



Anchorage Parks and Recreation

Letter of Intent Park & Shelter Request



Name:	Is this for an organization <input type="radio"/> No <input type="radio"/> Yes		
Address:	City	State	Zip
Phone:	Home	Work	Fax
			Cell
Birth date:	Email:		
Purpose of Event:		Estimated Attendance:	
Organization Name:		Address:	

- Is The Event Open To General Public? No Yes Will Audio/PA Equipment Be Used? No Yes
- Is There An Admission Fee? No Yes Will Alcohol Be Consumed? No Yes
- Are there Sales/Donations? No Yes Security Planned? No Yes
- Are there Vendors/concessionaires? No Yes Will you be closing/impacting a road? No Yes
- Will you be having in a Bouncy House, rock wall, pony ride at your event? No Yes

Dates of Use	Park/Shelter/Field Requested	Rental Block (11a-3p, 4-8p, or All Day)
____/____/____	_____	_____ to _____
____/____/____	_____	_____ to _____

Additional Notes:

I have read and agree to the provided policies and rules. I as the renter am liable for understanding and following all of the rules listed in the provided "Policies and Rules" document. I agree that I have been provided with this document.

(Renter initials: _____)

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 for overseeing the event.

The Municipality of Anchorage reserves the right to cancel this permit at any time for any reason.

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 permittee relating to the use of the facility/park/garden plot.

Printed Name _____ Signature _____ Date _____

Park Shelter and Field Use Fees

2020 W 48th Anchorage, AK 99517-3171
Phone 907-343-4040 Fax 907-249-7570

Shelters:

○ Shelter not listed below	\$65/ Half Day	\$100/ All Day
○ Abbott Loop Park Shelter Includes BBQ, Electric, and Field Use	\$152/ Half Day	\$231/ All Day
○ Sisterhood Park Shelter (Includes BBQ)	\$76/ Half Day	\$116/ All Day
○ Ocean View Park Shelter (Includes BBQ)	\$76/ Half Day	\$116/ All Day
○ Chugach Foothills	\$76/ Half Day	\$116/ All Day
○ Goose Lake Park Shelter and Field	\$95/ Half Day	\$145/ All Day
○ Ray Storck Park Shelter and Field	\$95/ Half Day	\$145/ All Day
○ Jewel Lake/Russian Jack/Fairview Lions Includes BBQ (All three sites)	\$76/ Half Day	\$116/ All Day

Surcharges:

○ Alcohol Waiver Fee (Alcohol waiver form required)	\$264/day	○ Vendor/Fundraising Fee	\$100/day
○ Alcohol Sales (Alcohol waiver form required)	\$200/day		

Park Shelter Locations

NORTHEAST PARKS

Chugach Foothills Park
7980 Pioneer Drive
Creek side Park
7076 E 6th Avenue
Dave Rose Park
201 Lane Street
David Green Park
E 36th Avenue & MacInnes Street
Goose Lake Park *
Northern Lights Blvd & UAA drive
(with Playfield)
Kanchee Park
333 Klevin Street
Russian Jack Springs Park
801 Pine Street
San Antonio Park
4535 San Ernesto Avenue
Sitka Street Park
1507 Sitka Street
William B. Lyons Park
329 Irwin Street

SOUTHEAST/CENTRAL PARKS

Abbott Loop Community Park
8101 Elmore Road
Ray E. Storck Homestead Park
7020 Clark's Road
Ruth Arcand Park
3700 Abbott Road
Taku Lake Park *
821 E 72nd Avenue
Wolverine Park
1006 West 74th Avenue

SOUTHWEST PARKS

Jewel Lake Park *
4342 W 88th Avenue
(charcoal bbq)
KFQD Park
10349 Bayshore Drive
Kincaid Park
9401 W Raspberry Road
Oceanview Park
13420 Jarvi Drive

NORTHWEST PARKS

Balto Seppala
3360 Wisconsin Street
Didlika Park
2470 McKenzie Drive
Fairview Lions Park **
1201 E 8th Avenue
Fairview Park
1217 LaTouche Street
Kiwanis Fish Creek Park
3907 Turnagain Blvd East
Lloyd Steele Park
2931 Leighton Street
Pop Carr Park
4608 Kent Street
Richardson Vista Park
1300 E Bluff Drive
Sisterhood Park
4879 Van Buren Street
Sunset Park
600 Vine Street
Valley of the Moon Park (1)
610 West 17th Avenue
(charcoal bbq)
(close to playground)
Valley of the Moon Park (2)
610 West 17th Avenue
(close to dog park)
Wilson Street Park
3955 Wilson Street
Woodland Park
3600 Iowa Street



Anchorage Parks and Recreation

Policies and Rules

Fees

- FULL payment of all fees are due upon the submission of a **Room Rental Agreement and/or a Letter Of Intent**. The Permit Administrator or her/his designee must approve any alternate payment schedule.
- The Booking Party must pay for all time reserved, even if not used (i.e. late start or early end of rental). Refunds are not given if your event ends early.
- 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 nature and size of the event. Additional permit fees may apply and are the responsibility of the Booking Party to obtain and present to the Facility Supervisor 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, selling merchandise, 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.

Insurance

- The Parks and Recreation Department may require a Certificate of Insurance, depending on the size and/or nature of the event. 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, 632 W 6th Avenue, Suite 630, Anchorage, AK 99501** must be listed as the certificate holder as well as an additional insured with respect to general liability. An endorsement naming "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.
- General Liability Insurance must be in the amount of \$1,000,000.00. Subrogation waiver may be required and the endorsement should accompany the Certificate of Insurance.
- The named insured must match the name of the Booking Party on the application and permit.
- The Certificate of Insurance is due **at least 7 days** prior to the event. In the event that insurance is not obtained in time, refunds will be given according to the Refund Policy listed in this agreement.
- If bringing in a vendor or contracted activities such as a bouncy house, rockwall, pony rides, flipping salmon, etc., the Booking Party will need to provide a copy of the vendor's General Liability Insurance naming the Municipality of Insurance as additional insured.
- The use of private bouncy houses or other inflatable play equipment is not permitted in the recreation facilities.

Changes to Permit

- Changes to the permit at the Booking Party's request must be submitted to the Permit Administrator 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.

Special Events

See Special Event Application and Special Event Pamphlet. Additional documentation/special permits may be required if applicable to the activity such as:

- Copies of noise and health permits.
- A copy of special event road right of way permit.
- A letter verifying the Fire Department's knowledge, involvement, and approval of event.
- A security plan.
- An event layout map.
- General liability insurance with a copy of the insurance binder with the Municipality of Anchorage identified as a co-insured.
- A concessionaire's permit for each concession or vendor.
- A copy of an alcohol waiver (including a party plan) and/or Alcohol Beverage Control (ABC) Permit. Requirements for the alcohol waiver
 - are different, and require submittal no less than five (5) working days prior to the event.
- A copy of your State of Alaska business license.
- A letter to verify approval of use by the management group to the area/property owner.
- Approval of other governmental agencies if event overlaps into jurisdictional areas.

The time frame designated by the Anchorage Parks and Recreation Rules and Regulations, Section 25.10.009 of the Municipal Code requires submittal, "No less than 14 days prior to the activity." Many large events are complex, and therefore we request submittal of your letter of intent and additional documents, if needed, at least 30 days prior to event. If the Director finds the requested use to be in compliance with Section 25.10.010, a use permit will be issued and an appropriate use fee will be levied. The Director may establish additional requirements if deemed necessary, such as local residents and the area community council involvement.

Park Services

- Some needs requested by park users are limited or do not exist. Portable toilet availability not guaranteed. Water is not available at any park for activity use. Electricity is available at the Delaney Park Strip, Town Square, Jewel Lake Park, Abbott Loop Community Park, and Chugach Foothill. Additional charges will be assessed for electricity.

Inflatable Play Equipment Policy

- The Municipality of Anchorage has adopted a policy governing the use of inflatable play equipment (e.g. bounce houses, obstacle courses or similar items) for events taking place in Municipal Parks and Facilities. This policy is designed to maintain safe parks and recreational opportunities, while at the same time recognizing that certain recreational activities carry a greater risk of injury than others. Accordingly, a User of a Municipal Park or Facility who wishes to include inflatable play equipment as a part of his/her activity or event shall be subject to the associated Municipal Parks policy and shall sign this addendum, which sets forth the policy in detail.
- Inflatable play equipment is structure relying on a continuous supply of air to maintain its shape on or in which users may play, bounce, and/or slide. Examples are Flat-bed (4 side open), Castle (3 walled sides, 1 open side), A-frame inflatable (3 walled sides, 1 open side), Bounce/Slide Combination, Multi-play center, Obstacle Course, Inflatable slide, Enclosed inflatable, Soft Mountain, Bounce House.

Inflatable play equipment may only be permitted in the following areas. They are prohibited in all other areas and parks not listed.

1. Anchorage - Kincaid Park, Cuddy Family Midtown Park, Delaney Park Strip, Balto Seppala Park, Tikishla Park, Russian Jack Springs Park, Chanshtnu Park, South Anchorage Sports Complex, Dave Rose Park, Abbott Loop Community Park, Jewel Lake Park.
2. Eagle River - Eagle River Town Square/Commons Park, Schroeder Park, Loretta French Sports Complex, Russell Oberg Soccer Fields, Peters Creek Park, Harry J. McDonald Memorial Center.
3. Girdwood - Forest Fair Park.

- Renters utilizing Inflatable Play Equipment on park land must possess an approved Inflatable Play Equipment Agreement prior to use. You can view and download the agreement at:
[http://www.muni.org/Departments/parks/Documents/MOA_Bouncy_House_Policy_\(v2018\).pdf](http://www.muni.org/Departments/parks/Documents/MOA_Bouncy_House_Policy_(v2018).pdf)

Before You Rent For Your Event

- To help ensure you have the date and space needed for your event, please place your reservation early to allow you the best options. Payment is required at the time you make your reservation for one of our parks or facilities. Parks & Recreation staff will issue a permit that you will need to have with you or on the premises of the rental event, to show you have reserved the space. The outdoor park rentals are subject to inclement weather. Refunds will not be granted due to the weather. Be aware that if you determine not to have your event at the space you have already reserved, the closer to the event before you cancel, the less you will receive in refund and the less likely it will be that Parks & Recreation will be able to issue a replacement reservation.

Alcohol

- 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 Alcohol 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 at least 14 days prior to the event. (Subrogation Waiver may also be required) The name of the insured, the insurance carrier, the policy number and the coverage 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 and/or the event is advertised to the public or open to the public, 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" as additionally insured. Please note that there is an additional per cup fee for alcohol sales.
- Beer, wine, and wine coolers only may 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.

Cancellations/Refunds of Permit

- 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.
- Failure to produce the required insurance, 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 scheduled time without liability. Refunds will be made if cancellation by the Municipality is necessary.
- **PLEASE NOTE:** Cash or Check refunds may take up to 4-6 weeks to process.

**Questions? Contact the Permit Office at:
343-4040 or email at registration@anchorageak.gov**

**Completed Letter Of Intent Form PAGE 1
can be faxed to 249-7570 or
submitted at any of the four Recreation Centers.**

Spenard Community Recreation Center

2020 W 48th
Anchorage, AK 99517-3171
Phone 907-343-4160
Fax 907-248-0859

Kincaid Outdoor Center

9401 W Raspberry Road
Anchorage, AK 99502
Phone 907-343-6397
Fax 907-249-7530
Kincaid@muni.org

Fairview Community Recreation Center

1121 E. 10th Avenue
Anchorage, AK 99501
Phone 907-343-4130
Fax 907-343-6049

Lidia Selkregg Chalet Russian Jack Park

1600 Lidia Selkregg Lane
Anchorage, AK 99508
Phone 907-343-6992
Fax 907-332-1676
RussianJack@muni.org