



**PORT OF BELLINGHAM**  
*Washington State*

**Day of Event Form**

Please fill out this form & **RETURN 2 WEEKS PRIOR** to your event.

Email: [Events@portofbellingham.com](mailto:Events@portofbellingham.com)

Fax 360-671-6411

**Opening Information**

Name of Facility: \_\_\_\_\_ Event Date: \_\_\_\_\_

Please have Port staff meet me at \_\_\_\_\_ to open building and go over details.

Name & cell number of person to meet Port staff for open: \_\_\_\_\_

**Closing Information**

Please plan to have Port staff meet me at \_\_\_\_\_ to check out and close building.

Name & cell number of person to check out with Port staff: \_\_\_\_\_

DO NOT LEAVE THE BUILDING UNATTENDED!!

If you are done prior to your scheduled closing time you are required to call Port staff to lock the building prior to your departure.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Available Equipment**

**Squalicum Boathouse**

- 60" Round Tables (12)
- 6' Rectangular Tables (10)
- 8' Oval Table & 3'x3' Small Foyer Table
- Chairs (130)
- 8' Classroom Tables (10)
- 4 Trashcans & 3 Recycle Bins
- Brooms & Mop w/ Bucket

**Please check items for use (no fee)**

- Coffee Maker \_\_\_\_\_
- Audio Cord \_\_\_\_\_
- Wireless Mic \_\_\_\_\_
- Podium \_\_\_\_\_
- Screen \_\_\_\_\_
- WiFi (password: POBFTW225)

**Bellingham Cruise Terminal**

- 60" Round Tables (30) # \_\_\_\_\_
- 6' Rectangular Tables (16) # \_\_\_\_\_
- Chairs (230)
- 6' Classroom Tables (14)
- 8 Trashcans & 3 Recycle Bins
- 2 Vacuum Cleaners
- Brooms & Mop w/ Bucket

**Available to Rent + State tax**

- White Garden Chairs 2.00 ea.
- Cocktail Tables 15.00 ea.
- TV Monitor \$50.00
- Projector \$50.00

