

EAGLE RIVER/CHUGIAK PARKS AND RECREATION

Phone: (907) 343-1500

REQUEST FOR PARK PERMIT

Complete this form and email request to: eagleriverparks@muni.org OR fax to: (907) 694-5010

FACILITY/PARK: **BEACH LAKE LODGE AND CABINS**

LODGE ONLY (\$300/day) _____ CABIN #1 (\$50/day) _____ CABIN #2 (\$50/day) _____

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

E-MAIL: _____

TELEPHONE: _____ CELL: _____

DATE (S) OF USE: _____

TIME: _____ (CHECK IN IS 2PM & CHECK OUT IS 11AM)

ANTICIPATED # OF GUESTS _____ # OF GUESTS STAYING OVERNIGHT _____

(Max. Capacity for Lodge is 75 and sleeps 8 overnight, Max. Capacity for each Cabin is 10 and sleeps 4 overnight). No overnight camping in anything other than Lodge or Cabins (no mobile homes or tents are allowed overnight in the park).

INTENDED USE _____

COMPLETE DESCRIPTION OF EVENT (Weddings will be required to have event insurance and submit a full wedding party plan for approval):

Are you or your guests having or serving alcohol at this Facility? YES _____ NO _____

If YES, you MUST apply for an alcohol waiver through Eagle River Parks & Recreation at

<http://www.muni.org/Departments/ERParks/Documents/AlcoholWaiver.pdf>

and follow the directions on the form (A fee of \$264 will apply and a certificate of liability of insurance required).

Alcohol on the premises without an alcohol waiver will result in administrative fines/fees of \$350 and result in the immediate forfeiture of keys and termination of your rental without refund.

SPECIAL REQUESTS OR COMMENTS: _____

SIGNATURE OF APPLICANT _____ DATE _____

Outdoor restrooms must be used by groups of more than 20 due to aging septic system in Lodge. Any group not adhering to this restriction will be responsible for fees incurred due to backed up septic.

This is a no smoking facility. Smokers must be clear of the facility by 20 feet and all smoking waste must be disposed of properly in receptacles and not thrown on the ground.

All outdoor fires in this park are restricted to the fire pit provided at the main lodge.

Please note this is a request for consideration NOT A PERMIT for use.

ADDITIONAL INFORMATION may be required if applicable to the activity such as:

- 1) Permit must be on site day of event to avoid conflicts/questions.
- 2) Burning of wood products only is allowed in exterior fire pit and indoor wood stoves. Additional firewood can be purchased for \$50 for ½ rack.
- 3) No alcoholic beverages allowed without Municipality waiver from ER Parks & Recreation.
- 4) Insurance is required for all weddings and parties. \$1 Million General liability insurance with a copy of the insurance binder naming **Eagle River/Chugiak Parks & Recreation, 12001 Business Blvd., Ste. 123, Eagle River, AK 99577 as additional insured.** Special activity/event insurance may be required if alcohol will be on site.
- 5) There is to be no constructing of structures of any kind.
- 6) Surrounding Park/facility will remain open to the public.
- 7) User groups responsible for clean up and removal of all trash from permitted areas. If additional clean up of the area is required by our staff, an additional \$50-\$100 cleaning fee will be charged to the user.
- 8) User is responsible for all attendees and guests behavior and actions.
- 9) Permitted party responsible to enforce permitted areas – failure to do so is not grounds for refund.
- 10) Users will be responsible for any damage repairs resulting from their use.
- 11) User group responsible for additional needs to include restroom & cleaning services.
- 12) All changes require 72 hours notice, including those due to weather.
- 13) Cancellations and refunds must be submitted in writing.
- 14) No glass containers please.
- 15) Any violations of permit provisions could result in revocation of the permit along with additional fees and fines.
- 16) Weapons and hunting are prohibited on Municipal Property.

PARK SERVICES

Additional charges may apply depending upon permittee’s individual needs – such as electricity, additional tables, gate access, etc. Please communicate with staff requirements that may need to be addressed for your event.

PAYMENT

To secure park reservations, **payment must be received and permit must be signed** BEFORE your reservation is complete. Payment must be made by credit card only. You are welcome to pay by phone with your credit card, however, the process is not complete until the permit has been signed.

Please note: cancellation of your event does not excuse the applicant from the financial responsibility. Failure to pick up an unpaid permit or to cancel a reservation will result in the permittee being billed for the permit.

REFUND POLICY

A **written or verbal** request must be received **two (2) weeks** prior to the event for a full fee refund.

| <u>Cancellation Prior to Event</u> | <u>Rental Refund Due</u> |
|------------------------------------|--------------------------|
| Prior to two (2) weeks | 100% |
| 7-13 days | 75% |
| 3-6 days | 50% |
| 1-2 days | 25% |
| Day of or after event | 0% |

USE

The permit holder shall indemnify, save harmless and defend the Municipality Of Anchorage, Eagle River/Chugiak Parks & Recreation, its officers, agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission or negligent act of the permittee relating to the use of the facility/park.

**Eagle River/Chugiak Parks & Recreation
12001 Business Blvd., Ste. 123
Eagle River, AK 99577**

I acknowledge the above stated park use guidelines

Name

Date

BEACH LAKE LODGE AND CABINS

Party/Wedding Plan Questions and Guidelines:

Is the Beach Lake Lodge the right place for my event?

Here are a few things to consider:

1. Outdoor restrooms are required to be used for parties over 20 attendees, including weddings.
2. All weddings and parties require Certificate of Liability Insurance.
3. Nothing except provided toilet paper is to be flushed when using indoor restroom. Waste basket is provided for non-flushable items.
4. Park Hours
5. Public access area – no restricted access to the public.
6. No overnight camping in anything other than the Lodge and Cabins.
7. All bedding must be provided by renter.
8. We stock firewood for the fireplace and fire pit, there is to be no cutting of live or dead trees. Fires **ONLY** permitted in fireplace and existing fire pit. Additional firewood can be purchased for \$50 for ½ rack.
9. There is to be no constructing of structures of any kind.
10. All animals must remain on leash, not allowed on furniture and properly cleaned up after.
11. Our lake is a non-swimming lake. Self-powered boats are permitted and electric motors less than 50hp.
12. Cleaning checklist must be completed by expected check-out time, all cleaning supplies are provided.
13. Early check-in **MUST** be approved prior to day of rental and is strictly enforced.
14. Check-out times are strictly enforced.
15. Alcohol will only be permitted with Alcohol Waiver, Party Plan and insurance with fees paid in full prior to check-in.
16. Lodge furniture to remain inside the Lodge.
17. Lodge artwork to remain in place and cannot be removed from walls.
18. Decorations must be removed completely along with tape/staples. **Absolutely no glitter or confetti. Only real/organic flower petals on ground. No water balloons.**
19. Wedding Plan details (use second sheet of paper to answer)
 - a. Date of ceremony
 - b. Specific location of ceremony (on the dock, down the trail (how far), inside the Lodge, etc.)
 - c. Specific time of ceremony
 - d. Will any vendors be brought in
 - e. What type of entertainment (if any)
 - f. What type of decorations (see #18 above)
 - g. How many extra tables and chairs being brought in, placement location
 - h. Any other details we need to be aware of
20. Due to excessive facility damages we must require strict adherence and acknowledgement of items #15, 16, 17 & 18 above. If these restrictions do not fit in with your plan please reconsider this location for your event.

Signed _____ Date _____

*Any violations of these guidelines will result in additional fees and/or fines.