



Reservation Form

Complete the following form if you would like to reserve a room at TBCC. Read the information below before submitting your form. Send completed forms to hollykraus@tillamookbaycc.edu.

1. Reservation forms should be submitted **2 WEEKS BEFORE** the event.
2. Proof of insurance (liability certificate) of \$1M must be submitted with your form; [EXAMPLE](#).
3. Room assignments are not guaranteed. If a college-sponsored event needs the room, it will take precedence. We will make every effort to move your event to a comparable room.
4. Events are given 30 minutes before and after the specified Start/End times to set up and tear down any outside material. If you need more time, please add below in the comments section.
5. Register all trainings as a class; contact joanncritelli@tillamookbaycc.edu.

Event Name: _____ Event Date: _____

Event Description:

Start Time: _____ End Time: _____ Accurate # of Attendees: _____

Event Organizer: _____

Phone: _____ Email: _____

Billing Address: _____

Room Amenities (check all that apply):

\$25 Microphone (lapel/wireless)
Projector/Computer (included)

\$25 Prep Area (counters, sink)

Are you serving food (additional \$25 fee)? Yes No

I acknowledge that procuring food or beverages is the EVENT ORGANIZER'S responsibility and that all Health Department guidelines and requirements are followed during the event.

Is your event a training? Yes No

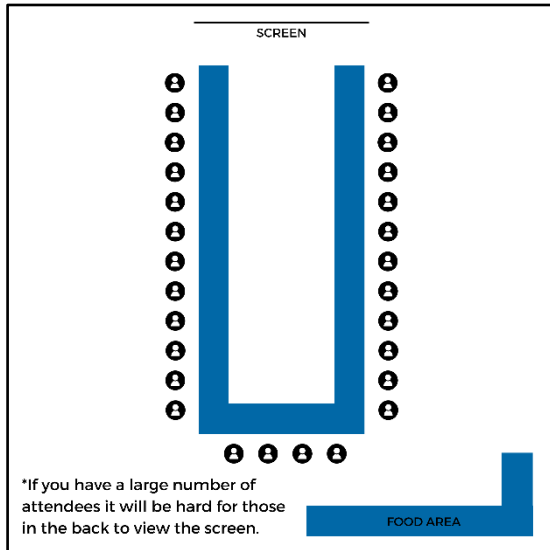
Do you need Continuing Education Units? Yes No

Training Learning Outcome: _____ Total Training Hours: _____

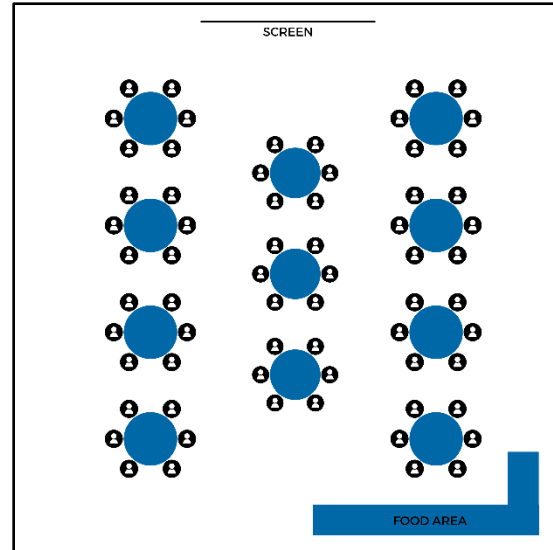
COMMENTS/SPECIAL REQUESTS:

Room Setups

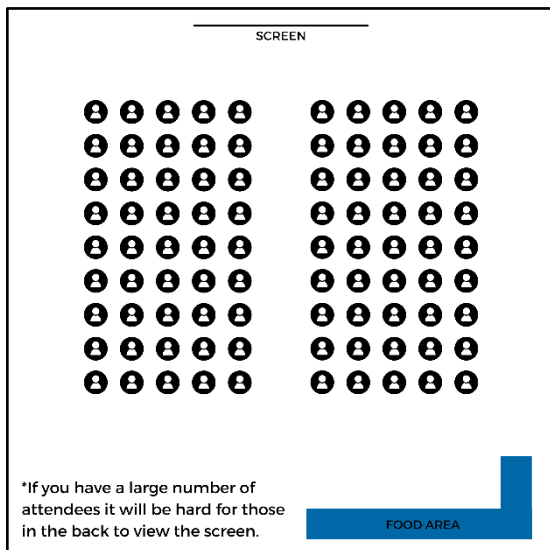
Select the room setup that will have enough seats for your event. **The setup you choose will determine which room your event will be in.** If you want to request a specific room or have a special request, leave a note in the comments section. Not all room requests can be honored due to availability.



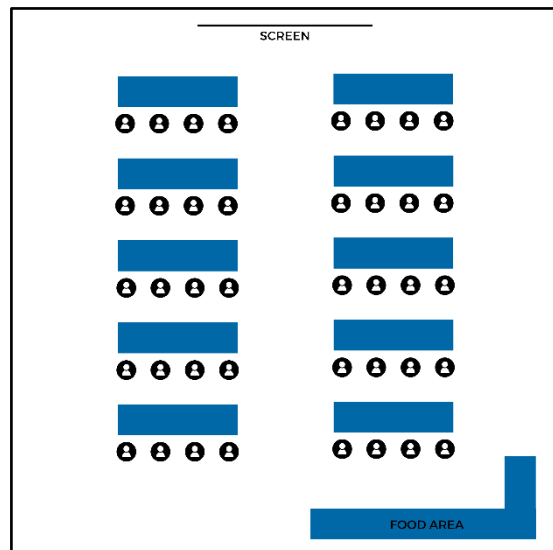
Conference: 8 – 30 persons



Banquet: 12 – 66 persons



Theater: 12 – 90 persons



Classroom: 8 – 48 persons

BASIC RENTAL	NON-PROFIT RENTAL	REQUIRED* & ADDED FEES
\$75/HR	\$10/2 HR	\$25 Room Setup*
\$140/HR Non-Workday Use	\$30/3-4 HR	\$25 Janitorial*
4 HR minimum Non-Workday	\$60/5-8 HR	\$50 Janitorial Non-Workday
	\$100/8+ HR	\$25 Microphone (lapel/wireless)
	\$115/HR Non-Workday Use	\$25 Serving Food
	4 HR minimum Non-Workday	\$25 Prep Area