

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

Weekend and Holidays are full-day rentals ONLY.

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date and Entry Time: \_\_\_\_\_ Date and 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: \_\_\_\_\_