



SPECIAL EVENTS CONTRACT

Type Event: _____ Event Date: _____
 Primary Contact: _____ Phone No: _____
 Email address: _____
 Secondary Contact: _____ Phone No: _____
 Email address: _____

(A SIGNED CONTRACT & DOWN PAYMENT MUST BE RECEIVED TO RESERVE THE DATE)
 After we receive your signed contract you will receive an email with the invoice from Quickbooks to pay. Once down payment has been received your date will be reserved.) There is a 1% on (ACH) Bank withdrawals and 3.5% on credit cards

| DETAILS TO REFINE EVENT | ADDITIONAL REQUESTS | TOTAL |
|--|---|--------------|
| Package | | |
| Set up Time Wrap Time | | |
| Number of Guests | | |
| Homes Needed | | |
| Chairs needed | | |
| Round Tables | | |
| Rectangle Tables | | |
| Motorhome Charge \$75 sm to. Med per day \$100 large per day | | |
| Early Check in \$100 per hr | | |
| Late check out \$100, if over the 1 hr a half day fee will apply. | | |
| Tent Placement Fee \$500 | | |
| Bose Sound System | www.eventsured.com or \$1000 deposit | |

Total for Event: _____

GUIDELINES FOR DEPOSIT AND PAYMENTS

TOTAL FOR EVENT: _____

| | | |
|---|-----------------|------------------------|
| 25% Deposit required to hold date (non-refundable) | Due Date: _____ | Amount Due: _____ - |
| 25% Payment due in 60 days | Due Date _____ | Amount Due: _____ - |
| 25% Payment due in 180 days | Due Date: _____ | Amount Due: _____ - |
| Balance due 45 days before the event. | Due Date: _____ | Amount Due: _____ - |
| For a worry free event see attached Insurance coverage through https://www.eventsured.com for cancellation coverage, Damage/security insurance, Liquor liability etc. If no insurance is applied for a deposit of \$2500 is required for Platinum Weddings A \$1000 is required for all other events 45 days before event date by cashiers check | Due: _____ | Due: _____ |

NAME & TELEPHONE NUMBER OF WEDDING PLANNER OR PRIMARY CONTACT DURING EVENT: _____

**ACKNOWLEDGED, AGREED AND AUTHORIZED BY:
RENTER/PRIMARY CONTACT:**

_____ Date: _____

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, or contract signed for inclusion of pet in ceremony with specific guidelines written on the contract
- No Pets are permitted at the Alaska Sunset View Resort as lawn maintenance crew will not be responsible for cleaning up after animals.

Decorations:

- Hanging signs on the inside/outside of building, plants or trees is not permitted. Artificial petals, leaves, rice, bubbles, flowers, flower pedals and tiki-torches are permitted outside, but must be cleaned up thoroughly after your 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 of (\$45) per hour

Smoking:

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

FACILITY RENTAL

Food and Beverage:

- When renting the Alaska Sunset View Resort, it is the Full Responsibility of the renters if they provide guest alcohol. Insurance option, <https://www.eventsured.com>
- A kitchen is available for rent at the Boathouse Banquet Room, induction burners , ovens, cooler and freezer.
- **ALL EVENT TRASH IS TO BE DISPOSED OF BY THE RENTER INTO THE DUMPSTER.**

WEDDINGS

Ceremony/Reception Sites

- The rental fee for an outdoor ceremony site without overnight accommodations is For a 12 hour time frame, but running no later than 10PM, which includes the setup, seating of guests, ceremony, photography sessions and departure. There is a fee for each additional hour of \$100 beyond your 12 hours.

Rain Plan

- Last minute cancellations of outdoor rental sites due to inclement weather will not be considered for refunds as we do have indoor accommodations, that can be rented for such occurrences.

Music

- Amplified Music (DJ, Karaoke, Live Band, etc.) must quiet down at 11:00pm
- Not to disturb neighbors.
- Any add-on's after original signed contract that has been made, must be approved and signed by the Manager.

CANCELLATION POLICY

Cancellation: <https://www.eventsured.com>. If insurance is not an option for you the option below applies.

- If an event is cancelled 180 days or more prior to the event or Less than 180 days the amount paid will be placed on a non-transferrable Gift Certificate and is valid for 12 months, after scheduled event, excluding Holidays and Special Events.

Refunds Process

- Unforeseen occurrences will be considered, Refunds need to be submitted in writing.

CARE OF PREMISES

Sunset View Resort agrees to keep the basic building structures of the premises, including roof, roof supports, foundation and structural, heating systems in good repair during the contracted time.

Except for reasonable wear and tear, renter agrees to, maintain in good condition all portions of the premises, (no climbing on roofs or buildings, throwing rocks in pond or rearranging of furniture, which means not moving furniture to different floors) Upon expiration of the contract Renter/Guests will quit and surrender the premises in a neat and clean condition as it was accepted.

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 building caused by renter's misuse or neglect of premises.

Cleaning after guests that have vomited, excess cleaning of ovens in the kitchen are not part of Normal cleaning and you will incur a cleaning fee of (\$35) per hour for such occurrences.

*No Smoking/No Pet policy There will be a \$500 Fine
You will be asked to leave the Alaska Sunset View Resort and no further reservations will be accepted.

EVENT LOGISTICS

The Client/Renter agrees not to hold Alaska Sunset View Resort/Sunset View Enterprises LLC, its Board of Governors, Staff and volunteers liable from suit, actions, damage or theft resulting from the use of any facility.

*If such occurs the Client/Renter agrees for it to take place in the Matanuska Susitna Valley, Palmer Courthouse.

ACCEPTANCE

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

I/we, have read the above documents and Accept the terms therein,

| |
|----------------------------|
| Primary Client Signature |
| Secondary Client Signature |

Credit Card Information

| | |
|-------------------------------|---|
| Name as it appears on card | |
| Mailing Address for card | |
| City | State Zip Code |
| Credit Card Number | |
| Expiration Date | Security Code Card Type |
| Signature to authorize Charge | |
| Credit Card ACH | For each payment that is due, please initial in the box by your choice. If you prefer Credit Card billed for all payments, there is a 3.5% added to each payment. If you prefer (ACH) Bank Draft for all payments, initial in the box, 1% is added to each payment. |
| Email address | |

Alaska Sunset View Resort
PO Box 521402
Big Lake, Alaska 99652