



DR. LIDIA SELKREGG CHALET

Room Rental Agreement

1600 Lidia Selkregg Lane . Anchorage, Alaska . 99517
 Phone 343-6992 . Fax 332-1676
www.muni.org/parks

ORGANIZATION NAME (IF APPLICABLE) _____

RENTER'S NAME _____ TITLE (IF APPLICABLE) _____
FIRST LAST

DRIVER'S LICENSE NUMBER AND STATE OF ISSUE _____

DAY PHONE _____ NIGHT PHONE _____ FAX _____ E-MAIL ADDRESS _____

RENTER'S ADDRESS _____
STREET APT. # CITY STATE ZIP

PURPOSE OF THE EVENT _____ ESTIMATED ATTENDANCE _____

IS THE EVENT OPEN TO GENERAL PUBLIC? _____ IS THERE AN ADMISSION FEE? _____ SALES/DONATIONS? _____

WILL AUDIO/PA EQUIPMENT BE USED? _____ WILL ALCOHOL BE CONSUMED? _____ SECURITY PLANNED? _____

DATE OF USE	USE TIME <small>(INCLUDE SETUP & CLEAN UP TIME)</small>	ACTUAL EVENT TIME	ROOM(S) REQUESTED
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____

PLEASE CHECK OFF ALL ITEMS YOU ARE REQUESTING FOR YOUR RENTAL:

ROOMS FEES:

- MAIN ROOM \$ 50.00 PER HOUR
THIS INCLUDES THE USE OF THE FOOD SERVICE AREA
- MAIN ROOM/PICNIC AREA \$ 65.00 PER HOUR
- BASEMENT \$ 40.00 PER HOUR
- PICNIC AREA (NO CHALET USE) \$ 20.00 PER HOUR

SURCHARGES:

- BEFORE HOURS RENTAL \$ 30.00 PER HOUR
- AFTER HOURS RENTAL \$ 30.00 PER HOUR
- ALCOHOL (WAIVER REQUIRED) \$264.00 PER EVENT
- GOLF/DISC GOLF TOURNAMENT \$275.00 PER EVENT
* INDIVIDUAL GREEN FEES NOT INCLUDED

CONCESSIONARE/FUND RAISING EVENT FEES:

- 501(C)(3) NON PROFIT \$ 30.00 PER DAY
**EACH SUBSEQUENT DAY OF EVENT \$ 15.00 PER DAY*
- PROFIT ORGANIZATION \$100.00 PER DAY
**EACH SUBSEQUENT DAY OF EVENT \$ 50.00 PER DAY*

EQUIPMENT FEES:

- TABLES (# _____) NO CHARGE
- CHAIRS (# _____) NO CHARGE
- LECTERN NO CHARGE
- TELEVISION NO CHARGE
- VCR/DVD NO CHARGE



RESERVATIONS AND RENTALS ARE NOT RESERVED UNTIL THE RENTAL AGREEMENT HAS BEEN SUBMITTED AND PAID IN FULL.

THE PERMIT HOLDER SHALL INDEMNIFY, SAVE HARMLESS AND DEFEND THE MUNICIPALITY OF ANCHORAGE, 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 PERMITEE RELATING TO THE USE OF THE FACILITY/PARK/GARDEN PLOT.

PRINT NAME _____

SIGNATURE _____

DATE _____



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Fees: _____ (Renters Initials)

- Full payment of all fees are due upon the submission of a **Room Rental Agreement and/or a Letter Of Intent**. The Recreation Center's Facility Manager or her/his designee **must** approve any alternate payment schedule.
- Your facility rental is inclusive. Time for set up and clean up must be included in your reservation and you are charged for this time. If your rental goes over the permitted time, you will be responsible for paying additional rental fees and forfeiting your deposit.
- The Booking Party must pay for all time reserved, even if not used (i.e. late start or early end of rental).
- The Parks and Recreation Department may require a certificate of insurance, depending on the type and size of the event. The named insured must match the name of the Booking Party on the application and permit. The Municipality of Anchorage requires all certificates of insurance to be submitted on a standard **ACCORD** form or on the insurance company's letterhead. The Municipality of Anchorage must be listed as the certificate holder as well as an additional insured with respect to general liability. An endorsement naming the "the Municipality of Anchorage, its officials, agents, employees, and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as pad CG 20011 11 85. If alcohol will be served, a liquor liability endorsement is also required.
- The Parks and Recreation Department may require additional staff, depending on the type and size of the event. Additional staff charges will apply.
- The Parks and Recreation Department may require additional sanitation services depending on the type and size of the event. Additional sanitation charges will apply.
- The Parks and Recreation Department may require an Assembly permit from the Anchorage Fire Department depending on the type and size of the event. Additional permits fees may apply and are the responsibility of the Booking Party to obtain and present to the facility manager for review.
- The Booking Party must pay a vendor fee if the function is a fundraising event or if the function is charging for admission, food, etc.
- The Booking Party shall assume and reimburse the Municipality of Anchorage for any and all costs and expenses determined by the Municipality to be unusual or extraordinary.

Room Deposit: _____ (Renters Initials)

- The Booking Party will be required to pay a **CASH** cleaning deposit on the day of the rental. The deposit must be paid **before** the Booking Party or others (such as caterers) can begin the set up of the event. If the Booking Party is having someone else provide set up, please make sure they have and are aware of the deposit.
- The deposit fee is as follows:
 - \$100.00 - 0-100 people w/o alcohol
 - \$200.00 - 101-300 people w/o alcohol
 - \$500.00 - Over 300 people w/o alcohol

 - \$500.00 - For rentals of 0-300 with approved Alcohol permit
 - \$600.00 - For rentals of 300+ with approved Alcohol permit
- All deposits are fully refundable at the end of the rental time if all the rented areas are clean, free of damage, and the rental stays within the permitted timeframe. Failure to clean after the event, or damage has been incurred to the rented or shared spaces due to the event, or rental goes beyond the permitted time, partial or full forfeiture of your deposit will occur.

Changes to Permit: _____ (Renters Initials)

- Changes to the permit at the Booking Party's request must be submitted to the facility manager in writing, no less than 72 hours prior to the event.
- Once a permit has been issued, any changes to the permit at the request of the Booking Party, shall result in a \$50 processing fee to the Booking Party for each change. Processing fees must be paid by you, prior to the start of the event.



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Cancellations/Refunds of Permit: _____ (Renters Initials)

- All cancellations **must** be submitted in writing by the Booking Party and will be eligible for a refund according to the following schedule. Please note that the **original receipt and the Booking Party's driver's license number is required** to process any refund request.
 - 100% refund—14 days prior to the event
 - 75% refund—7-13 days
 - 50% refund—3-6 days
 - 25% refund—1-2 days
 - 0% - day of the rental
- Failure to notify Parks and Recreation staff of a cancellation, will not release the Booking Party from their rental obligations.
- In case of emergency or for reasons beyond the Municipality's control, the Municipality reserves the right to cancel the scheduled event prior to event's schedule time without liability. Refunds will be made if cancellation by the Municipality is necessary.

Rental Room Rules: _____ (Renters Initials)

- Parks and Recreation staff will frequently monitor all rooms.
- Smoking is prohibited inside or around the entrances of the building.
- "The Red beverage ban" is in effect and at no time should any red wine, juice or other colored beverage be served or consumed in any area that is carpeted. The Booking Party will be charged for stains on carpet.
- The recreation center/facility is to remain open to the public during rentals. The public will have access to the lobby and bathrooms. The Booking Party may not set up in the lobby area.
- The Booking Party or any members of the rental group wanting to use any other part of the facility must pay the appropriate activity fee.
- The Booking Party agrees not to bring onto the premises, any material, substance equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

Conduct: _____ (Renters Initials)

- The Booking Party is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The Booking Party is responsible for the control and supervision of all people in attendance of their event. The Booking Party shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. In addition, if it becomes necessary during the course of the function to summon the police for any reason, all or part of the security deposit will be forfeited. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 15 minors. Minors must be under adult supervision at all times.
- Anyone being disrespectful to the staff or not following facility rules will be suspended from the facility.

Room Capacity: _____ (Renters Initials)

- The total number of people using the rented space shall not exceed the capacity listed for the room. Rooms must adhere to seating and standing Fire Code Restrictions. Room capacity may be reduced according to your set up. Staff can help you with the room capacity.

Tables and Chairs: _____ (Renters initials)

- The recreation center is limited in the amount of tables and chairs that are available at any given time.
- Table coverings must be used during events with food.
- Sterno burners are only allowed underneath serving trays. Sterno cans must not be placed directly on the table: they must be up off of the table surface.



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Decorations: _____ (Renters Initials)

- Decorations, signage, and any other similar items will not be hung in such a way that may cause damage to walls, doors or structures.
- Signage may not be placed on the outside of the building unless approved by the Recreation Centers Manager or the Assistant Facility Manager.
- The use of scotch, duct, masking tape, staples, push pins, or glue to place signs or decorations anywhere in the facility is prohibited. Masking tape or blue painters tape is acceptable.
- Helium balloons are acceptable as long as they are removed at the end of the rental.
- Any and all usage of candles or open flames is prohibited in any Municipality of Anchorage facility unless an exemption is granted through the Anchorage Fire Department (i.e. wedding ceremony or reception). The Booking Party must request and be granted an **OPEN FLAME WAIVER** from the Anchorage Fire Department. There may be an additional charge from AFD for this waiver form. Customers should allow at least two weeks for the AFD permit to be processed and issued. For more information contact AFD at 267-4900.

Setup: _____ (Renters Initials)

- The Booking Party must check in at the front desk of the facility prior to entering the requested room (s) for the event. At that time Parks and Recreation staff will go over the check in/check out procedures and collect the cash deposit.
- The Booking Party will not be permitted in the room to set up or clean up before or after the requested rental time. Your caterer, disc jockey, decoration committee or any other outside service **must** arrive during your rental time.
- Early delivery of items such as additional table or chairs for your event must be approved by the Recreation Center Manager or the Assistant Facility Manager. Storage fees will apply for early delivery of items. The Municipality of Anchorage does not accept responsibility for any items brought in early. Storage fees will be charged for items left in the center after your event. The Municipality of Anchorage does not accept responsibility for any items left after your event.
- The Booking Party is completely responsible for all set up and breakdown, including stacking of all tables and chairs and putting away any other equipment used during the event.
- Parks and Recreation Staff will not be responsible for the moving, setting up, or taking down of any equipment brought in by or for the renter and/or caterer.

Clean Up: _____ (Renters Initials)

- Anything spilled on the floor or tables must be cleaned up immediately by the Booking Party
- Renters will be responsible for removing decorations, vacuuming or sweeping rental areas, wiping down tables and chairs, returning tables and chairs to the appropriate location, emptying all trash cans in the rental area, and throwing trash bags in the dumpster located in the parking lot. Renters are also responsible for wiping down counters, sinks, and emptying trash cans in the kitchen if the kitchen is used by the Booking Party.
- The premises must be left in as clean and neat of a condition as found at the beginning of the rental period. Damages to the facility by the Booking Party, it's guests, volunteers, vendors, or attendees shall be assessed fees to replace and/or repair damages. If the room(s) is not returned to its original condition, the renter will be charge a cleaning fee of \$100.00 per hour plus the forfeiture of your deposit.
- Renters will be charged for any clean up that lasts longer then the requested reservation time and may result in the forfeiture of your deposit.
- All food, beverages, equipment, and rented supplies must be removed from the premises immediately after your use of the facility and not later than the time stated on the face of this contract.
- Prior to leaving the facility, please double check your belongings to make sure you have not inadvertently packed up any municipal equipment with your items.
- Before your group has officially left the building at the end of your rental time, the Booking Party or authorized designee shall need to check out with the on duty staff person so that confirmation of appropriate cleanup of the rental space has been completed. This will help alleviate delay in returning of the cleaning deposit to you.
- Parks and Recreation staff will provide your rental few cleaning supplies such as brooms, mops, and trash bags for clean up if needed.



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Alcohol : _____ (Renters Initials)

- Alcoholic beverages are prohibited unless the renter applies for, receives, and displays the proper Alcohol Beverage permit. There is an additional fee of \$264.00 for this permit.
- A completed **Alcoholic Waiver Form** package must be submitted and paid for at least 14 days prior to the rental in order to be considered for issuance of alcohol permit. This includes a certificate of general liability insurance, party plan, drivers plan, and a possible security plan for the serving area. This package needs to be completed and received by the Parks and Recreation Administrative office a minimum of fourteen (14) days prior to your event for review and approval by the Recreation Superintendent. Please refer to the **Alcohol Waiver Form** on www.muni.org/parks/reservations for more information on information required to be provided, as well as information on serving alcohol free of charge at a function vs. sales.
- The Booking Party shall also provide general liability insurance in the amount of \$1,000,000.00 with a copy of the insurance binder identifying the Municipality of Anchorage as additional insured. The name of the insured, the insurance carrier, the policy number and the coverage of limits must be stated on their certificate of insurance, as well as the effective and expirations dates for the coverage. An endorsement naming "The Municipality of Anchorage, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501" as additional insured must be stated on the certificate of insurance, A liquor liability endorsement is also required and must be stated on the certificate of insurance (:Dram shop", and/or "liquor host liability") for sale of alcohol.
- The name on the insurance form **MUST BE THE SAME ON THE PERMIT** issued by Parks and Recreation.
- If alcohol is being sold, the Booking Party must have a copy of their ABCB Permit on file with the Parks & Recreation Department seven (7) days prior to the event. The Booking Party's vendor must have their general liability insurance coverage with an endorsement naming the Municipality of Anchorage, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501. Please note that there is an additional per cup fee for alcohol sales.
- Beer, wine, and wine coolers may only be served. **No hard liquor is permitted.**
- Alcoholic beverages will only be served to guests over 21 years of age and neither the Booking Party nor their guests may leave or enter the building or requested room with alcoholic beverages or with open containers of alcohol. Alcoholic beverages are to be served only in the room or designated areas approved for the event.
- The Booking Party shall issue a last call for alcohol beverages no later than one half hour prior to the end of the function.
- The Parks and Recreation Department may require security personnel, and a security plan, dependent upon the type and size of the event. The Booking Party must obtain security that is licensed, bonded, and insured.

Kitchen Rental : _____ (Renters Initials)

- If the booking party will be selling food (either outside or inside of the facility) that is prepared in the facility kitchen, then a Permit from the MOA Health Department must be provided to the Facility Manager prior to the rental. Please obtain signed commissary form from us to present to the MOA Health Department. The renter must also provide a copy of their business license, and general liability insurance of \$1,000,000.00 with a copy of the insurance binder identifying the Municipality of Anchorage as additional insured. Vendor fees for food, beverages, or items being sold shall apply.
- Kitchens must be cleaned and sanitized prior to your departure.
- The Booking party must bring in its own kitchen supplies such as utensils, pans, dishes, dish soap, etc.

THE DIRECTOR OR HER/HIS DESIGNEE WILL MAKE ALL JUDGMENTS CONCERNING THESE RULES AND ANY INFORMATION NOT COVERED IN THESE RULES.



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- **The person signing this Agreement must be 18 years of age or older and will be the person attending the event as well as having the liability and responsibility for overseeing the event.**
- **As the responsible booking party requesting the use of this facility, I agree that the members of my group will abide by the rules set forth in the Room Rental Agreement**
- **The submission of this Room Rental Agreement does not guarantee that the requested date or time is available at the facility. The rental time or room is not approved until the paid permit is issued and signed by the director or her/his designee.**
- **I have read and understand the conditions and rules of the Dr. Lidia Selkregg Chalet Room Rental Agreement. My signature below verifies that I agree to abide by the terms listed in this Agreement. Failure to comply with any financial obligation may result in the Municipality of Anchorage issuing a bill for collection action against me.**
- **The Municipality of Anchorage reserves the right to cancel this permit at any time for any reason. Fees are subject to change with Departmental approval .**

Name (Print)

Signature

Date