



Stevedore Office Space Agreement

The undersigned and stevedore service accept responsibility for damage and general cleanliness of the port office space during the rental period. As stated by the Port of Beaumont Tariff, the office rental rate is \$120.00 per day or any fraction thereof based on vessel working times.

User Information

Name of Stevedore Representative: _____ Cell Phone: _____

Stevedore Company: _____ Office Phone: _____

Vessel Name: _____

Rental Office: (Circle Location) **HI Shed C** **HI Shed A** **CSW** **Lot 3 MS1** Other: _____

Duration of Rental: _____ to _____
(Time / Month / Day / Year) (Time / Month / Day / Year)

Use Guidelines

- Microwave, toaster ovens, cooktops/hotplates, mini-refrigerators, and electric hot water makers of any kind are prohibited inside the rental office.
- Cooking, heating up of food and/or food storage of any kind is prohibited inside the rental office.
- No use of tobacco products, including cigarettes, pipes, smokeless tobacco, e-cigarettes, or vaping, is allowed inside the rental office.
- Ensure the lights, heat, or air conditioner are turned off at the end of each workday.
- Ensure the rental office is kept clean and orderly.
- The Stevedore will be held liable for any damages and/or excessive cleaning, including the removal of smoke odor from the rental office.
- Ensure the office door is locked when the rental office is not attended.
- **To avoid additional daily charges, please immediately notify the Operations and Security departments (via discussion or email) of the date/time when the rental agreement ends.**
- Upon conclusion of the rental term, Stevedore representatives will be required to remove all paperwork, personnel items, and office supplies from the rental space.
- Infringement to these guidelines shall result in immediate rental termination and future use of office rental space.

User signature:

Date:

Renter: Please bring a copy of this form to the Security Office to receive the rental space key code.

SECURITY OFFICE

Office keycode issued to: _____
(Print / Sign)

On this date:

Representative terminating office rental (Print / Sign)

On this date:

Rental office keycode changed by:

On this date: