

Airport Meeting Room

The Airport Meeting Room is located at the Airport office (5005 Hwy 101 S. Tillamook, OR 97141) and provides a facility for meetings.

The room has seating options of 40 people chair seating, 20 with tables and chairs, and 45 standing room only per the Fire Marshal.

Applying for use of the Airport Meeting Room:

Applications for use of the Airport Meeting Room may be obtained at the Port office or from the Port website: www.potb.org.

A signed application may be received at the Port no later than 72 hours prior to the meeting time requested.

The use of available chairs and tables is included and subject to availability.

Important: The people using the room will be responsible for arranging these items, leaving the room as they find it.

The Port Manager, or staff member, will approve or disapprove the application.

Cancellations must be made at least 72 hours in advance to be eligible for a refund of fees. (Minus nonrefundable deposits and/or fees)

The Port has a preemptive right to use the Community Room with a minimum of 10 days' notice to a previously scheduled group.

Rules Guiding the Use of the Airport Meeting Room:

The rental space shall not be used for any purpose that would prevent, discourage, or interfere with the operations of the Port.

Users of the rental space may be asked to leave if use is deemed disruptive or in any way contrary to Port rules.

Port staff may enter and remain on-site at any time during a scheduled meeting. Activities for minors, aged 17 and under, must be supervised by a responsible adult.

Permission to use the meeting room is not transferable by any individual or group whose application is approved.

No tape or pushpins can be used on walls.

No open flames allowed.

The user is responsible for providing directional signage for their event participants if multiple spaces are needed and rented during their event. The signage must be removed immediately following the event.

The applicant shall not hold the Port of Tillamook Bay, its employees, and agents for any claim of loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the Port.

The applicant shall inform the Port of any damage to the Port's property occurring during the use of the occupied meeting space as agreed, the applicant is responsible for all the damages, expenses, costs, and employee's wages, including attorney's fees, incurred by the Port or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

The Manager or designee shall implement the rules outlined in this document. The fact that a group or organization is granted permission to meet in the Port in no way constitutes endorsement by the Port or the Port rules or beliefs of that group or organization.

Available areas are the entrance, ADA restrooms, and event room. An additional Damage Deposit may be required, depending on the event.

This application is for the use of the meeting room only, not the use of the Pilot's Lounge, which is a public area, although it can be accessed for the use of the sink.

All private parties are required to have a Certificate of Insurance (COI) with the Port of Tillamook Bay listed as the certificate holder. You can get a COI from your liability insurance carrier by contacting your agent. If you are unable to obtain a COI, a \$500.00 check, or credit card number must be kept on file to cover any employee after-hours assistance, potential damage to POTB property and/or additional cleaning not covered by your deposit.

Building access is only allowed during the time specified on your application. Set-up & clean-up must be included in that time. If you need additional time, it must be arranged prior to the start of your event and may incur an additional charge. You are allowed access via the front doors. The premises are monitored by video surveillance in multiple locations.

PLEASE NOTE: GLITTER, CONFETTI, AND/OR POWDERS ARE NOT ALLOWED INSIDE THE BUILDING.

Food / Alcohol / Smoking Regulations:

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.

Smoking is NOT permitted within 15 feet of an entrance.
It is the responsibility of the applicant to maintain compliance with this regulation by attendees.

Applicants are not allowed to serve alcoholic beverages of any kind.

These rules may be amended by the General Manager of the Port of Tillamook Bay at any time.

Attachment A: Fee Schedule

Airport Meeting Room

<u>User</u>	<u>Hours Needed</u>	<u>Total Due</u>
Meeting	Up to 4 hours	Varies - See Manager
Public Agency - Meeting	Up to 6 hours	Varies - See Manager
Public Agency - Meeting	All Day	Varies - See Manager
Public Parties and Events for use during Business Hours Monday - Friday 8:30am -5:00pm	8:00 AM - 2:00 PM	\$175.00
	4:00 PM- 12:00 AM	\$175.00
Public Agency use for after business hours. POTB Manager - Michele Bradley		Varies - See Manager
Questions Email: events@potb.org		

Weekend and Holidays are full-day rentals ONLY.

Rental Fee: \$_____

Cleaning Fee: \$_____

Nonrefundable Reservation Fee: \$_____

Date Balance Owed By: _____

Remaining Balance: \$_____

I agree that the 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, a credit card on file, or a separate deposit check of \$500.00 will be held.

Applicant Signature: _____ Printed Name: _____ Date: _____