



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

## Conferences & Meetings

**Q: Are tables & chairs included in the space rental fee?**

A: Each room, is equipped with enough chairs to fill maximum occupancy of that space. Each space has enough tables to seat that same number of people. If you need more tables & chairs than what is provided, they can be rented upon special request.

**Q: Can food & beverage be delivered to our meeting space?**

A: Yes, we cater to any meeting space on campus. Delivery fees may apply.

**Q: What kind of AV equipment do you have available?**

A: Available equipment includes: podium, lectern, portable PA system, screen, LED projector, handheld mic, sandwich board, flip chart with markers, dance floor (up to 15' x 15'), and dry erase board with markers. Ask us about our 2017 rates.

We can also offer production lighting & sound help through our onsite partner, [Centrum](#).

**Q: When is check in & check out of meeting spaces?**

A: Check in at 8:30am, Check out at 10pm.

**Q: Can we choose how you set up our space?**

A: Yes, we use *SocialTables* to design your space specifically to suit your group's needs. Several weeks prior to your event, we will send you a template on which we will work with you to find the best set-up to fit the space and your group's size.

**Q: Are there kitchens included in the meeting spaces?**

A: None of our venues have kitchens or catering prep space with the exception of the Kitchen Shelter, please contact WA State Parks for more information.

**Q: What set up & clean up services are provided?**

A: The meeting space is set up as requested upon arrival based on your party's size. At the end of your stay, all décor, equipment, food service materials, lighting, etc., that you brought into the room must be removed at time of check out, and all trash must be placed in the appropriate receptacle.