

**MUNICIPALITY OF ANCHORAGE  
EAGLE RIVER/CHUGIAK PARKS AND RECREATION  
Phone: (907) 343-1500**

**REQUEST FOR PARK PERMIT**

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

FACILITY/PARK: \_\_\_\_\_

PAVILION NEEDED? Yes \_\_\_\_ No \_\_\_\_ GREEN SPACE (S) \_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

**MIRROR LAKE PARK ONLY:** PAVILION #1 TRAILSIDE \_\_\_\_ #2 LAKESIDE \_\_\_\_ SINGLE TABLE \_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_

TIME (INCLUDE SET-UP/BREAK-DOWN) \_\_\_\_\_

PURPOSE/INTENDED USE (DESCRIPTION OF EVENT): \_\_\_\_\_

ELECTRICAL NEEDS? (TOWN SQUARE ONLY, EXTRA FEE REQUIRED) YES \_\_\_\_ NO \_\_\_\_

ANY FEES CHARGED FOR ATTENDANCE? YES \_\_\_\_ NO \_\_\_\_

Will you or your guests be drinking or serving alcohol at this Park/Facility? YES \_\_\_\_ NO \_\_\_\_

If **YES**, an alcohol waiver must be obtained through Eagle River Parks & Recreation at

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

Follow the directions on the form (A fee of \$264 will apply and a certificate of liability of insurance & waiver of subrogation required). **Alcohol is not allowed at Municipal parks & facilities without this waiver.**

WILL ANY OF THE FOLLOWING BE INCLUDED IN YOUR EVENT?

**VENDORS** If yes, what type \_\_\_\_\_

**INFLATABLES** (BOUNCE HOUSE, OBSTACLE COURSE, ETC) \_\_\_\_\_

(INFLATABLES REQUIRE CERTIFICATE OF LIABILITY INSURANCE WITH COVERAGE OF \$2-5 MILLION & WAIVER OF SUBROGATION - MUST BE COMMERCIALY OWNED & OPERATED WITH ATTENDANT) **INFLATABLES NOT PERMITTED AT MIRROR LAKE**

**ENTERTAINMENT** If yes, what type \_\_\_\_\_

**TENTS, TABLES, CHAIRS, DECORATIONS, ETC:**

**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) No alcoholic beverages allowed without Municipality waiver from ER Parks & Recreation.
- 3) Insurance is required. General liability insurance & waiver of subrogation with a copy of the insurance binder naming the Municipality of Anchorage, Parks and Recreation, P.O. Box 196650, Anchorage AK 99519-6650 as co-insured. Special activity/event insurance may be required if alcohol will be served.
- 4) Park/facility will remain open to the public/playground equipment remains open to the public.
- 5) User group responsible for clean up and removal of all trash from permitted areas.
- 6) User is responsible for spectators, players, volunteers, or other attendees.
- 7) Permitted party responsible to enforce permitted areas – failure to do so is not grounds for refund.
- 8) User responsible for any damages.
- 9) User group responsible for additional needs to include restroom & cleaning services.
- 10) User group aware of refund or transfer policy.
- 11) All changes require 72 hours notice, including those due to weather.
- 12) Cancellations and refunds must be submitted in writing.
- 13) No glass containers please.
- 14) Any violation of permit provisions could result in revocation of the permit.

**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 the permit must be signed** BEFORE your reservation is complete. Payment can be made by cash, check or credit card. 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** 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.**

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**Name** **Date**

**EAGLE RIVER/CHUGIAK PARK GUIDELINES**

**PROHIBITED ACTIVITIES:** Camping, Fires, Operating of Motor Vehicles, Hunting, Discharge of Firearms, Dumping/Littering **AMC NO. 25.70.040 & AMC NO. 25.70.060** Drinking of Alcohol **AMC NO. 10.50.015**

1. Park Hours 6am – 11pm daily
2. Permit must be on site during rental to avoid conflicts/questions and available to MOA staff if requested.
3. Public access area – no restricted access to the public.
4. No blocking any areas of parking lots, entries or exits.
5. Alcohol will only be permitted with Alcohol Waiver, Party Plan and Insurance with fees paid in full prior to rental.
6. No open fires, no cutting of live or dead wood or brush.
7. No constructing of structures of any kind.
8. No motorized vehicles in the park or on the lake, only electric motors on lake less than 50 hp.
9. Permitted party is responsible for facility clean up and removal of all trash from site. Use provided dumpster or trash receptacle and bring extra trash bags if necessary.
10. Permitted party will be responsible for any damage repairs resulting from their use.
11. Only charcoal in provided grills – do not overload. Be sure briquettes are completely out before leaving and use ash can if provided. If park is not equipped with ash can, plan ahead! Ash must be removed from park in a safe manner. Gas grills are allowed.
12. Additional charges may apply depending upon permittee’s individual needs – such as electricity (where available), etc. Please communicate with staff any requirements that may need to be addressed before your event.
13. Decorations must be removed completely along with tape/staples. ***Absolutely no glitter or confetti. Only real/organic flower petals on ground.***
14. No water balloons allowed.
15. All events open to public require Certificate of Liability Insurance, regardless of size.
16. All weddings require Certificate of Liability Insurance, regardless of size.
17. All weddings require a Wedding Plan with the following details:
  - a. Date of ceremony
  - b. Specific location of ceremony detailed on map
  - c. Specific time of ceremony
  - d. Will any vendors be brought in
  - e. What type of entertainment
  - f. What type of decorations (see #13 above)
  - g. How many extra tables and chairs being brought in, placement location on map
  - h. Any other details we need to be aware of

Each Permit Holder’s conscientious use and awareness of these guidelines allows us to keep maintenance and permit costs to a minimum. Thank you for your cooperation in the continued use and success of our Parks.

The permit holder shall indemnify, save harmless and defend the Municipality of Anchorage, Eagle River/Chugiak Parks & Recreation, it’s 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 or 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 office 343-1500 fax 694-5010

**I have read the Park Guidelines and agree to all terms:**

**Signed.....Date.....**

**\*Any violations of these Guidelines may result in additional fees and/or fines.**