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

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
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
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.

RULES

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.