



**Port of Hood River**  
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**EVENT CONTRACT  
 &  
 RULES AND REGULATIONS**

Print Name Of Person Signing Contract: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization (INC, LLC, PC, nonprofit): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time Event Begins: \_\_\_\_\_

Access Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Purpose and type of use: \_\_\_\_\_

Expected number of people attending: \_\_\_\_\_

Phone/Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Base Per/Day Rate: \$ \_\_\_\_\_

Move-in day(s): \_\_\_\_\_

Caterers, if used: \_\_\_\_\_  
 \_\_\_\_\_

Rental Fee:	\$
Move-in Charges:	\$
Sub Total:	\$
Less Reservation Deposit:	\$- \$ .00
Balance Due:	\$
Port Staff ( )hrs x \$25:	
Late fees & post-event charges:	\$
Final Balance Due:	\$

Date	Amount Paid
Late fees:	\$
Damages assessed:	\$
Total:	\$

The Port of Hood River accepts no responsibility for you or your guests/customers. It is the sole responsibility of the Renter to control the event, protect the people present, maintain required insurance, and comply with all applicable laws and regulations. As the Renter of the Port's facilities, you are accepting all liability for damage and for the safety of your guests and customers. The attached Rules and Regulations are part of this Rental Contract.

**I HAVE READ THE EVENT CONTRACT AND ATTACHMENT AND AGREE TO ALL CONDITIONS.**

\_\_\_\_\_  
 Renter Signature/Date

\_\_\_\_\_  
 Title (if Organization)

\_\_\_\_\_  
 for the Port of Hood River/Date

If an individual is signing on his or her own behalf, that person shall be considered the "Renter". If a person is signing on behalf of an organization, the organization shall be considered the "Renter". If a person is signing on behalf of an organization, that person warrants that they have the right to sign for and bind the organization under this Contract. Any person who signs this Contract for an organization without authority to bind the organization shall be considered the "Renter" and shall be personally liable for the performance of the terms of this Contract.