive or in any way contrary to Port policy.
3. Port staff may enter and remain in a meeting room at any time during a scheduled meeting.
4. Activities for minors must be supervised by responsible adults.
5. Permission to use the meeting room is not transferable by any individual or group whose application is approved.
6. No tape or pushpins can be used on walls.
7. No open flames allowed.
8. The applicant shall hold the Port of Tillamook Bay, its employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises.

Food / Alcohol / Smoking Regulations

1. **If a meal is served, please contact:**
Jaime Craig – EH Specialist @ the Tillamook County Health Centers – either by email (jcraig@co.tillamook.or.us) or by phone: (503) 842-3909 or Toll Free: (800) 528-2938
2. Smoking is NOT permitted inside Port's facilities. Smoking is not allowed in the Port of Tillamook Bay facilities or within 15 feet of a main entrance. It is the responsibility of the applicant to maintain compliance of this regulation by attendees.
3. Applicant serving alcohol beverages of any kind *must request the Manager's Approval* to do so at the time of the application
4. If approved by Management, applicant accepts the responsibility for the use of alcohol in the rental room and agrees to prohibit the use of alcohol by minors.
5. Applicants who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the Oregon Liquor Control Commission. Evidence of such permit must be presented at the time final payments is made.

These policies may be amended by the Port Board of Commissioners at any time.

Meeting Room User Responsibilities

1. An Application for Room Rental must be completed.
2. The sponsoring organization or lessee/individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition, and to returning the keys to the Port office. The Port may assess charges for damage or cleaning, as well as lost keys.
3. Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
4. It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Port facility and to further ensure that attendees observe the policies governing the public use of Port facilities and meeting room.
5. Port facilities and meeting room users agree to pay for any and all damages to Port property including, but not limited to walls, floors, grounds and furniture while the applicant is using a meeting room.
6. The key shall be checked out (signed for) only to the sponsor/lessee and shall be returned to the Port via drop box or directly to office staff. If the key is not returned, a fee for replacement will be charged.
7. A list of what is available (tables, chairs, speaker system) will be reviewed with the lessee and Port staff with the sponsoring organizer prior to the key being checked out. Additional rental charges for items may be applicable and will be noted on the form.

Applying for use of the Meeting Rooms

1. Applications for use of the rooms may be obtained at the Port office or from the Port website: www.potb.org. Completed forms may be mailed in with deposit checks (if applicable) or brought in person to office staff.
2. A signed, complete application may be received at the Port up to Six (6) months ahead of the requested date but not less than 72 hours prior.
3. The use of chairs and tables may be reserved, subject to availability. (No audio-visual equipment is available at this time.) An indication of these requirements must be made on the application form. Important: The persons using the room will be responsible for arranging these items, and then for stacking chairs and tables prior to departure and for otherwise leaving the room as they found it.
4. The General Manager, or designee, will approve or disapprove the application.
5. Cancellations should be made with as much time as possible for the Port to re-rent the room, but must be made at least 72 hours in advance. Room reservation fee may be forfeited.

Attachment A: Fee Schedule

Name: _____ Event Date: _____

The Commission Meeting Room (Building 19, Main Office)

The Commission Meeting Room is located in the Port Main Office (4000 Blimp Blvd. – Tillamook, OR 97141) and provides a facility for meeting on a wide variety of topics. The Commission Meeting Room is reserved in accordance with the following priorities, except that the Port has a preemptive right to use the Commission Meeting Room with a minimum of 10 business days’ notice to a previously scheduled group.

Capacity & Rules

1. The Room has seating options of 177 people stadium seating, 82 with tables and chairs and 248 standing-room only.
2. Use of the attached kitchen area is allowed for a fee. Recycle bins will be available.

This Policy may be amended by the Board of Commissioners at any time.

The Fee Schedule may be adjusted by the General Manager at any time.

Commissioner Meeting Room Fee Schedule

<u>User</u>	<u>Hours Needed</u>	<u>Rental Rate</u>	<u>Use of the Kitchen</u>	<u>Deposit *</u>
			\$25.00	
Private Party / Meeting	Up to 4 hours	\$35.00	Yes - No	No
Private Party / Meeting	Up to 6 hours	\$55.00	Yes - No	\$25.00
Private Party / Meeting	All Day	\$85.00	Yes - No	
Public Agency for use during Business Hours	Up to 4 hours	\$0.00	No charge	
	More than 4 hours	\$35.00	Yes - No	No
Public Agency Use for use After Business Hours		Varies - See Manager **		
* Deposit required only for Private Party / Meeting After Business Hours				
** POTB Manager - Michele Bradley - email @ mbradley@potb.org				

For your convenience – Number of Chairs and tables

Tables: - Rectangular: 8 Long (7’x2.5’) and 7 Short (5’x2.5’)

Chairs: - 80 chairs (will provide more if needed)

*******This fee schedule may change at any time*******

Staff Use only

Application Received Date: ____/____/____ by: _____

Application Approved: _____ or Denied: _____ by General Manager

Fee Schedule - **The Fee Schedule may be adjusted by the General Manager at any time.**

<u>User</u>	<u>Hours Needed</u>	<u>Rental Rate</u>	<u>Use of the Kitchen</u> <u>\$25.00</u>	<u>Deposit *</u>		<u>Total Due</u>
Private Party / Meeting	Up to 4 hours	\$35.00	Yes - No	No		\$
Private Party / Meeting	Up to 6 hours	\$55.00	Yes - No	\$25.00		\$
Private Party / Meeting	All Day	\$85.00	Yes - No	\$25.00		\$
Public Agency for use during Business Hours	Up to 4 hours	\$0.00	No charge			
	More than 4 hours	\$35.00	Yes - No	No		\$
Public Agency Use for use After Business Hours		Varies - See Manager **				
* Deposit required only for Private Party / Meeting After Business Hours						
** POTB Manager - Michele Bradley - email @ mbradley@potb.org						