



## Meeting Room Rental Agreement

Date of Request: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date(s) Room Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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Meeting Room (maximum of 49 people) Full Day (8:00am – 8:00pm)

Description of Event: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

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Meeting Room Rental Rate - \$50 per day X \_\_\_\_ days = \$ \_\_\_\_\_

Meeting Room Table Set-Up to be performed by Renter

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**I agree to the General Use Meeting Room Rental Regulations listed on the reverse side.**

Authorized Signature: \_\_\_\_\_

*Cancellations received less than one week in advance will be subject to full rental fee.*

# General Use Meeting Room Rental Regulations

## Conditions for use

1. No A/V equipment is provided. No Internet and Wi-Fi provided. All catering needs must be coordinated and paid for by the Renter directly with the caterer.
2. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the POBH and its staff are not responsible for payment, acceptance and/or signatures.
3. A deposit equal to the meeting room rental charge will be collected for facility rentals. The deposit will be refunded if the facility is left clean and the table and chair arrangement is put back in its original order and all furnishings are undamaged. The deposit will be non-refundable for any cancellations within one week of the meeting date.
4. All facility rentals require a valid government issued ID and a valid credit card.
5. Any program/event held in the meeting room is expressly not sponsored, endorsed or in any manner affiliated with the Port of Brookings Harbor.
6. POBH may require the Renter to furnish a certificate of insurance to cover any liability incurred by Renter's use of the facility.
7. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
8. All Federal, State and local laws and regulations must be observed at all times.
9. The Renter assumes all responsibility for the actions of their guests and shall not allow any unlawful or disruptive activities or behavior. The event must be supervised by the Renter during the entire period of use.
10. Renter agrees to not use staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
11. Users must keep all equipment clean and free from damage, including damages caused by food or drink.
12. Violation of any of the room use regulations may result in the loss of the room use in the future.
13. Renter agrees that no alcoholic beverages may be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the Oregon Liquor Control Commission (OLCC).
14. Proof of liability and property insurance with Port additional insured.

## Liability Terms

**RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS THE PORT OF BROOKINGS HARBOR, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND AGENTS FROM ANY AND ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.**

- A. Renter is responsible for any loss or damage to the meeting room, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by POBH.
- B. POBH will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond POBH's control.
- C. POBH is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

If all guidelines are not followed, the Port has the right to cancel the rental contract and deny any future requests for room rental to the applicant.

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Please fill out and this form and return to POBH. We will contact you within 24 hours of receipt to confirm the availability.

**16330 Lower Harbor Road, P.O. Box 848, Brookings, OR 97415**

**541-469-2218 (P) • 541-359-3999 (F)**

**Board Approved July 16, 2019**

**danielle@portofbrookingsharbor.com**