



## Special Events Contract & Rental Agreement

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Type Of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Number of Overnight Guests: \_\_\_\_\_ Number of Rooms Needed: \_\_\_\_\_

Client(s)/Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THE SUNSET VIEW RESORT?	
<input type="radio"/> Make-A-Scene	<input type="radio"/> Alaska Bride & Groom Magazine
<input type="radio"/> Sunset View Website	<input type="radio"/> Mat-Su CVB
<input type="radio"/> Magazine	<input type="radio"/> Wasilla Chamber of Commerce
<input type="radio"/> Other	<input type="radio"/> Wedding Expo

**3% Processing Fee on any Credit Card Transaction:** Amount: \_\_\_\_\_

25% Deposit to hold the date(non-refundable) Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

(50% deposit if under 6 months) Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Refundable Damage Deposit/cashiers check Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

25% due in 60 days Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

25% due in 180 days Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Balance due 45 days before event Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Other billable fees or requested/required expenses will be quoted and detailed on separate Invoices, as costs are determined or necessary.

A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIME!

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

**Please initial and date the following pages.**



Package: \_\_\_\_\_ Price: \_\_\_\_\_

	Included w/Package	Additional Request	Total
Chairs	chairs		
Table, Round	Table, Round		
Table, Rectangle	Table, Rectangle		
Motor Home parking		X \$75 per MH per day	
<b>Tent Fee</b>		\$500	
		total	
		<b>TOTAL</b>	

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Primary Contact/Renter Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We will be using the contract as a working document as details to refine your event

\*A Completed **Contract** and deposit is the only way to confirm availability. Your proposed dates and locations will be reserved on the date your contract and deposit are received.



## General Guidelines

### Appearance of Resort

- The resorts premises must be used as is on the day for the event, and must be kept in the same condition in which it was found.

- 

### Pets and Animals

- Except for service animals, no pets are permitted at the Alaska Sunset View Resort or accepted under contract.

### Decorations

- Hanging signs on the inside/outside of building, plants, or trees is not permitted/Artificial petals, leaves, rice, bubbles, flowers, flower petals, and tiki-torches are permitted outside, but must be cleaned up thoroughly after the event.
- Confetti may not be used inside or outside
- **NO GLITTER**
- If the staff needs to clean up any of the above decorations, there will be a cleaning fee taken from deposit.

### Smoking

- Smoking is allowed only in outdoor areas 25' from all windows, doors and decks, with proper disposal of cigarette ends.



## Booking

### Cancellation

- Cancellation of an event must be made prior to 180 days before the event. If cancellation is less than 180 days before the event the remaining balance will be charged. There is no refund of what has been paid.
- If an event is cancelled 180 days or more prior to the event the owing balance will be placed on a non-transferable Sunset View Resort Gift Certificate is valid for 12 months and excludes the month of June, Holidays, and Special Events.
- Any add-ons after original signed contract that has been made will require a new contract process to be completed.

### Refunds Process

- Please allow approximately 2-weeks for any refunds to be processed.

### Unforeseen Events

- The client cannot hold the Sunset View Resort responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities.
- If an Act of God were to occur preventing the event from taking place as scheduled, the Sunset View Resort will allow for the event to be rescheduled.

## Weddings

### Ceremony/Reception Sites

- The rental fee for an outdoor ceremony site is for a ten-hour period, which allows for setup, seating of guests, ceremony, photography sessions and departure. There is a \$100 fee for each additional hour.
- Photography sessions are limited to the rented space. Photos in other areas of the sunset View Resort are allowed but based upon availability and agreed upon before the wedding date.

### Rain Plan

- Last minute cancellations of outdoor rental sites due to inclement weather will not be considered for refunds.

### Music

- Amplified Music (DJ, Karaoke, Live band, etc.) must quiet down after 11:00pm.



## Facility Rentals

### Food and Beverage

- When renting the Alaska Sunset View Resort property, it is the full responsibility of the renters if they provide guest alcohol. Suggest checking into Event insurance
- We do have a commercial kitchen available for rent by a caterer of your choice.
- All event trash must be disposed of at the Alaska Sunset View Resort dumpster.

## Event Logistics

### Liability

- The client agrees not to hold Sunset View Resort, its board of governors, staff and volunteers, liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at the Sunset View Resort. If such
- Occurs it is to take place in the Matanuska Susitna Valley.

## Care of Premises

Sunset View Resort agrees to keep the basic building structure of the premises, including roof, roof supports, foundation and structural supports, exterior and support walls, structural portion of the floors, and heating systems in good repair during the contracted term.

Except for reasonable wear and tear, renter agrees to maintain in good condition other portions of the premises and agrees that upon expiration of the agreement will quit and surrender the premises in a neat and clean condition. With keys left on counter.

Renter shall commit no waste of any kind, in or about the premises and no product or equipment will be stored, displayed, or sold outside the building. Renter shall pay for all damage to the building caused by renter's misuse or neglect of the premises.

Renter agrees to return property/equipment in the same condition as when it was accepted. Any damage, broken or missing items will be deducted from the security/damage or charged on the credit card provided if damage is above the initial deposit amount.

A minimum cleaning fee of \$250 will be charged for anything beyond normal cleaning and changing of linens. Cleaning after guests that have been ill, excess cleaning of kitchens and ovens are not part of normal cleaning and will be subject to the fee.

There is Non-Smoking other than designated areas and No Pet policy for the facilities. There will be a \$500 fine/Charge if there is smoking/pets inside facilities. You will be asked to leave the Sunset View Resort and no further reservations will be accepted.



## Acceptance

Upon signing of the contract, a fully executed agreement will be in force

I/we, \_\_\_\_\_ have read the above and accept the terms therein;

\_\_\_\_\_  
Primary Client Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Secondary Client Signature

\_\_\_\_\_  
Printed Name

### Payment Information

Name as it appears on card: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Security # (CCV) \_\_\_\_\_ Card type: \_\_\_\_\_

Signature to authorize charge \_\_\_\_\_ Date \_\_\_\_\_

All Checks should be made payable to: Alaska Sunset View Resort

You can mail to P.O Box 521402 Big Lake, AK 99652