

The Conference Room (Building #19, Main Office)

The Conference Room is in the Port Main Office (4000 Blimp Blvd – Tillamook, OR 97141) and provides a facility for meetings and events.

The Room has seating options of 65 people chair seating, (8) rectangular 7' x 2.5', (5) 5' x 2.5' with tables and chairs, and 85 max standing room only per the Fire Marshal.

Applying for use of the Conference Room:

Applications for use of the Conference Room may be obtained at the Port office or from the Port website: www.potb.org.

A signed application must be received no later than 72 hours prior to the meeting time requested.

The use of available chairs, tables, and the kitchen area is included in the rental.

Important: The people using the room will be responsible for setting up the tables and chairs, otherwise leaving the room as they find it.

The Port Manager, 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)

The Port has a preemptive right to use the Conference Room with a minimum of 10 days' notice to a previously scheduled group.

Rules Guiding the Use of the Conference Room:

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

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

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

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

Permission to use the meeting room is not transferable to any individual or group.

No tape or pushpins can be used on walls.

No open flames allowed.

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 applicant shall not hold the Port of Tillamook Bay, its employees, and agents for any claim of loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the Port.

The Conference Room is designed for meetings and conferences and can be used for gatherings such as small parties, bridal, and baby showers. For larger parties such as reunions, birthday parties, memorials, and weddings please refer to the Officers Mess Hall.

The applicant shall inform the Port of any damage to the Port's property occurring during the use of the occupied meeting space as agreed, the applicant 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 applicant's use of the premises.

The Manager 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 policies or beliefs of that group or organization.

Available areas are the entrance lobby, ADA Restrooms, event room, and the kitchen area. An additional Damage Deposit may be required, depending on the event.

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 potential damage to POTB property and/or additional cleaning not covered by your deposit.

Building access is only allowed during the time specified on your application. Set-up & clean-up must be included in that time. If you need additional time, it must be arranged prior to the start of your event and may incur an additional charge. You are allowed access via the front and rear doors of the building and along the main hall. Do not go down the side halls as it may disturb tenants conducting business in their offices. Do not leave the building unattended and unlocked at any time. The premises are monitored by video surveillance in multiple locations.

PLEASE NOTE: GLITTER, CONFETTI, AND/OR POWDERS ARE NOT ALLOWED INSIDE THE BUILDING.

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.
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 Manager's 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

Event	Rental Rate	Cleaning Fee	Non- Refundable Reservation Fee	Total Amount Due
All Day Rental	\$250.00	\$75.00	\$150.00	
Holidays and Weekends are Full Day Rentals ONLY	\$250.00	\$75.00	\$150.00	
Monday – Friday 8:00 AM – 2:00 PM Public Agencies use ONLY	Varies- See Manager	Varies- See Manager	Varies- See Manager	
Monday – Friday 4:00 PM- 12:00 AM	\$150.00	\$75.00	\$150.00	
Non-Profit Rental or Fundraiser	Varies- See Manager	\$75.00	\$150.00	
Celebration of Life	Varies- See Manager	\$75.00	\$150.00	
Public Agency use after business hours. Monday – Friday 8:30 AM -5:00 PM	Varies- See Manager	Varies- See Manager	Varies- See Manager	

POTB Manager - Michele Bradley

Questions Email: events@potb.org

Weekend and Holidays are full-day rentals ONLY.

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: _____