



BANQUET ROOM RENTAL
CREEKSIDE LODGE

7362 W. PARKS HWY #397 WASILLA, AK 99623
977 S KENLAR RD, HOUSTON, ALASKA 99694
(907) 315-9545

CREEKSIDELODGEAK@GMAIL.COM
WWW.SUNSETCREEKSIDE.COM
WWW.FACEBOOK.COM/CREEKSIDELODGEAK

This agreement applies to the property located at 977 S Kenlar Rd, Houston, Alaska 99694.

_____ agrees to rent the Banquet Room at the Creekside Lodge
from _____ to _____ for a sum of **{rate}**. A security deposit
of **\$1,000** will be held by the Owner/Manager and will be refunded upon satisfactory return of
the property within 14 days.

Renter: _____ Phone: _____

E-mail Address: _____

Contact Person: _____ Phone: _____

Email Address: _____

Event Details:

Mailing Address: _____

City: _____ State: _____ Zip: _____



Attendance: *maximum occupancy is 80 persons

During the rental period, will alcohol be served on the Creekside Lodge premises? YES NO

During the rental period will alcohol be sold on the Creekside Lodge premises? YES NO

Date	Day of Week	Start Hour	End Hour	Requested Hours	Number of Guests

The Rental Fee is calculated on the following page based upon the services and products selected by the client.

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Total Facility Rental Amount \$	\$100 (non-refundable)	\$

Payment by: Check #'s _____

Payment by: Credit Card Invoice Date _____ Paid Date _____

Approved Not Approved Authorized Signature _____ Date: _____

Rental Refund Approved by: _____ Date: _____



THE CREEKSIDE LODGE BANQUET RENTAL RATE SHEET

The Creekside Lodge has several of rental options. Please inquire with The Creekside Lodge for anything outside the hours/dates listed below. The Creekside Lodge will make every reasonable effort to help accommodate the needs of your event.

Rental Hours 8am-10pm	Friday	Saturday	Sunday	Mon-Thurs
Wedding Season (May -August)	\$85 per hour (10-hour min)	\$85 per hour (10-hour min)	\$85 per hour (8-hour min)	\$85 per hour (4-hour min)
Holiday Season (December)	\$85 per hour (10-hour min)	\$85 per hour (10-hour min)	\$85 per hour (8-hour min)	\$85 per hour (4-hour min)
Off-Season (Sept-April)	\$85 per hour (4-hour min)	\$85 per hour (4-hour min)	\$85 per hour (4-hour min)	\$85 per hour (4-hour min)

Rental Hours 8am-10pm	Friday	Saturday	Sunday	Mon-Thurs	Total
May-August	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	
December	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	
September-April	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	\$85 x ___ hrs	

Furnishings Included in base rental (client responsible for set up and take down)	Price Per Item			Total
Banquet room	Included			No Charge
Folding Tables	Included			No Charge
Folding Chairs	Included			No Charge
Full Kitchen (microwave, oven/stove, refrigerator/ freezer)	Included			No Charge
Upgrades Available (Not Included in base rate)	Rental Price	Deposit	Deposit Total	Total
Non-Refundable Cleaning Fee	\$150	N/A		\$150



Standard Rental Deposit	\$1000
TOTAL RENTAL AND DEPOSIT FEES	

Cancellation Policy

- Cancellation of an event must be made in writing to the Creekside Lodge.
- In the unlikely event the CLIENT should cancel all deposits are nonrefundable. In the event of a cancellation, if the Creekside Lodge is able to rebook a comparable event on the scheduled date all or a portion of the second deposit may be refunded.
- Cancellation of an event must be made prior to 30 days before the event. If cancellation is less than 30 days before the event the remaining balance will be charged. There is no refund of what has been paid, due to liquidated damages.
- Any add-ons after original signed contract has been signed a administrative fee of \$100 will be charged.
- The Creekside Lodge shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply. The CLIENT shall not assign or sublease any terms, conditions or services contained in this contract or any interest therein without the written consent of the Creekside Lodge.

Refunds Process

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

Unforeseen Events

- The client cannot hold the Creekside Lodge 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 Creekside Lodge will allow for the event to be rescheduled, pending on availability.

Security Deposit

Security Deposit The security deposit is required 45 days' prior to the reserved date of your event. The security deposit is for the general security of the rental agreement and applies to all damages which could be incurred by The Creekside Lodge as a result of the rental which include but are not limited to damage to the facility, cleaning costs, fines, unpaid rental charges or other items. The Security Deposit is not part of the rental fee and is refundable.

Balance of Rental The balance of room rental fees shall be paid in full no later than forty-five (45) days prior to the scheduled event.

Cleaning and Pick Up

The facility will be presented to the Client in a clean and orderly fashion. All surfaces will be wiped or mopped, all trash containers will be empty, and tables and chairs will be orderly stacked. The Client is responsible for returning the facility in the same clean and orderly fashion. Upon vacating the facility,



the Client is responsible for all costs and damages necessary to return the facility to its original condition. The premises will be inspected either immediately after or the next morning to ensure the facility is left in the identical condition as when it was received. The inspection will include the bathrooms, kitchen, front entry, the banquet room and the parking area. The inspection will ascertain that the bathrooms have been cleaned, the floors have been picked up, the windows and walls are clean, the trashed has been emptied, bagged and placed in the facility dumpster, and there is no damage to the premises. Any damages including additional cleaning, repair or work as a result of the inspection will be performed by The Creekside Lodge and deducted from the Security Deposit.

There is a 100% Non-Smoking and No Pet policy of the facilities. There will be a \$500 fine/Charge each. You will be asked to leave the Creekside Lodge and no further reservations will be accepted.

Client's Initials _____

Security Deposit

Damages are not limited to the balance of the security deposit. If these damages exceed the security deposit the Client will be responsible for all additional costs and will be invoiced. The inspection and an accounting of the security deposit and any refund will be mailed to the Client within 7 days.

Form of Payment

Payments can be made by check or credit card. Checks need to be written to Creekside Lodge and we will need one check for deposits and another for rental amount. Checks can be mailed to Creekside Lodge Attn: Shannon Smith 7362 W. Parks Hwy, #397 Wasilla, AK 99623 or dropped off at The Creekside Lodge by appointment only. Payment by credit card may be charged a service fee of 3.75% per transaction.

Music

- Amplified Music (Dj, Karaoke, Live band, etc) must quiet down after 9:00pm.

Facility Rentals

Food and Beverage

- If your event is catered by a catering company, they are responsible for the set-up, break-down, and clean-up of the catered site.
- All event trash must be disposed of at the Creekside Lodge dumpster.
- When renting the Creekside Lodge property, it is the full responsibility of the renters if they provide guest alcohol.



Event Logistics

Liability

- The client agrees not to hold Creekside Lodge, 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 Creekside Lodge.

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: Creekside Lodge

You can mail to Shannon Smith 7362 W. Parks Hwy. #397 Wasilla, AK 99623