



**JOHN WAYNE MARINA
HENDRICKS PUBLIC MEETING ROOM
RENTAL REQUEST FORM**

Name of Person(s) or Organization: _____

Function: _____

Approximate Number of Persons Attending: _____

Date Requested: _____ Time: _____ to _____

Person Responsible: _____

Address: _____

_____ Phone: _____

No. of Tables Required: 60" round _____ 3' by 8' _____ 30" by 8' _____

Meeting Room \$ _____

Kitchen (Required if food is served) \$ _____

Cleaning Deposit (refundable): \$ _____

Sub-Total: \$ _____

Minimum Deposit One-Half Sub-Total \$ _____ Date Paid: _____

Balance Due: \$ _____ Date Paid: _____

Comments: _____

Renter acknowledges they understand the procedures for use of the John Wayne Marina facility and agree to be fully responsible for the facility and equipment while under their control. Reservations and cancellations: Reservations shall not be guaranteed until payment of the rental deposit described herein. In the event of cancellation by Renter, the rental deposit shall be refunded only upon: (1) Written notice of cancellation by Renter at least thirty (30) days prior to the date requested or (2) Another renter for that same date is made by the Port. Rental rates are subject to change without notice until paid in full.

Please fill in and return signed request form along with deposit.

Renter: _____ Date: _____

Approved: _____ Date: _____

Return to: John Wayne Marina phone (360) 417-3440
2577 West Sequim Bay Road Fax (360) 417-3442
Sequim, WA 98382

JOHN WAYNE MARINA HENDRICKS PUBLIC MEETING ROOM PROCEDURES

KEYS. A key may be obtained from the Harbormaster during normal business hours on the day of the event. Lessee shall be responsible for its return directly following the activity. The key may be returned to security personnel or placed in the “Night Drop” located at the base of the stairs to the Harbormasters office.

CLEAN UP. Users are responsible for complete clean-up of the facility. This shall include such items as removal of trash or litter, vacuuming, cleaning of appliances, counters, sinks, floors, tables, chairs, storage of furniture, etc. This includes entrance area, restrooms, meeting room, kitchen, deck, and parking lot. **Note: use of duct tape, nails, and screws to secure decorations is prohibited.**

Clean-up shall be scheduled on the day of the event.

LIGHTING. The room has track lighting with 52 adjustable flood lights. The lighting panel is located next to the main door.

HEAT. The heating system is pre-set. The Harbormaster should be contacted if any change is required. 4- Ceiling fans are also provided.

LOUD OR BOISTEROUS ACTIVITY PROHIBITED. Users are prohibited from creating disturbance which affects other marina users or guests. Liquor consumption shall not be allowed outside of the public meeting area.

BANQUET / LIQUOR PERMIT. User is responsible for any permits required. Consult Washington State Liquor Control Board. <http://liq.wa.gov/licensing/banquet-permits>
For Questions, call the Licensing Customer Service desk at 360-664-1600 option 1

HOURS. Unless other arrangements are made in advance with the Harbormaster, conclusion of the event activities shall be 12 midnight. All music and other noise shall be contained INSIDE the meeting room after 10:00p.m. Close all doors that allow party noises to intrude on marina tenants.

LIABILITY. Lessee shall be responsible for all damage to the facility or equipment other than normal wear and tear while under their control.

ROOM CAPACITY. The meeting room is rated for a maximum capacity of **150** persons.
Room size 30' by 70'.

MOORAGE AREAS. Moorage and Fuel floats are closed to the public from 5:00 p.m. to 8:00 a.m. The Breakwater float is open to the public 6 a.m. to 10 p.m.

PARKING. Please advise your guests to park in the North parking area. Both the “Permit Parking” and” 2-Hour” spaces are restricted use and will be strictly enforced.

EQUIPMENT PROVIDED WITH ROOM RENTAL

TABLES & CHAIRS. Storage room size 14' by 18'

Provided are 150 chairs. 1-10' ladder, 1-podium, 1-30" round table.

14- Laminate top tables 3' by 8' - 3/4" thick.

10- Plastic top tables 30" by 96" - 2" thick

10- Plastic top tables 60" round – 2" thick

12- Laminate top tables 60" round – 3/4" thick

7' pull down screen.

PA system, 3-microphones, 2 floor stands, 2 table stands, and 8-celing mounted speakers.

DANCE FLOOR. 12' by 18' positioned in the center of the room and is not to be moved.

AVAILABLE FOR A ADDITIONAL FEE

KITCHEN. Room size 14' by 20'

Vulcan six burner range, with oven 26 1/4"wide by 22 1/2" deep by 14 1/2" high. Restaurant size bake sheets or roast pans 20" by 22" recommended.

Jackson hot water sanitizing dishwasher. Note: run lots of hot water through the sink and run the washer through several 90 second cycles to get the proper water temp for washing. When finished follow the instructions on the unit for proper shutdown and draining of the washer.

Three compartment commercial sink with disposal.

Traulsen commercial refrigerator / freezer.

Freezer size 13"wide by 21" deep by 50" high 3- shelves, and 1-drawer.

Refrigerator size 25" wide by 21" deep by 50" high, 3- shelves and two drawers.

Three 33 gallon garbage cans with wheels can liners provided.

Note: Bare kitchen **NO** dishes, silverware, linen or coffee pot provided.