



1930 East Northern Lights Blvd. Anchorage, AK 99508 • 907.274.4344

EVENT CONTRACT

Pricing:

Whole Building: \$2000.00/day

Angleton Hall: \$1000.00/day:

Downstairs Dining Room: \$850.00/day:

***Kitchen:** \$600.00/day

*The Kitchen is available ONLY as an add on and is unavailable for stand-alone rentals

TOTAL DUE: _____

Reservation/Cleaning Deposit \$1000.00

INITIAL:

Event Title: _____

Date / Time of Event: _____

Company/Organization: _____

Primary Contact: _____

Address: _____

City & Zip Code _____

Home Phone: () _____

Work Phone: () _____

Cell Phone: () _____

Reservation/Cleaning Deposit Received: _____ Date

Rental Payment: _____ Date

Key Issued: _____ Date



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Rules & Conditions of Rental

Violation of ANY Provision of this Agreement

Will result in FOREITURE of a Portion or ALL Your Deposit!!

- The rental agreement shall be paid in full **14 or more** days prior to the event date and is refundable only if notice is provided to Al Aska Shriners no less than **45 days** prior to scheduled event. INITIAL:
- **Failure to provide notice of cancellation 45 days prior to the rental date will result in forfeiture of rental payments.** INITIAL:
- The premises shall be vacated no later than **9:00 AM** the day following your event/function.

Insurance:

- A certificate of the required Tenant/Lessee Liability insurance shall be provided to Al Aska Shriners 10 days prior to your event. INITIAL:
 - **Insurance coverage shall include the following:**
"The Tenant shall save Landlord harmless and indemnify Landlord from all injury, loss, theft, death and claims or damage to any person or property while on the leased Premises, unless caused by the willful acts or omission or gross negligence of Landlord, it employees, agents, licensees or contractors. Tenant shall maintain with respect to the Leased Premises, commercial general liability insurance with limits of not less than \$1,000,000.00 for bodily injury or property damage from any one occurrence whether on premises or after conclusion of event on or off the premises and name Landlord as additional insured". INITIAL:

Subletting Prohibited:

- The Client is prohibited from subletting the Venue or any portion thereof to any third party without the prior written consent of Al Aska Shriners. Any attempt to sublet the Venue without prior written consent shall constitute a material breach of this Agreement and may, at Al Aska Shriners' sole discretion, result in termination of this Agreement by Al Aska Shriners and forfeiture of all payments made by the Client. INITIAL:

Access:

- The Key to the Building can be picked up at Al Aska Shriners office **ONE** day prior to your event between the hours of 8:00am to 12:00pm Monday through Friday
- The building key can be deposited into the mail slot outside and to the left of the front door at the conclusion of your event or returned to the front office during the next business day
- **Failure to return building keys WILL result in additional fees for re-keying the building.** INITIAL:

Setup:

- The Client shall have access to the Venue for setup purposes on the day of the Event, starting at **4:00pm**
- **NO** alterations
- **NO** remodeling
- **NO tacks, nails, holes or other hangers** are to be driven into any part of the building to decorate for your event.
- **NO** Duct Tape, Masking Tape, or Scotch Tape will be applied to any surfaces in the building**
- **NOTHING WILL BE ATTACHED TO OR REMOVED FROM BEHIND THE CURTAIN ON THE STAGE.**
- The person signing this agreement shall ensure all decorations are removed from walls and surfaces and there is no residue or damage. INITIAL:

***Damage from tape, tacks, etm may result in additional charges to patch, repair and repaint*



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Early Access/ Overnight Setup:

- If the Client requires access to the Venue for setup prior to the day of the Event, they must obtain the written consent of Al Aska Shriners and pay any applicable additional fees.
- Overnight setup is not permitted without the express written consent of Al Aska Shriners and payment of applicable overnight fees.

INITIAL:

Clean Up:

- Breakdown and removal of all Client's equipment and belongings must be completed by 9:00am on the day following your event.
- All trash must be put into plastic bags and placed into the dumpster outside the double doors at the rear of the building.
- At the conclusion of your event, the floors shall be swept, mopped, and vacuumed as appropriate, all decorations removed, table and chairs shall be cleaned and put away.
- The entire kitchen will be left in the same condition it was in prior to your event.

INITIAL:

Chair/Table Placement, Stacking, Use, and Damage:

- All red chairs shall be placed downstairs in the designated storage area.
- All grey chairs shall be placed upstairs in the designated storage area.
- Chairs shall not be stacked more than three (3) high.
- Under no circumstance are chairs to be used for seating when stacked.
- Chairs shall not be used for any purpose other than seating.
- Chairs shall not be used for climbing, standing on, or throwing.
- Tables will be returned and stacked appropriately at their respective places.
- Damage or staining beyond normal wear and tear will be billed at the full replacement cost of the table or chair. Normal wear and tear is defined as minor scuffs, scratches, or fading that occurs through the normal course of use.
- Damage or staining caused by negligence or misuse, including breakage, rips, tears, burns, or excessive soiling, will be considered beyond normal wear and tear.

INITIAL:

Additional Considerations:

- *No Shrine property* shall be taken outside the building without prior written permission of Al Aska Shriners
- Sanitary napkins, paper napkins, rags, disposable diapers, etc. must not be flushed down the toilets.
- Please use the appropriate sinks in the kitchen as indicated.
- Any repairs resulting by such failure to adhere to these guidelines shall result in additional charges to your account prior to the return of your deposit.
- **NO PETS** ARE PERMITTED without written consent of Al Aska Shriners, unless it is a service animal:
- **NO UNREASONABLE NOISES** ARE PERMITTED AT ANYTIME. (This is a residential area!)
- All parking signs shall be complied with, and the fire lanes must be always kept clear.
- Inappropriate use of the elevator is prohibited. Use of the emergency phone resulting in deployment of Anchorage Fire, APD, or unnecessary service will result in immediate forfeiture of your deposit as well as incurring additional fees related to such events.
- Children shall be supervised at all times by legal parents or guardians while on AlAska Shriners property (building and parking lot):
- The Parking Lot will be free of all trash and cigarette butts.

INITIAL:



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- Al Aska Shriners is not responsible for any theft or damages to renter/guests property during or after event:

INITIAL:

Overtime Fees:

- Failure to complete breakdown and cleanup within the specified timeframes will result in overtime fees of **\$200.00** per hour, payable to Al Aska Shriners.
- The building will be inspected on the day following the event. At the discretion of Al Aska Shriners, the tenant shall be provided reasonable opportunity to resolve any issues should they be found.
- If a refund is due, it may be picked up at the temple office the first business day following the rental.
- Any property missing from the building will be charged accordingly and will either be deducted from the "deposit" or charged to the tenant:

INITIAL:

Smoking Restrictions:

- In accordance with the Anchorage Municipal Code, **smoking is strictly prohibited within 20 feet of any building entrance or exit**. This includes all forms of smoking, including cigarettes, cigars, e-cigarettes, and vaping devices.
- Smoking is only permitted in the designated smoking area
- Designated Smoking Area: **Unless Otherwise Specified: North-East Corner of the Parking Lot**
- The Client and all guests must comply with these smoking restrictions. Failure to do so may result in fines, removal from the Venue, and/or termination of this Agreement and forfeiture of security deposits.

INITIAL:

FOR EVENTS WITH ALCOHOL:

- The tenant shall provide copies to Al Aska Shriners copies of all permits, licenses, and certificates from all Municipal and State agencies indicating approval to serve or sell alcoholic beverages on Al Aska Shriners property prior to your event. Failure to do so shall result in the cancellation of your event and the forfeiture of rental fees and deposits.
- Anyone under the legal age to drink, as defined by the State of Alaska, must always remain accompanied by a parent or guardian.
- There shall be **NO** consumption of alcoholic beverages outside of the building, including the parking lot.
- AlAska Shriners, its members or employees **shall not** provide or serve any alcoholic beverages for your event.

INITIAL:

Compliance:

- This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

The individual signing this contract must be the same individual responsible for all payments and shall be responsible for ensuring all rules are obeyed by their guests, and that the building is left in the same condition it was in prior to your event:

Client Signature

Printed Name

Date

For Al Aska Shriners

Printed Name

Date