



**PORT OF BELLINGHAM**  
*Washington State*

**Day of Event Form**

Please fill out this form & **RETURN 2 WEEKS PRIOR** to your event.  
Meetings & Events: (360) 676-2500

Name/Organization: \_\_\_\_\_

Facility: \_\_\_\_\_ Event Date: \_\_\_\_\_

Open/Close Contact & (cell) phone: \_\_\_\_\_

- I will meet Port staff at \_\_\_\_\_ for the building to be opened.
- I anticipate having the building properly cleaned and vacated by \_\_\_\_\_.  
(no later than 12 a.m.)
  - DO NOT LEAVE THE BUILDING UNATTENDED! If you are done prior to your scheduled closing time you are required to call Port staff to lock the building prior to your departure.
  - Make sure all set up & tear down time is included in your open/close times.
  - Failure to be present at your stated open time may result in an additional call out fee.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment Available For Your Use**

\*Set up and tear down is the renter's responsibility

**Blaine Boating Center**

All furniture available for customer use

8' Rectangular Tables (10)

Chairs (65)

Podium

TV

**PORT FURNITURE MAY NOT BE USED OUTSIDE**