



Park & Facility Rentals

Port of Bellingham
 PO Box 1677
 Bellingham, WA 98227-1677
 Phone: (360) 676-2500 Fax: (360) 594-4409
 Office Hours: 8:00 am – 5:00 pm, Monday through Friday

For reservations and scheduling information, call the Port's facility coordinator at 360-676-2500

DATE
DIVISION
STAFF INITIALS
RESERVATION #

USE/ACTIVITY INFORMATION

<input type="checkbox"/> PARK or OPEN SPACE AREA Zuanich Point Park Fairhaven Marine Park Tom Glenn Common	<input type="checkbox"/> CONFERENCE ROOM General Aviation Building	<input type="checkbox"/> SPECIAL EVENT, MEETING or GATHERING Bellingham Cruise Terminal Blaine Boating Center Squalicum Boathouse
NAME OF FACILITY:		
AREA/LOCATION/ROOM:		
DATE REQUESTED:		
TIME REQUESTED (Include setup, breakdown): FROM: TO: TOTAL HOURS REQUESTED:		
USE OPEN TO THE PUBLIC: <input type="checkbox"/> NO <input type="checkbox"/> YES NUMBER OF PEOPLE EXPECTED:		
DESCRIBE ACTIVITY:		
ADMISSION COLLECTED/SOLICITED? <input type="checkbox"/> NO <input type="checkbox"/> YES		
CONCESSIONS SOLD? <input type="checkbox"/> NO <input type="checkbox"/> YES NAME OF VENDOR:		
DO YOU PLAN TO SERVE FOOD? <input type="checkbox"/> NO <input type="checkbox"/> YES NAME OF CATERER:		
WILL ALCOHOL BE SERVED? <input type="checkbox"/> NO <input type="checkbox"/> YES		
WILL YOU BE USING THE FACILITY KITCHEN? <input type="checkbox"/> NO <input type="checkbox"/> YES		

USER INFORMATION

APPLICANT/ORGANIZATION:
CONTACT PERSON/PERSON IN CHARGE:
PHONE (W): PHONE (H): FAX:
ADDRESS: CITY: ZIP:

USER SIGNATURE

I am a duly authorized agent of the applicant. I understand that it is my responsibility to read the Public Space Use Policies and Procedures. As part consideration for the permission to use the above described Port of Bellingham facility, the applicant and I agree to comply with all Public Space Policies and Procedures as set by the Port of Bellingham. Further the applicant and I do hereby agree to release, indemnify and forever hold harmless the PORT OF BELLINGHAM, its commissioners, directors, officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicants admittance or activities at the facilities described above. The applicant and I do hereby agree to limit said activities to the specified and applicable Port of Bellingham facilities and will return the premises in a neat, clean and undamaged condition and further agree to reimburse the Port of Bellingham for any damage arising from the applicants use of said facilities. The applicant and I agree to abide by all lawful rules, codes, laws and regulations in connection with its use of the said premises. The applicant and I agree that during the use of the Ports facilities described above, we will not exclude anyone in the participation in, deny anyone the benefit of or otherwise subject anyone to discrimination because of the person's race, color, national origin, sex, religion, age or handicap. I have read and understand the foregoing. I have read and agree to comply with the rules listed on the reverse side of my copy of this application.

USER'S SIGNATURE: _____ **DATE:** _____

PORT OFFICE USE ONLY

<input type="checkbox"/> PRIVATE USE	<input type="checkbox"/> COMMUNITY USE	<input type="checkbox"/> GOVERNMENT USE	<input type="checkbox"/> HIGH IMPACT USE
USER FEES:	\$	Notes:	
DAMAGE DEPOSIT	\$		
ADDITIONAL EQUIPMENT	\$	Payments:	
PARK USE	\$	RECEIVED:	RECEIPT#
ADDITIONAL HOURS	\$	RECEIVED:	RECEIPT#
	\$	RECEIVED:	RECEIPT#
	\$	RECEIVED:	RECEIPT#
	\$		
	\$		
INSURANCE: <input type="checkbox"/> NO <input type="checkbox"/> YES	BANQUET PERMIT: <input type="checkbox"/> NO <input type="checkbox"/> YES	COMMUNITY ANNOUNCEMENT: <input type="checkbox"/> NO <input type="checkbox"/> YES	

Park and Facility Rules

1. Port parks and facilities are available for interim use when ever possible and with out conflict with general public access and or Port operations. The Port retains the right to cancel any scheduled use in the event of an emergency or other Port requirement.
2. The person applying must be of legal age to be responsible for payment of fees, deposits, losses caused by damage, theft and for obtaining any additional required local, state or federal permits.
3. Parks and facilities can be reserved up to 12 months in advance of the date of the intended use. Applications must be made a minimum of least 3 days in advance. Applications made within 3 days of use will be considered on a case-by-case basis. During a twelve-month period, a maximum of 3 applications are allowed by the same individual and/or entity for separate uses of public spaces for events or meetings scheduled to be held on Fridays, Saturdays and Sundays. Submittal of an application is not a confirmation of use. Applications shall be reviewed and can either be accepted, limited or denied.
4. All scheduling must be confirmed by port staff. Payment of the required security deposit must be made at the time of application. The remainder of the use fees and minimum refundable damage deposit are due at least 10 business days prior to use. Payments may be made in either cash, check or money order. Acceptance of credit cards is not available in all locations. **MAKE CHECKS PAYABLE TO: PORT OF BELLINGHAM. No reservations are confirmed until after the application is signed, payment of security deposit made and review of application and scheduling completed by port staff.**
5. **TO RECEIVE A FULL REFUND** applicants shall notify the Port of any cancellation not less than 20 business days in advance of the reserved date. Fifty percent of the security deposit will be refunded if cancellation is not less than 10 business days in advance of the reserved date. Applicants shall not be charged for the first request to reschedule. However, multiple schedule changes will be charged a rescheduling fee of \$25.00 per time or date change.
6. Parks and open spaces are not intended for private uses. Parks and open spaces may not be closed to general public access without the express written permission of the Port.
7. All activities shall be conducted in a civil manner consistent with community standards and Port policies. Individuals or groups being disruptive or causing damage may be asked to leave and or denied subsequent use of facilities. Applicants providing false or misleading information as to the type of use/activity may also be denied subsequent use of facilities.
8. Applicants who plan to serve alcohol must obtain permission from the Port prior to use. In addition, applicants are required to obtain a banquet permit and insurance naming the Port as an additional insured in amount and with an insurer satisfactory to the Port. Copies of the insurance certificate and banquet permit must be provided to the Port not less than 10 business days prior to use. Applicants who plan on using a caterer for their event must have their caterer complete and sign a Catering *and Food Service Form*, available at the office of the Port's events coordinator. Documentation verifying the caterer's banquet permit, license and insurance must be included with the Catering *and Food Service Form*.
9. Applicants who plan to have music must obtain permission from the Port prior to use. Applicants desiring to have music in outdoor areas may be asked to obtain sound or noise permit from appropriate local authorities.
10. Applicants are responsible for providing or making arrangements for any special needs or equipment for their activity. Any activity requiring site preparation or setup of equipment or furniture requires prior permission from the Port. Signs advertising or promoting the event are not permitted without prior permission from the Port.
11. Applicants shall be responsible for the security of all personal items of persons affiliated with renting any park or facility. The Port of Bellingham is also not responsible for the security of applicant's attendees. The Port may, however, require applicants to obtain security acceptable to the Port depending on the type of activity or use. Costs incurred to acquire security shall be the responsibility of the applicant. An extra fee for security shall be charged should the Port arrange this service.
12. Use of parks and facilities is conditioned upon the return of the premises to a neat, clean and undamaged condition. To avoid addition cleanup charges, which may be deducted from the minimum refundable damage deposit, **CLEANUP MUST BE COMPLETED WITHIN THE USE PERIOD. CLEANUP MAY NOT EXCEED THE MIDNIGHT CLOSE TIME.** If the damage or cleanup exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within 15 days of receiving an invoice.

Properly dispose of all trash, debris and or litter.

Be sure to remove all decorations. (No tacks, nails, staples or tape is to be used on walls.)

Check: Floors, walls, stairwells, handrails.

Clean up any spills.

Return furnishings to pre-activity placement.

The above rules are explained in detail in the "Public Space Use Policies and Procedures". Additional public space use standards and policies are also contained in the Public Space Use Policies and Procedures. It is the responsibility of applicants to read the Public Space Use Policies and Procedures. In addition, it is the applicants' responsibility to ensure that their guests and caterer adhere to all of the policies and procedures.