

**Port of Walla 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: bh@portwallawalla.com, Web Site: www.portwallawalla.com

Name of Organization: _____

Address: _____

Representative: _____ Phone: _____

Person in charge: _____ Phone (w): _____

Phone (h): _____ Cell: _____ Fax: _____

Meeting Room Layout (check one):

Mill Creek Room-30 ft. x 18 ft.

- Layout #1-Capacity = 12
- Layout #2-Capacity = 16
- Layout #3-Capacity = 18
- Layout #4-Capacity = 28
- Layout #5-Capacity = 18

Blue Mountain Room-30 ft. x 54 ft.

- Layout #1-Capacity = 32
- Layout #2-Capacity = 54
- Layout #3-Capacity = 40
- Layout #4-Capacity = 101
- Layout #5-Capacity = 48

Combined Room-30 ft. x 72 ft.

- Layout #6-Capacity = 48
- Layout #7-Capacity = 72
- Layout #8-Capacity = 78
- Layout #9-Capacity = 138
- Layout #10-Capacity = 72

Date of use: _____

Reservation time: _____ a.m./p.m. to _____ a.m./p.m.

Purpose of use: _____

Estimated attendance: _____

Alternative Meeting Room Layout:

If you do not see a layout that works for your meeting, you may modify one of the layouts or draw your own layout and fax it to the Port at 525-3101. If we have enough chairs and tables we will try to accommodate your layout.

Fixed Meeting Room Equipment:

Each meeting room has a ceiling mounted roll down screen and wall mounted reversible writing and tac boards. An LCD projector is ceiling mounted in the Blue Mtn. Room.

Portable Meeting Room Equipment (check items needed):

- | | |
|--|---|
| <input type="checkbox"/> Overhead projector on cart | <input type="checkbox"/> Tabletop podium |
| <input type="checkbox"/> Freestanding speaker podium | <input type="checkbox"/> Sound system |
| <input type="checkbox"/> TV/VCR on cart | <input type="checkbox"/> Lapel microphone |
| <input type="checkbox"/> Mobile reversible writing/tac board | <input type="checkbox"/> Hand microphone |
| <input type="checkbox"/> Easel | |
| <input type="checkbox"/> Speakerphone for conference calls | |

Fee Schedule Per Day:

<u>Users</u>	<u>Mill Creek Room</u>		<u>Blue Mtn. Room</u>		<u>Combined Rooms</u>	
	Less than 4hrs.	More than 4hrs.	Less than 4hrs.	More than 4hrs.	Less than 4hrs.	More than 4hrs.
<input type="checkbox"/> Port/Airport Tenants	<input type="checkbox"/> \$63	<input type="checkbox"/> \$79	<input type="checkbox"/> \$74	<input type="checkbox"/> \$89	<input type="checkbox"/> \$95	<input type="checkbox"/> \$110
<input type="checkbox"/> Local, State, Federal Government	<input type="checkbox"/> \$74	<input type="checkbox"/> \$89	<input type="checkbox"/> \$84	<input type="checkbox"/> \$100	<input type="checkbox"/> \$105	<input type="checkbox"/> \$121
<input type="checkbox"/> Not For Profit Businesses & Groups	<input type="checkbox"/> \$74	<input type="checkbox"/> \$89	<input type="checkbox"/> \$84	<input type="checkbox"/> \$100	<input type="checkbox"/> \$105	<input type="checkbox"/> \$121
<input type="checkbox"/> For Profit Businesses	<input type="checkbox"/> \$95	<input type="checkbox"/> \$110	<input type="checkbox"/> \$110	<input type="checkbox"/> \$126	<input type="checkbox"/> \$158	<input type="checkbox"/> \$184
<input type="checkbox"/> Tuition/Fee Based Organizations	<input type="checkbox"/> \$95	<input type="checkbox"/> \$110	<input type="checkbox"/> \$110	<input type="checkbox"/> \$126	<input type="checkbox"/> \$158	<input type="checkbox"/> \$184
<input type="checkbox"/> Weekend Setup Fees	For community meeting room use on a Saturday or Sunday the fee <u>in addition</u> to the above fee schedule is \$63 for all users.					
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.
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 rooms available to that group and/or individual.

Food/Beverage Service:

Outside food catering is allowed. User shall notify the Port of the food caterer and the menu. Caterer is required to pickup the remaining food, beverages and equipment immediately after the meeting. The Port reserves the right to charge an additional \$79.00 if the meeting room is left unclean or if food and/or beverages are spilled on the carpet.

Caterer _____ Menu _____

The undersigned hereby certifies they have read and understand the Port of Walla Walla Rules and Regulations, Procedures for Room Usage, Fee Schedule and this Indemnification and Hold Harmless Agreement.

Dated this _____ day of _____, _____

Responsible Individual _____
Name Title

Address _____
Company City State Zip

Billing Address (if different from above) _____

Reservation Confirmation

Reservations are not confirmed until a Port representative has signed and returned the reservation form to the user. Reservation form requests can be made via fax, e-mail, Port web site or in person. A registration form must be completed for each time used. Reservation requests must be signed by the responsible individual.

Port Authorization _____
Name Title Date