



PORT OF BELLINGHAM
Washington State

Day of Event Form

Please fill out this form & **RETURN 2 WEEKS PRIOR** to your event.
Meetings & Events: (360) 676-2500

Name/Organization: _____

Facility: The Fishermen's Pavilion Event Date: _____

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

- I will meet Port staff at _____ for the building to be opened.
- I anticipate having the building properly cleaned and vacated by _____.
(no later than 12 a.m.)
 - 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.
 - Make sure all set up & tear down time is included in your open/close times.
 - Failure to be present at your stated open time may result in an additional call out fee.

Customer Signature: _____ Date: _____

Available Equipment

60" Round Tables (12)
6' Rectangular Banquet Tables (22)
Chairs (80)
Picnic tables (8)
4 Trashcans, brooms and dust pan

Set-up and tear-down/clean-up is the customer's responsibility