

Date Received: _____
By: _____
Port Manager Initials: _____

Approved Denied

4000 Blimp Boulevard, Suite 100
Tillamook, OR 97141
www.potb.org/meeting-event-space
Main Office: 503-842-2413
Event Coordinator Direct Line: 503-354-8051
Email: events@potb.org



Facility Rental Application

**By completing this Facility Application, you are agreeing that you have been provided with the Room Rental Policy, and Fee Schedule, and will adhere to all rules, policies, and agreements as described.

Contact Information:

Applicant Printed Name: _____

Organization Name: _____

Applicant is: Individual Corporation Non-Profit

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event Details:

Facility Requested: Conference Room Officers Mess Hall Tillamook Air Museum Airport Conference Room

Date / Dates of Event:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Entry Time: _____ Exit Time: _____

Reason for rental:

Private Party Open to General Public

Estimated Maximum Attendance: _____

Charging Admission? Yes No
Selling Anything? Yes No
Soliciting Donations/Fundraising Yes No
Serving/Preparing/Selling Food on site? Yes No
Serving/Preparing/Selling Alcohol on site? Yes No

Application Signature: _____

Date: _____