



# Park & Facility Rentals

Port of Bellingham  
 PO Box 1677  
 Bellingham, WA 98227-1677  
 Phone: (360) 676-2500  
 Email: events@portofbellingham.com

DATE
RESERVATION #
STAFF INITIALS

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

## USE/ACTIVITY INFORMATION

<input type="checkbox"/> <b>PARK or OPEN SPACE AREA</b> Zuanich Point Park Tom Glenn Common Fairhaven Marine Park	<input type="checkbox"/> <b>CONFERENCE ROOM</b> Conference Rm B/BCT	<input type="checkbox"/> <b>SPECIAL EVENT, MEETING or GATHERING</b> Bellingham Cruise Terminal Blaine Boating Center Squalicum Boathouse
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NAME OF FACILITY: \_\_\_\_\_

AREA/LOCATION/ROOM: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

TIME REQUESTED (Include setup, breakdown): FROM: \_\_\_\_\_ TO: \_\_\_\_\_ TOTAL HOURS REQUESTED: \_\_\_\_\_

USE OPEN TO THE PUBLIC:  NO  YES NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

DESCRIBE ACTIVITY: \_\_\_\_\_

DO YOU PLAN TO SERVE FOOD?  NO  YES NAME OF CATERER: \_\_\_\_\_

WILL ALCOHOL BE SERVED?  NO  YES

## USER INFORMATION

APPLICANT/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON/PERSON IN CHARGE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ 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, to the extent permitted by law, 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 applicant's 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. **I understand that the initial payment (50% of the total room rental) is non-refundable.**

**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
<b>USER FEES:</b>	\$	<b>Notes:</b>	
DAMAGE DEPOSIT	\$		
PARK USE	\$	<b>Payments:</b>	
ADDITIONAL HOURS	\$	RECEIVED:	RECEIPT#
HIGH IMPACT FEE	\$	RECEIVED:	RECEIPT#
		RECEIVED:	RECEIPT#
		RECEIVED:	RECEIPT#
INSURANCE: <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 whenever possible and without 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. Reservations made more than 12 months in advance of the month of the intended use may be subject to rate increase. 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. A non-refundable deposit of 50% of the total room fee 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 cash, check, money order or credit card. **Make checks payable to Port of Bellingham. No reservations are confirmed until after the application is signed, payment of non-refundable security deposit made and review of application and scheduling completed by port staff.**
5. **To receive a partial refund** (any payments made in addition to the non-refundable security deposit), applicants shall notify the Port of any cancellation not less than 20 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. (Please refer to Policy and Procedure Manual)
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 and/or choose to self-cater or opt to use the services of a caterer that is not on the Port of Bellingham's Pre-qualified Caterer's list are required to obtain a Certificate of Liability Insurance in the amount of one million dollars naming the Port of Bellingham as additional insured. A copy of the certificate must be provided to the Port not less than 10 business days prior to use.  
  
Applicants who choose a caterer from the Port's Pre-qualified Caterers list are not required to obtain the additional liability insurance unless serving alcohol.
9. Applicants desiring to have music in outdoor areas must obtain permission from the Port prior to use.
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.
  - **Check:** Floors, walls, stairwells, handrails. Clean up any spills.
  - **Properly dispose of all trash, debris and or litter.**
  - **Be sure to remove all decorations. Not allowed: tacks, nails, staples, duct tape, glitter, confetti, rice, birdseed or helium balloons. Release of helium balloons is not permitted on Port property.**
  - **Return furnishings to pre-activity placement.**
  - **Port furniture and equipment is not allowed outside facility.**

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.