

Air Museum Event Area

The Tillamook Air Museum 6030 Hangar Rd. Tillamook OR 97141

Available areas are the outdoor designated area and the open tented areas in the museum.

Applying for use of the Air Museum Event area:

Applications for use of the Air Museum event space may be obtained at the Air Museum or from the Port website: www.potb.org.

A signed application may be received no later than 72 hours before the requested event time.

The use of available chairs and tables is included in the reservation.

The Air Museum Director, or staff member, will approve or disapprove the application.

Cancellations must be made at least 72 hours in advance to be eligible for a refund of fees. (Minus nonrefundable deposits and/or fees)

Rules Guiding the Use of the Air Museum Rental Space:

The rental space shall not be used for any purpose that would prevent, discourage, or interfere with the operations of the Museum.

Users of the rental space may be asked to leave if use is deemed disruptive or in any way contrary to Port rules.

Port and or Museum staff may enter and remain on-site at any time during a scheduled event.

Activities for minors, aged 17 and under, must be supervised by a responsible adult.

Permission to use the event area is not transferable to any individual or group.

All outside equipment and decorations must be approved by the Museum Director prior to the event (s).

Open flames are NOT allowed at any time.

Users shall not hold the Air Museum, its employees, and agents for any claim of loss, or liability arising out of or related to the applicant's use of the premises.

Rented Space User Responsibilities:

The user shall not hold the Port of Tillamook Bay its employees, and agents for any claims, including any such claim, loss, or liability which may be caused by or contributed to in whole or in part by the Port.

The user shall inform the Port of any damage to the Port's property occurring during the use of the occupied meeting space as agreed, the user is responsible for all the damages, expenses, costs, and employee's wages, including attorney's fees, incurred by the Port or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the user's use of the premises.

The Director or designee shall implement the rules outlined in this document. The fact that a group or organization is granted permission to meet in the Port in no way constitutes endorsement by the Port or the Port rules or beliefs of that group or organization.

The user is responsible for providing portable heaters, fuel, and personnel to operate and maintain the heaters during their event. All heaters have special rules and restrictions when used during an event at the museum. Check with the Museum Director for restrictions.

The user is responsible for providing their own WIFI boosters to boost internet signal and usage during their event if the desired area is outside of the Air Museum's current WIFI range.

The user is responsible for providing directional signage for their event participants if multiple spaces are needed and rented during their event. The signage must be removed immediately following the event.

The user is responsible for providing additional lighting, electrical cords, electrical pods, and floor protectors during the event.

The use of chairs, tables, podium, and stage may be reserved, subject to availability. An indication of these requirements must be made in the application form. Important: The person(s) using the space will be responsible for arranging these items, and then for stacking chairs prior to departure and for otherwise leaving the space as they found it.

All private parties are required to have a Certificate of Insurance (COI) with the Port of Tillamook Bay listed as the certificate holder. You can get a COI from your liability insurance carrier by contacting your agent. If you are unable to obtain a COI, a \$500.00 check, or credit card number must be kept on file to cover any employee after-hours assistance, potential damage to POTB property and/or additional cleaning not covered by your deposit.

Food / Alcohol / Smoking Regulations:

If a meal is served, please contact: Jaime Craig – EH Specialist @ the Tillamook County Health Centers – either by email (jcraig@co.tillamook.or.us) or by phone: (503) 842-3909 or Toll Free: (800) 528-2938.

Smoking is NOT permitted within 15 feet of an entrance, structure, tent, or exhibits. It is the responsibility of the applicant to maintain compliance with this regulation by attendees.

Applicants serving alcohol beverages of any kind must request the Directors approval to do so at the time of the application. If approved by management, the applicant accepts responsibility for the use of alcohol in the rental room and agrees to prohibit the use of alcohol by minors.

Applicants who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the Oregon Liquor Control Commission. Evidence of such a permit must be presented at the time final payments are made.

These rules may be amended by the General Manager of the Port of Tillamook Bay at any time.

Attachment A: Fee Schedule

Tables: 4 rectangular tables of 36"x 92" Museum tables used: Yes or No
Chairs: 50 brown chairs folding chairs Museum chairs used: Yes or No
Podium: 1 black TAM logo podium Podium used: Yes or No
Stage: 1 black wooden stage Stage used: Yes or No

USER	HOURS NEEDED	DEPOSIT	RENTAL COST	CLEANING FEE	TOTAL COST
		REFUNDABLE UP TO 20 DAYS PRIOR TO EVENT DATE, NON-REFUNDABLE THEREAFTER	NON-REFUNDABLE FEE NOT INCLUDED	NON-REFUNDABLE	
PRIVATE PARTY OR EVENT	UP TO 3 HRS	\$275.00	\$600.00	\$175.00	\$1050.00
	UP TO 6 HRS	\$300.00	\$900.00	\$175.00	\$1375.00
	ALL DAY	\$350.00	\$1200.00	\$175.00	\$1725.00
SETUP & CLEANING FEE	UP TO 3 HRS	N/A	\$240.00	N/A	\$240.00
	UP TO 6 HRS	N/A	\$480.00	N/A	\$480.00
	ALL DAY	N/A	\$600.00	N/A	\$600.00

**Rate includes 1 staff member from the museum for general assistance during the event.

Rental Fee: \$ _____
 Cleaning Fee: \$ _____
 Nonrefundable Reservation Fee: \$ _____
 Date Balance Owed By: _____
 Remaining Balance: \$ _____

I agree that the Port of Tillamook Bay will not be held liable for injuries to person or property that results from the Activities described above. I will either provide insurance, a credit card on file, or a separate deposit check of \$500.00 will be held.

Applicant Signature: _____ Printed Name: _____ Date: _____