

PORT OF PORT TOWNSEND
FACILITY USE AGREEMENT

The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the "Renter") are responsible for compliance with this agreement. Please read carefully, fill out Facility, Renter, and event sections, and sign in the signature page at the end of this document.

Daily Rate - \$300.00

Deposit \$150.00

\$20 Cancellation administrative fee

RENTER INFORMATION

Lead Contact name _____

Tel.: Home _____ Work _____

Organization _____

Address, City, State, Zip _____

Email _____

EVENT INFORMATION

Description of event _____

Date of event _____ Estimated attendance _____

Time event begins (incl. set up) _____ Time event ends (incl. clean up) _____

Open to the public? Yes No Will minors be present? Yes No

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Signature: _____ Date: _____