

# Officer's Mess Hall

6825 Officer's Row

Contact for Reservation: Sandra Neumiller

Phone: (503) 354-8051 Fax: (503) 842-3680

Email: [sneumiller@potb.org](mailto: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

### Other Area- other than the Main Event Room

Outside (grass)

### 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:**

**Seating** (Please select one, sample floor plans/set up following pages or provide a sketch of alternative set up request.):

- U-Shaped     Classroom     Theater (Chairs only)  
 Banquet     Discussion     Other (attached sketch)

|   |   | Yes                      | No                       |
|---|---|--------------------------|--------------------------|
| 1 | Will you need technology equipment?<br><i>Deposit of \$75.00 required</i>   |                          |                          |
|   | • Sound System & microphone   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | • Projector   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Is the event a private party?   |                          |                          |
| 3 | Is the event open to the general public?  |                          |                          |
| 4 | Are you selling anything, charging admission, or soliciting donations?<br><i>If yes, please describe:</i>                             |                          |                          |
| 5 | Are you serving or preparing food on site?<br><i>If yes, see "Room Rental Policy – pg. 3 Food / Alcohol / Smoking Regulations."</i>   |                          |                          |
| 6 | Are you <b>selling</b> wine, beer or liquor?<br><i>If yes, see "Room Rental Policy – pg. 3 Food / Alcohol / Smoking Regulations."</i> |                          |                          |
|   | <b>CREDIT CARD NUMBER WILL BE HELD</b>  |                          |                          |
| 7 | Are you <b>selling</b> wine, beer or liquor?<br><i>If yes, see "Room Rental Policy – pg. 6 Food / Alcohol / Smoking Regulations."</i> |                          |                          |

# Officer's Mess Hall Application



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## 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](mailto: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, rooms swept, etc. (removal of trash will only be applicable when meeting is free of charge). Initial \_\_\_\_\_

If the non-refundable cleaning deposit of \$100.00 doesn't cover the full cleaning, 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. Credit card information will have to be provided prior to getting access to the building. 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: \_\_\_\_\_

## Room Rental Policy

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](mailto: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](http://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 Officer's Mess Hall and Lobby (Building #5)**

#### **Capacity & Rules**

1. The Officer's Mess Hall is located at 6825 Officer's Row, Tillamook, OR 97141. The Mess Hall options are: 481 people standing room only; 344 stadium seating; 160 with tables and chairs per the Tillamook County Fire Marshal as of 3-2013. The main event area is 2,565 square feet.
2. Available areas are the entrance, lobby, ADA restrooms, event room, and table storage closet and servery kitchen.
3. An additional Damage Deposit may be required, depending on event.
4. A refundable deposit fee of \$75.00 is required for the use of the sound system.

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

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

| Event                                | Rental Rate | Cleaning Fee | Extra Room Rental | Wine Glasses | Black Tablecloth  |                          | Non-Refundable Deposit Applied to Total Cost - *3 | Date Deposit Received | Total Owed on Pickup of Key | Date Balance Received |
|--------------------------------------|-------------|--------------|-------------------|--------------|-------------------|--------------------------|---|-----------------------|-----------------------------|-----------------------|
|                                      |             |              |                   |              | Round \$8.00 Each | Rectangular \$12.00 Each |   |                       |                             |                       |
| All Day Rental                       | \$450.00    | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$150.00  |                       |                             |                       |
| 6 Hours Rental                       | \$200.00    | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$100.00  |                       |                             |                       |
| 3 Hours Rental                       | \$75.00     | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$50.00   |                       |                             |                       |
| Non-Profit Rental or Fundraiser - *1 | -           | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$25.00   |                       |                             |                       |
| Celebration of Life - *2             | -           | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$25.00   |                       |                             |                       |
| Public Meeting                       | \$50.00     | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$25.00   |                       |                             |                       |

\*1: At Manager's Discretion

\*2: Will depends on Private Insurance or paid by Applicant

\*3: Deposit Fees are due at time of Application Approval

- **Reservation rental fee will be deposited immediately by the Port. Full payment is due the day before the event.**
- **If a meal is served, the full \$100 cleaning fee will be assessed. No exceptions.**

## Amenities:

- \_\_\_\_\_ Non-improved rooms are available for a fee for meeting preparation, break out rooms, dressing-rooms, child care, etc. (**\$25.00 per extra room**)
- \_\_\_\_\_ Design for the Tables and Chairs setup will have to be turned in **no later than the prior week of the event**
- \_\_\_\_\_ Use of coffee pot (bring your own coffee, no filter required) - **no charge if cleaned after use**
- \_\_\_\_\_ Use of coffee mugs, water glasses and pitchers – **no charge if run in dishwasher**

## Information for your convenience

Dimensions: 55' L x 42' W

- Tables:
- 10 Round tables of 60" – seats 6-8 people
  - 8 Round tables of 72" – seats 8-10 people
  - 9 rectangular tables of 36"x 96"
  - 5 Bistro Tables of 30"

Chairs: - 120 brown chairs & approximately 75 extra folding black chairs

## Rectangular Tablecloths

7 - \$12.00 each

## Black Round Tablecloths

25 Large - \$10.00 each

5 Small - \$8.00 each

## Turquoise Linen available

Cost: depends on quantity needed

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

## **Staff Use only**

Application Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

Application Approved: \_\_\_\_\_ or Denied: \_\_\_\_\_ by General Manager

| Event                                | Rental Rate | Cleaning Fee | Extra Room Rental | Wine Glasses | Black Tablecloth  |                          | Non-Refundable Deposit Applied to Total Cost - *3 | Date Deposit Received | Total Owed on Pickup of Key | Date Balance Received |
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| Public Meeting                       | \$50.00     | \$100.00     | \$25.00           | \$25.00      |                   |                          | \$25.00   |                       |                             |                       |

|  |
|--|
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