



Day of Event Form

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

Email: Events@portofbellingham.com

Fax 360-671-6411

Name of Facility: _____ Event Date: _____

Contact Information

Name & cell number of Person in Charge (PIC) to check in and out with Port Staff:

Please have Port staff meet PIC at (time): _____ to open building and go over details.

Please plan to have Port staff meet PIC at (time): _____ to check out and close building.

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

Bellingham Cruise Terminal

60" Round Tables (30)
6' Rectangular Tables (16)
Chairs (200)
6' Classroom Tables (14)
8 Trashcans & 3 Recycle Bins
2 Vacuum Cleaners
Brooms & Mop w/ Bucket

Available to Rent : Prices include Tax

_____ White Garden Chairs (\$2.18/chair) 120/SBH -200/BCT
_____ Cocktail Tables (\$16.35/table) 10 @ SBH and BCT
_____ TV Monitor (\$54.50)
_____ Projector (\$54.50)
_____ Dance Floor (\$545.00) **BCT only**
Specify Dance Floor dimensions in 3' increments
e.g. 15' x 21' or 18'x 18'
Maximum dimension is 21' x 21'

Please check items for use (no fee)

Coffee Maker _____
Audio Cord _____
Wireless Mic _____
Podium _____
Screen _____
WiFi (password: POBFTW225)