Port of Walla Walla Walla Regional Airport Terminal Building Community Meeting Rooms

(Location: 45 Terminal Loop Rd., Walla Walla)

RESERVATION FORM

Port of Walla Walla Office, 310 A Street, Walla Walla, WA 99362-2269 Phone: (509) 525-3100, Fax: (509) 525-3101

E-mail: km@portwallawalla.com, Web Site: www.portwallawalla.com

Conference Rooms are available during Port of Walla Walla business hours. Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding Holidays.

Name of Organization:					
Address:					
Representative:	Pho	Phone:			
Person in charge:		Phone (w):			
Phone (h):	Cell:	Fax:			
Meeting Room Layout: Chairs a room.	and tables are provided and	it is your responsibility to set up the			
Mill Creek Room-30 ft. x 18 ft.	Blue Mountain Room-30	ft. x 54 ft. Combined Room-30 ft. x 72 ft.			
Room Capacity 28	Room Capacity 101	Room Capacity 138			
□ Chairs Only Max: 24 chairs Chairs	□ Chairs Only Max: 100 chairs Chairs	□ Chairs Only Max: 136 chairs Chairs			
□ Chairs & Tables: Max: 12 chairs and 6 tables Chairs & Tables	☐ Chairs & Tables: Max: 64 chairs and 32 t Chairs & Ta				
Conference Rooms are available Friday, 8:00 a.m. to 5:00 p.m. ex	_	a business hours. Monday through			
Date of use:					
Reservation time:	a.m./p.m. to	a.m./p.m.			
Purpose of use:					

Estimated attendance:

Fixed Meeting Room Equipment:

Each meeting room has a ceiling mounted roll down screen and a wall mounted reversible writing and tac boards. Wi-Fi is for conference room use only. Username:

Portable Meeting Room Equipment (check items needed):

☐ Sound system – Only in Blue Mountain Room					
☐ Lapel microphone – Only in Blue Mountain Room					
☐ Hand microphone – Only in Blue Mountain Room					
□ LCD projector – ceiling mounted in the Blue Mountain Room only					
□ Speakerphone for conference calls – Only in Blue Mountain Room & Local Calls					

Fee Schedule Per Day:

<u>Users</u>	Mill Creek Room		Blue Mountain Room		Combined Rooms	
	Less than	More than	Less than	More than	Less than	More than
	4hrs.	4hrs.	4hrs.	4hrs.	4hrs.	4hrs.
□ Port/Airport Tenants	□ \$110	□ \$128	□ \$122	□ \$145	□ \$151	□ \$168
□ Local, State, Federal	□ \$122	□ \$145	□ \$133	□ \$156	□ \$162	□ \$180
Government						
□ Not For Profit Businesses	□ \$122	□ \$145	□ \$133	□ \$156	□ \$162	□ \$180
& Groups						
☐ For Profit Businesses	□ \$156	□ \$174	□ \$174	□ \$191	□ \$232	□ \$260
☐ Tuition/Fee Based	□ \$156	□ \$174	□ \$174	□ \$191	□ \$232	□ \$260
Organizations						
Additional Cleaning Fee	If left exceptionally unclean or spillage, at the discretion of Port staff, an \$85					
	clean up fee will be assessed.					
Cancellation Fee	50% of rental fee, if cancelled less than 7 days prior to room use.					

Rules and Regulations:

- 1. The consumption and presence of alcohol is not permitted unless authorized by the executive director. If approved, you will need to apply for a banquet permit through Washington State Liquor and Cannabis Board.
- 2. The meeting rooms will be nonsmoking at all times.
- 3. The meeting rooms may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition as provided in RCW 42.17.130.
- 4. The meeting rooms shall not be used to sell products or services.
- 5. The Port reserves the right to deny or cancel any use when such use, or meeting, may in any way be determined to be prejudicial to the best interest of the Port of Walla Walla, as determined in its sole discretion, or violation of any local, state or federal law.
- 6. Authorization for use shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes they represent.
- 7. Conventions will not be held in the meeting room unless authorized user can demonstrate that local private facilities are not available.
- 8. In the event that property loss or damage is incurred during such use of occupancy of community meeting rooms(s), the amount of damages shall be determined by the Port and a bill presented to the group using the facilities.

- 9. As part consideration for the permission to use the facilities the undersigned hereby agrees to indemnify, defend and hold harmless the Port of Walla Walla, its directors, Commissioners, officers, employees and agents from any and all liability, demands, damages, losses, and expenses arising out of the use of said facility by the undersigned user group. If any party shall retain the service of an attorney or commence any action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover their costs and attorney fees.
- 10. Violation of these rules and regulations will result in the Port of Walla Walla refusing to make the

community meeting roo	oms available to that grou	p and/or individual.	S		
Food/Beverage Service:					
	-	to pick up the remaining food	d, beverages and		
Caterer		Menu			
	•	and understand the Port of N hedule and this Indemnifica			
Dated this day of	· · · · · · · · · · · · · · · · · · ·				
Responsible Individual					
•	Name	Title			
Address					
Company	City	State	Zip		
Billing Address (if differen	t from above)				
the user. Reservation form	med until a Port represent requests can be made via completed for each time u	tative has signed and returned a fax, e-mail, Port web site or sed. Reservation requests mu	in person. A		
	Name	Title	Date		

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