

Hilltop Chalet

7015 Abbott Road • Anchorage, Alaska • Phone 346-1446 • Fax 346-3391

ROOM RENTAL RESERVATION REQUEST

Organization: _____

Applicant Name: _____ Title: _____

Day Ph: _____ Night Ph: _____ Fax: _____ E-mail: _____

Applicant Address: _____

Purpose of Event: _____ Est. Attendance: _____

Date of use: _____ Start Time: _____ End Time: _____

Please check off all items you are requesting for your rental:

INDOOR RENTAL AREAS:

Available for rent April 16th through October 15th only.
Normal rental hours between 8am - 12midnite

- Chalet \$180.00 per hour
Includes Main Hall, Northern Room, Southern Room, Kitchen
and outside grounds area with Patio
- Before/After Normal Hours \$200.00 per hour
Normal rental hours between 8am - 12midnite

OUTDOOR RENTAL AREAS:

The outside grounds areas are available to rent. \$180.00 per hour.
Contact 346-1446 for more information.

REFUNDABLE DEPOSITS:

CASH or CREDIT only. Deposits are due on day of event.

- Damage/Cleaning Regular Deposit \$500.00

PACKAGE DEALS

- Elegance Package #1: (8-Hour Maximum) \$1,300.00 per day
- Elegance Package #2: (10-Hour Maximum) \$1,600.00 per day
- Additional Normal Hours above 10 hours \$100.00 per hour
Includes Main Hall, Northern Room, Southern Room, Kitchen and outside
grounds area with Patio
- Available for rent April 16th through October 15th
Normal rental hours between 8am - 12midnite

Alcohol Waiver required to serve alcoholic beverages.

Beer and wine beverages only per MOA.

This must be applied for and obtained from MOA Dept. of
Parks and Rec. Call 343-4040 for info. Copy of approved
Alcohol waiver must be provide to Hilltop at least 48 hrs.
prior to event.

EQUIPMENT:

- Tables (35 available: 31x72) No charge
- Chairs (200 available) No charge
- BBQ Grill (Gas) \$75.00 per day
- Media Center \$75.00 per day
(70" Television, 7.1 Surround Sound, CD/VHS Player, PA System)



No pets Allowed in building or on outside grounds area.

Reservations and rentals are not reserved until the Rental Agreement is submitted, approved and paid for in full.

USE

The permit holder shall indemnify, save harmless and defend the Hilltop Ski Area, 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.

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ROOM RENTAL AGREEMENT

AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY,
I AGREE THAT MYSELF, AND THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES:

Fees

- Full payment (except deposit) of all rental fees is due upon the submission of this *Room Rental Agreement* and to confirm your reservation.
- Renters will be required to pay a **CASH or Credit** cleaning/damage deposit of \$500 on day of event **before** entering room on the day of rental. Renters will be held financially responsible for any and all damages and costs above the deposit amount.
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

Cancellations

- All cancellations and changes must be **submitted in writing** and will be eligible for a refund or billing according to the following schedule:
 - 90 days prior to date of rental..... 100% refund
 - 60 days75% refund
 - 30 days50% refund
 - After 30 days.....Forfeit refund

Conduct

- Staff will frequently monitor all rooms.
- Children must be supervised at all times, if found causing a disturbance or not being supervised, parents or guardians will be asked to remove them from the chalet/park.
- Anyone being disrespectful to the staff or not following facility rules will be subject to suspension from the chalet/park.
- Renters must exit room completely by end of rental period.

Set Up

- Renters (or caterers) will not be permitted in the room to set up or clean up before or after the requested rental time.

- Equipment or furniture cannot be moved without prior approval.
- **The use of staples, or glue to place signs or decorations anywhere in the building without prior approval is prohibited. Use designated tape only - No Duct Tape**
- **All set up and clean up must be completed during the requested rental time. No exceptions.**

Clean Up

- Renters will be charged for any clean up time that lasts longer than the requested reservation time.
- **Renters are responsible for all clean up.**
- Anything spilled on the floor or tables will be cleaned up immediately.
- All tables and chairs must be returned to the appropriate cart and location.
- If the room is not returned to its original condition, the renter will be charged a **cleaning fee of \$150.00 per hour.**

Facility Rules

- Smoking is prohibited inside the building.
- Renters must throw all garbage in the dumpster.
- **CANDLES ARE PROHIBITED** for use inside the building unless enclosed in container or of drip less type.

Alcohol Use

- Alcoholic beverages are prohibited unless the renter has an approved **Alcoholic Beverage Permit**. A completed **Alcoholic Beverage Permit Application** must be submitted and paid for **at least 7 working days** prior to the rental in order to be considered for approval. This must be applied for and obtained from MOA Dept. of Parks and Rec.

Hilltop will make all judgments concerning these rules and any information not covered in these rules.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event.

The submission of this Room Rental Agreement does not guarantee that the requested time is available. *Reservations and rentals are not reserved until the Rental Agreement is submitted, approved and paid for in full.*

(Initials)

I have read and understand the conditions and rules of the Hilltop Chalet Room Rental Agreement. I understand that if I cancel my reservation, that I must submit a written notice a minimum of 90 days prior to my scheduled function for a full refund, otherwise I will be responsible for the room rental fee based on the above prorated cancellation fee schedule. 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 Bill for Collection action and additional collection fees.

The Hilltop Ski Area reserves the right to cancel this permit at any time for any reason. Fees are subject to change at any time without notice.

Name (Print)

Signature

Date

Please read and sign the rental agreement on the reverse.