



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

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

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

Refundable Damage Deposit/cashier's 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: _____

(3% Processing Fee on all Credit Card Transaction)

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: _____



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	
Tent Fee		\$500	
		total	
		TOTAL	

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, or contract signed for inclusion of pet in ceremony with specific guidelines
- no pets are permitted at the Alaska Sunset View Resort.

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 of (\$35 per hour) 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

- If an event is cancelled 180 days or more prior to the event the amount paid will be placed on a non-transferable Sunset View Resort Gift Certificate and is valid for 12 months, however, excludes Holidays, and Special Events.
- If cancellation is less than 180 days before the event, the balance paid will be placed on a non-transferable gift certificate and valid for 12 months but excludes 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

- Unforeseen occurrences considered, 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 without overnight accommodations is for a ten-hour period, which allows for setup, seating of guests, ceremony, photography sessions and departure. There is a fee for each additional hour beyond the 10 hours.
- Photography sessions are limited to the rented space. Photos in other areas of the Sunset View Resort are allowed but must be discussed 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 as we do have indoor accommodations.

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. Event insurance may be an option.
- We do have a commercial kitchen available for rent by a caterer of your choice or your personal use.
- 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, Palmer Courthouse.

Care of Premises

Sunset View Resort agrees to keep the basic building structures 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 \$35 per hour, 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 \$250 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

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

PO Box 521402, Big Lake, AK 99652