



**WILLIAM R. FAIRCHILD INTERNATIONAL AIRPORT
AIRPORT TERMINAL 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: _____

Meeting Room \$ _____

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 Airport Meeting Room 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: Dan Gase, Airport Manager
338 W. 1st Street
Port Angeles WA 98362

Telephone: (360) 417-3376
Fax: (360) 452-3959
Email: DanG@PortofPA.com

WILLIAM R. FAIRCHILD INTERNATIONAL AIRPORT PUBLIC MEETING ROOM PROCEDURES

AVAILABLE HOURS. The meeting room is available during the following hours:

Monday thru Friday:	8:00am to 6:00pm
Saturday & Sunday:	10:00am to 5:00pm

CLEAN UP. Users are responsible for clean-up and furniture arrangement of the room. This shall include such items as removal of trash or litter, cleaning of tables, chairs, wall mounted white board, arranging of furniture, etc.

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

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

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 capacity is limited to 45 persons. Room size 24' wide by 28' long (672 square feet). There is access to the flight line if the use is in conjunction with an approved aviation activity.

EQUIPMENT PROVIDED WITH ROOM RENTAL INCLUDES:

QUANTY	ITEM	SIZE
6	Black laminate top tables	30 x 42
4	Gray laminate top tables	24 x 30
4	Blonde laminate top tables	24 x 30
8	Metal frame chairs, burgundy cushion	-
8	Metal frame chairs, black cushion	-
1	4 seat connected chair set	-
1	3 seat connected chair set w/table	-
1	Indoor use public address system	-
1	Microphone with floor stand	-
1	Speaker podium	-
1	Samsung wall mounted TV	82"
1	TV Remote control devise	-
1	American Flag	-
1	Washington State Flag	-

FURNITURE ARRANGEMENT: You may reposition tables and chairs in the meeting room to accommodate your needs. Please return the furniture to the layout as shown in the attached photographs.

WATER & REFRIGERATION: The former Café area in the SW corner of the building has sinks for washing dishes or utensils if needed along with a glass front refrigerator unit for short term cold storage use during your event.

VEHICLE PARKING. Please advise your guests arriving by car to park in the Airport Terminal Parking lot.

AIRCRAFT PARKING. Please advise your guests arriving by aircraft to park in the east transient parking area in tie down spaces marked.

EXHIBIT "A", Building Floor Plan

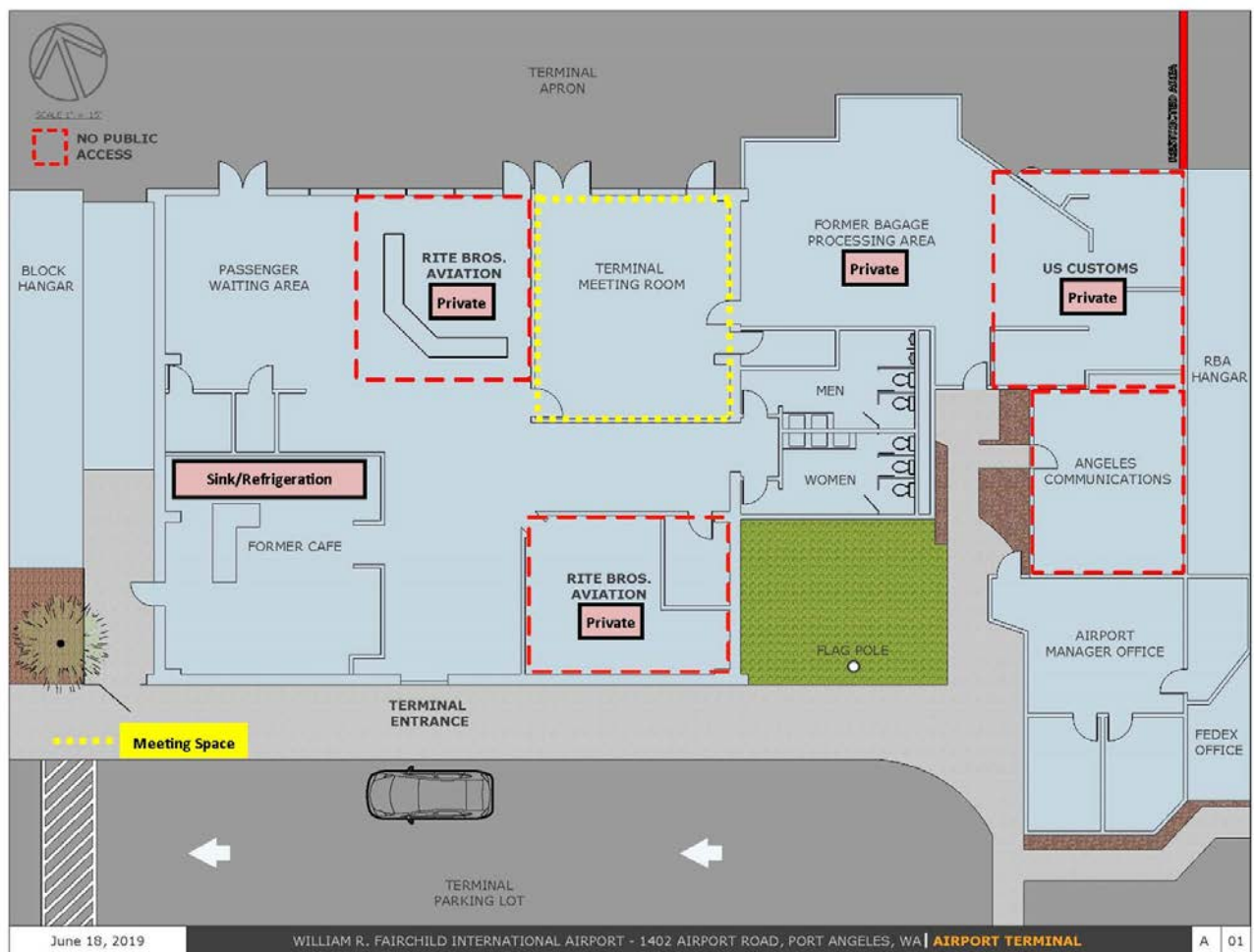


EXHIBIT "B", Furniture Layout

