



Grant County Regional Airport Room Rentals

We can accommodate meetings, conferences, anniversaries, and receptions.



Half Room Rental (lower conference room)

- \$55.00* daily rate.
- Room maximum capacity is 40 people*.
- Includes optional setup.
- Guarantees full use of kitchen with deposit*, projector, podium, and microphones.
- Room size is 769 square feet.

Conference Room Rental (upper conference room)

- \$25.00 daily rate, \$15 for half-day.
- Maximum capacity 12 people.
- Includes free Wi-Fi, whiteboard, conference telephone, and coffee pot.

Full Room Rental (lower conference room)

- \$80.00* daily rate.
- Room maximum capacity is 100 people*.
- Includes optional setup.
- Guarantees full use of kitchen with deposit*, projector, podium, and microphones.
- Room size is 1,538 square feet.

* \$100 kitchen deposit for use of the kitchen.

* We have 60 chairs and 29 tables in our inventory; additional seating and tables are available from the Grant County Fairgrounds.

* \$25 after-hours fee (increments of two hours) if the event is scheduled outside of normal airport business hours.

All rentals include post-event clean up.
We accept cash, checks and all major credit cards.

To make a reservation, please call (541) 575-1151.

Grant County Regional Airport
72000 Airport Road
John Day, OR 97845

Phone: 541-575-1151
Fax: 541-575-3607
E-mail: airport@grantcounty-or.gov



Grant County Regional Airport Room Rentals

We can accommodate meetings, conferences, anniversaries, and receptions.



Total Airport (not for profit event)

- \$200.00 daily rate.
- Includes optional setup assistance.
- Availability of lobby, hallways, furniture, lower conference room, outside patio and lawn, and kitchen with deposit*.
- Approximate available space inside terminal is 3,581 square feet.

Total Airport (for profit event)

- 15% of total gross profit with a minimum of \$200 daily rate.
- Includes optional setup assistance.
- Availability of lobby, hallways, furniture, lower conference room, outside patio and lawn, and kitchen with deposit*.
- Approximate available space inside terminal is 3,581 square feet.

** \$100 kitchen deposit for use of the kitchen.*

** We have 60 chairs and 29 tables in our inventory; additional seating and tables are available from the Grant County Fairgrounds.*

** \$25 after-hours fee (increments of two hours) if the event is scheduled outside of normal airport business hours.*

All rentals include post-event clean up.

We accept cash, checks and all major credit cards.

To make a reservation, please call (541) 575-1151.

Open Monday through Saturday 8am- 4pm.

Grant County Regional Airport
72000 Airport Road
John Day, OR 97845

Phone: 541-575-1151
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Grant County Regional Airport Fee Waiver Request Form

This request form is for consideration of costs and/or associated fees for use of the Grant County Regional Airport conference, meeting, and office spaces to be waived. Grant County departments, United States Forest Service, and Grant County Air Search & Rescue are not charged for facility use. This application is for all other entities for fee waiver consideration and should be submitted to the Grant County Regional Airport Office.

Today's Date: _____	Event Date(s): _____	Time of Event: _____
Applying Group/Organization Name: _____		
Representative (your name): _____	Title: _____	
email: _____	Phone: _____	
Title and Description of Event: _____		

The following are the conditions by which fees can be waived:

- _____ Event is conducted or actively co-sponsored by Grant County and is intended for the public or community groups.
- _____ Waiver is necessary to protect Grant County Regional Airport. Does the event provide (or the potential to provide) a significant improvement to the airport?
- _____ Fee would present a significant barrier because of limited resources available to Applying Group/Organization.
- _____ Active nonprofit organizations registered with the state of Oregon and/or which have received tax exemption under Section 501(c)(3) or other section of the Internal Revenue Service Code which allows donations to the organization to be tax deductible as charitable donations. NOTE: Nonprofit groups or organizations who charge for attendance when event is not of a fundraising nature will not be eligible for fee waiver.
- _____ Event is conducted by a Grant County elected official and is open to the public or community groups.

Please describe why fees for this event should be waived. What are the benefits to the Grant County Regional Airport that this event will bring (what in-kind services will be offered to benefit the Grant County Regional Airport)? Additional documentation will be accepted.

Associated cost(s): Room _____ Labor _____ Custodial _____ Supplies _____ Other _____
Waiver Approved: YES _____ NO _____

Airport Manager _____

Date: _____

GRANT COUNTY REGIONAL AIRPORT

72000 Airport Road
John Day, Oregon 97845
541-575-1151

airport@grantcounty-or.gov

Airport Rental Space Agreement

In order to ensure that your reservation is held, this form must be completed, signed, and submitted no later than one (1) week prior to the date of the rental in question. Rental fees must be paid in full within fifteen (15) days of the conclusion of the event. This document is an agreement between the Grant County Regional Airport (referred to hereinafter as the AIRPORT) and _____ (referred to hereinafter as the RENTER).

The RENTER assumes responsibility of abiding by all AIRPORT regulations for the use of facilities and equipment being rented and agrees to adhere to this agreement and to any other requirements made by the AIRPORT at the signing of this contract for the rental and use of its facilities and the equipment therein.

Each space rented (including furnishings and equipment therein) becomes the responsibility of the RENTER for the duration of the time during which the facility is occupied by the party for which the space is rented. Thereby the undersigned agrees to pay for any damages to the AIRPORT property that may result during the occupation for the space being rented.

Lower Conference Room Occupancy: up to 60, and 100 with 14 days advance notice	Wi-Fi, Conference Phone Available, Projector, Whiteboard	Half Room \$55 Full Room \$80
Upper Conference Room Occupancy: up to 12	Wi-Fi, Conference Phone Available, Whiteboard	Half Day \$15 Full Day \$25
Total Airport – not for profit Event	Use of the inside and/or outside terminal and grounds	\$200
Total Airport – Profit Event	Use of the inside and/or outside terminal and grounds	15% of <i>gross</i> profit, minimum \$200
Kitchen available with advance notice and \$100 refundable deposit		
If the event is scheduled outside of normal airport business hours an after-hours fee will be added to the event price. Increments of two (2) hours will be \$25. (Minimum \$25)		

A *Reservation fee* (\$25.00) is due at the time of scheduling to place your event on the calendar. This fee will be applied to the Rental fee. Payment in full will be accepted. If the event is cancelled up to 5 days prior to the event, the rental fee and security / cleaning deposit is refundable. If RENTER cancels within 5 days prior to the event, the AIRPORT will retain the \$25.00 reservation fee.

The RENTER hereby agrees to indemnify and hold harmless Grant County, the Grant County Regional Airport and their employees, and the members of the Grant County Regional Airport Commission; the United States Forest Service, the Malheur Rappel Crew and their employees, jointly, severally, individually and privately, from all claims and demands of every kind and nature, including the cost of defending, for damage or injury to persons or property and for contract liability arising in any manner from RENTER's use and occupancy under this AGREEMENT.

The RENTER agrees for himself, his agents, employees, guests and business invitee to abide by all rules and regulations relating to the use and occupancy of the facilities covered in this agreement as well as the Grant County Regional Airport.

The RENTER agrees to provide all security deemed necessary by the AIRPORT and by any legal license needed per the event, for the event covered by this AGREEMENT. This includes all OLCC laws and regulations. The AIRPORT shall reserve the right to approve or disapprove the security provided by the RENTER. All security provided will be paid for by the RENTER.

RENTER is not an employee or agent of Grant County Regional Airport. Any person or persons employed by the RENTER to aid or assist in RENTER's use of the facilities, shall be employees of the RENTER and not employees of Grant County or Grant County Regional Airport.

The AIRPORT may at any time during this agreement direct the RENTER to cease all or any part of its operations if such operations violate this agreement, policies of Grant County or the Grant County Regional Airport, or violate any law or regulation of the State of Oregon or the Federal Aviation Administration.

Fee Waivers

RENTER may apply for a **Fee Waiver** for event by requesting and submitting a "Grant County Regional Airport Fee Waiver Request Form" **at least** one (1) week prior to event. In the event that the rental fee is waived, RENTER is still obligated to pay any and all maintenance fees that may result from their meeting room occupancy. Fees for staff, supplies, and equipment may not be waived. AIRPORT will review fee waiver requests and respond within three (3) business days of receiving request. AIRPORT may request additional information from RENTER during waiver request review. If AIRPORT denies a request for fee waiver the RENTER may request reconsideration of that decision. A request for reconsideration shall be made within thirty (30) days of denial by requesting to be on the agenda of the Airport Commission meeting for the next immediate meeting. All requests for reconsideration must be submitted in writing to:

Grant County Regional Airport Commission
72000 Airport Rd.
John Day, OR 97845

Additional Fees

RENTER understands it is the responsibility of RENTER to leave the space rented as clean (or cleaner) than it was when RENTER arrived. Failure to comply with the cleaning agreement will result in a \$30.00 maintenance fee for each hour spent cleaning by the AIRPORT.

General Guidelines for Conference Room Rental

- RENTER may be required to turn off all lights and electronics and lock doors upon leaving facility.
- AIRPORT will set up tables and chairs to the specifications of RENTER at no extra charge, provided that **at least** twenty-four (24) hours notice is given.
- Patio is available for RENTER. AIRPORT parking aprons, taxiways, and runways are for aviation use only.
- Alcohol is not permitted on AIRPORT property unless prearranged with at least fourteen (14) days prior approval and proof of liability insurance coverage.
- If the facility's fire suppression system is activated the RENTER will be charged for the necessary facility clean up and re-charge of the fire suppression system, if the fire suppression system is activated through the intentional or negligent acts of RENTER. RENTER would not pay if RENTER activated the system due to a fire or suspicion of fire (i.e. heavy smoke).

 Signature of Responsible Party
(or representative of responsible party)

 Date

AIRPORT RENTAL RESERVATION FORM

- | | |
|---|--|
| <input type="checkbox"/> Lower Conference <u>Full</u> Room: \$80 | <input type="checkbox"/> Lower Conference <u>Half</u> Room: \$55 |
| <input type="checkbox"/> Upper Conference Room <u>Full</u> Day: \$25 | <input type="checkbox"/> Upper Conference Room <u>Half</u> Day: \$15 |
| <input type="checkbox"/> Total Airport, Not For Profit Event: \$200 | <input type="checkbox"/> Total Airport, For Profit Event: 15% of gross profit, minimum \$200 |

Group/Organization Name: _____

Representative (your name): _____

Email: _____ Phone: _____

Address: _____

How will you be using the room? Please circle one.

Meeting/Conference Party Wedding Other _____

Reservation Date Starting: ____/____/____ **Ending:** ____/____/____

Number of people: _____ **Catering?** Yes or No

If yes, who will be catering your event? _____

Will you be decorating? _____

Are you planning to have alcohol at your event? Yes or No

Will there be minors present at your event? Yes or No

Will you need any of the following amenities? Please circle all that apply*.

Kitchen Projector Patio Audio System
Microphones Podium Conference Phone Other: _____

*Amenities are not guaranteed until full reservation deposit and fees have been received.

Would you like our staff to setup the room? Yes or No

If yes, how would you like your room setup? Please circle one.

Banquet Style Classroom Style Conference Style Other: _____

THIS BOX TO BE FILLED OUT BY AIRPORT STAFF

Fee Waiver? Yes or No Approved by: _____

Reservation Fee (\$25) Date Paid: _____ Type of Payment: _____

Date of Remainder of Payment: _____ Type of Payment: _____

Name of Payee: _____

Full payment received? Yes or No

If no, please write an explanation of payment terms:

Airport Employee Name: _____