



**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

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 (230)
- 6' Classroom Tables (14)
- 8 Trashcans & 3 Recycle Bins
- 2 Vacuum Cleaners
- Brooms & Mop w/ Bucket

**Available to Rent**

- # \_\_\_\_\_ White Garden Chairs (\$2+tax/chair) 140/SBH - 200/BCT
- # \_\_\_\_\_ Cocktail Tables (\$15+tax/table) 10 @ SBH and BCT
- \_\_\_\_\_ TV Monitor (\$50+tax)
- \_\_\_\_\_ Projector (\$50+tax)
- \_\_\_\_\_ Dance Floor (\$500+tax) **BCT only**
- Specify Dance Floor dimensions in 3' increments
- \_\_\_\_\_ e.g. 15' x 21' , 18'x 21' , 18'x18'
- Maximum dimension is 21' x 21'

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

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