

**MUNICIPALITY OF ANCHORAGE  
PARKS AND RECREATION  
HORTICULTURE**

***Letter of Intent***

Event \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name and/or Organization: \_\_\_\_\_

# of Participants \_\_\_\_\_

Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Zip code \_\_\_\_\_

Phone# \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



1321 Lidia Selkregg Lane  
Anchorage Alaska  
99508-3131  
Phone 907-343-4717 / Fax 249-7577

Hours of Operation  
Monday-Sunday 8:00am-3:30pm

No Charge for regular visitors.  
The facility is free and open to the general public.

**Payments and Permit pick up at any recreational facility:**  
**Payment by phone-343-4354 or 343-4040**  
**Admin-City HALL**  
**[wwcrspr@muni.org](mailto:wwcrspr@muni.org)**

**Lidia Selkregg Chalet**  
1600 Lidia Selkregg Lane  
Anchorage, Alaska  
99508  
Phone 907-343-6992  
Call for  
Hours of Operation  
\*Subject to Change Seasonally\*



**Greenhouse Administration Office**  
**Building 12**  
**Hours 7:30 am– 4:00 pm**  
**Monday-Friday**

**MANN LEISER MEMORIAL  
GREENHOUSE**



**MUNICIPALITY OF ANCHORAGE  
PARKS AND RECREATION  
HORTICULTURE**



**Information**  
**907 343-4717**  
**Fax 249-7577**

# RESERVATION PROCEDURE

FeeSchedule [www.muni.org](http://www.muni.org)

# RULES



## **COST:**

A **\$150.00** facility

use fee is charged for all events at the

Greenhouse. Fill out

the **Letter of Intent** and send it to the Greenhouse Administration Office, Building 12, email or fax.

**Email [Michael.Burgamy@muni.org](mailto:Michael.Burgamy@muni.org)**

**Fax 249-7577**

## **AVAILABILITY: Call 343-4717**

Weddings/functions can be held seven days a week, Monday through Sunday, from **9 a.m. to 3 p.m.** (Greenhouse closes at 3:30 p.m.) The Greenhouse is not available in the evenings. There will be **no** before or after hour events.

## **CLEAN UP :**

Function party responsible for all clean up.

## **BE SURE TO SCHEDULE WITH GREENHOUSE FIRST**

You and the Greenhouse secretary will schedule the event on the reservation calendar.

The Sr Office Associate will complete and send a Permit to Parks & Recreation Administration.

Pay for the permit in person at the Lidia Selkregg Chalet, Russian Jack Springs Park (The Chalet is at the end of the lane by the golf course.)

The Recreation Division will confirm the event as reserved.

Reservations should be made at least seven days prior to the scheduled event.

Each reservation is for a one hour period unless longer periods are requested.

We recommend a maximum of 20-25 participants for each function.



Greenhouse remains open to the public during the function/wedding. There is no private area.

Have a copy of the receipt of fee payment with you at the time of the event in the case of schedule questions.

The solarium may be decorated provided no damage is done to plants, limbs, etc. and party cleans-up. Nothing at the greenhouse is to be moved. No rice, confetti, or birdseed is to be thrown inside the greenhouse.

No alcoholic beverages are allowed without a Municipal Waiver.

Bride should bring a sheet to stand on if wearing a long gown as walkways are sometimes wet or dusty.

The Greenhouse does not provide any amenities. The Greenhouse staff will be unavailable to assist with events-the rental is for the space only. Electrical outlets are available for audio systems, Keep noise levels to a minimum.