



Facility Rental Checklist

Confirm your reservation

A non-refundable deposit of 50% of the total room charge along with the rental application will confirm your reservation. We appreciate a payment by check or cash but will accept a credit card if necessary. The remaining balance, including the refundable damage deposit, is due no later than 10 business days prior to your event. Be sure that you include the type of event, number of attendees, and indicate if you will be serving food and/or alcohol.

Insurance requirements for serving food and alcohol

Alcohol

The insurance certificate is required for all events serving alcohol. (See insurance information below.)

Food

Insurance is not required for events without alcohol and that are catered by someone on our “pre-qualified” list; all of the listed caterers have their insurance policy on file with the Port. Simply indicate the caterer you have chosen on your rental application, or phone us and we will enter it on your records. (“Pre-Qualified Caterers” list available on website or from our office.)

If you choose to self-cater, or opt to use the services of a caterer that is not on the Port of Bellingham’s Pre-Qualified Caterers list, you need to obtain a Certificate of Liability Insurance policy in the amount of one million dollars naming the Port of Bellingham as an additional insured.

Insurance information

Some insurance carriers issue a single-day rider on the applicant’s homeowner/rental insurance policy. Another option is to purchase event insurance. Here are just a few sites to choose and compare from: www.wedsafe.com, www.theeventhelper.com, www.directevent.me

Final payment and remaining paperwork

The following items are due no less than 10 business days prior to your event:

- Final payment including refundable damage/cleaning deposit (payment by check or cash is appreciated)
- Day of Event Form to indicate open & close times (available on web site)
- Certificate of liability insurance

Refund of damage/cleaning deposit after the event

The damage/cleaning deposit is refunded 10-14 business days after an event. To receive a full damage deposit refund customers must return the rental facility to a neat, clean and undamaged condition. To avoid addition clean-up charges, which may be deducted from the minimum refundable damage deposit, clean-up must be completed within the use period. Clean-up may not exceed the midnight close time.

For additional information please contact the Meetings and Events office at (360) 676-2500 or visit the Port’s website at www.portofbellingham.com and go to “Community and Environment”.