



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 Visitors: _____ Number of Rooms Needed: _____
 (For the best event pre-planning and production please provide, on page two, a detailed plan and schedule for specific times and aspects of your event)
 Client(s)/Company: _____
 Primary Contact: _____ Preferred Phone: _____ Email: _____
 Secondary Contact: _____ Preferred Phone: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip: _____

| HOW DID YOU HEAR ABOUT THE CREEKSIDE LODGE? | |
|---|---|
| <input type="radio"/> Make-A-Scene | <input type="radio"/> Alaska Bride & Groom Magazine |
| <input type="radio"/> Creekside Lodge 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 |

Total Due per the schedule below \$ _____

| | | |
|--|-----------------|---------------|
| 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 or staff costs will be quoted and detailed on separate Invoices, as costs are determined or necessary. All expenses will be estimated and approved prior to being Incurred.

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

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

Acknowledged and Agreed by CREEKSIDE LODGE: _____ Date: _____

Please initial and date the following pages.



Package: _____ Price: _____

| | Included w/Package | Additional Request | Total |
|--------------------|--------------------|-----------------------|-------|
| Chairs | Included | | |
| Table, Round | included | | |
| Table, Rectangle | included | | |
| Motor Home parking | | X \$75 per MH | |
| Security | | X \$50 per hr | |
| Bags of Ice | | X \$3.00 @ bag | |
| Staff* | | X \$25pp per hr. | |
| | | Total Ad'l Ammenities | |
| | | Package Price | |
| | | City Tax 2% | |
| | | Bed Tax 8% | |
| | | TOTAL | |

*If staff is selected above, please list duties to be performed, and time allotment: _____

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.



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Please Check all boxes

General Guidelines

Appearance of Resort

- The Creekside Lodge will make every effort to ensure that the flowers are in bloom and attractive for your event; however, given changing weather conditions and the seasonal nature of flower displays, the Lodge's appearance will change daily.
- 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 Creekside Lodge, \$500 Fine.

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 be used inside but, can not be used outside
- Glitter can not be used inside.
- If the staff has to clean up any of the above decorations, there may be a cleaning fee taken from deposit.

Smoking

- Smoking is allowed only in outdoor areas away from all windows, doors and the decks. With proper disposal of cigarette ends. \$500 fine for smoking in the lodge.

Parking

- There is a parking lot at the Creekside Lodge that provides parking for your guests

Contact Information

- The Creekside Lodge requests all contact information including e-mail, phone number, and mailing address to be updated if your information changes to better serve you.



Booking

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 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, 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.

Weddings

Ceremony/Reception Sites

- The rental fee for an outdoor ceremony site is for an eight-hour period, which allows for setup, seating of guests, ceremony, photography sessions and departure. There is a \$100 fee for every additional hour.
- Photography sessions are limited to the rented space. Photos in other areas of the Creekside Lodge 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.

Transportation

- Limousines, Charter Buses, or vans are permitted in the parking lot only. They may not load or unload in front of handicapped parking space.



Music

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

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.

Care of Premises

Creekside Lodge 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 \$375 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 will be subject to the \$375 fee.



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.

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