



2021 Alaska Airmen’s Association Building Rental Information

The Alaska Airmen’s Association requires that all renters and their guests comply with all current COVID-19 mandates set by the city of Anchorage, Alaska at the time of their rental date.

Thank you for your interest in renting The Alaska Airmen’s building! We offer a unique and beautiful location in Anchorage, Alaska. Centered right on Lake Hood, our facility is perfect for weddings, board retreats, meetings, BBQ’s, receptions, ceremonies, mixers, and parties.

Our building can accommodate up to 125 guests inside and has room for 100 on the 500 foot outside deck and dock. Our facility can accommodate up to 80 guests for a banquet style set-up. The building has a cozy, warm atmosphere, wood finished interior, a large rock fireplace, heated vinyl flooring, and large open windows to gaze out overlooking the water.

Rental rates include use of The Alaska Airmen’s building for a minimum four-hour time slot, use of our tables, chairs, full kitchen, outdoor deck and dock, inside and outside stereo system, 90” drop down screen with a ceiling projector, and free Wi-Fi. The Alaska Airmen’s Association facility is not permitted for the *sale* of alcohol.

The Airmen building is located off West Northern Lights and Lake Hood Drive; approximately eight minutes from downtown and midtown, and two minutes from the airport.

Below are our standard rates:

Reservation Rates

	4 Hours	6 Hours	Additional Time	Day Rate 8am - Midnight
Monday-Thursday (5:00pm-11:00pm)	Subject to Approval	\$800.00	\$200.00 / Each Additional Hour	N/A
Friday (3:00pm-midnight)	\$800.00	\$1,100.00	\$200.00 / Each Additional Hour	N/A
Saturday (8:00am-midnight)	\$800.00	\$1,200.00	\$200.00 / Each Additional Hour	\$1,800.00
Sunday (8:00am-midnight)	\$800.00	\$1,000.00	\$200.00 / Each Additional Hour	\$1,600.00

Reservation rates are subject to change.

Monday-Thursday rentals will be surcharged if they are during normal working office hours.
Holiday rental requests will have special rates and are contingent upon approval

*Active Alaska Airmen’s Association members receive a 5% discount
Alaska Airmen’s Association Lifetime members receive 25% off
Active and Retired Military receive a 10% discount with a valid ID.
Discounts cannot be combined
\$250 refundable deposit due upon booking
Event fee is due 30 days prior to event*



Phone: 907-245-1251
 4200 Floatplane Drive
 Anchorage, AK 99502

Renter Information
Name:
Phone Number:
Email:
Address:

Office Use Only
Event Type:
Date of Event:
Time of Event:
Deposit Paid:
Event Fee Paid:
Staff Name:

Proposal for Use of Building

Thank you for your interest in the Alaska Airmen's building. This letter is a proposal for use of the building and becomes binding when accepted and signed by the renter.

Event Date: _____ Day of Week: _____ Time: _____

Refundable Deposit: \$ 250.00 due upon reservation ¹

Event fee: \$ _____ Due 30 days prior to the scheduled event²

\$ _____ Adjustment for special arrangements

_____ % Adjustment for special offer or discount

Total Event Fee Due: \$ _____

Special Arrangements: _____

¹The deposit will secure the date. The full event fee must be paid 30 days prior to the event to keep the reservation unless alternative payment arrangements are made.

²The entire event fee is refundable if the event is cancelled a minimum of 30 days prior to event date. No refunds will be permitted if the event is cancelled less than 30 days of event date.

Initials: _____



Add-Ons

- Additional Hour(s) \$200.00/hr.
- Executive Suite (2+ Week Notice)..... \$250.00
- Table Set-Up & Take-Down..... \$100.00
- Coffee & Coffee Pot..... \$20.00
- Staff Presence*..... \$200.00
- Printer..... \$20.00
- Table Linen (Black)..... X \$25.00/each
- Special Arrangements..... TBD

Total Add-Ons _____

Office use only:

Post Event Fees

- Cleaning Fee Staff Discretion
- Incidences of Vomiting..... \$50.00 per occurrence
- Call to the Police..... \$200.00 per occurrence
- Damages Actual repair cost
- Late Fee: 30 minutes-1 hour outside designated time frame** \$250.00

Total Fees Incurred _____

**Staff is present to assist with building issues or to monitor the building while unattended. Staff presence does not entail event planning or coordinating.*

***An additional charge of \$250.00 will be added at the beginning of each exceeded hour thereafter.*

Initials: _____

Rental Policy Terms and Conditions:

The event fee includes use of the main area, bathrooms, and outside area of the Alaska Airmen’s building. It includes use of chairs and tables, located in the walk-in closet, fireplace, inside and outside stereo system, 90” screen with projector, kitchen facility and appliances, and two coolers. You may choose a caterer or provide your own food and beverages (we can also suggest quality caterers). The Alaska Airmen’s Association is not permitted for the sale of alcoholic beverages, but they can be served. Event insurance is recommended, but not required.

The maximum building capacity is 125 people inside. The event time indicated includes set-up and take-down time for your event. A fee will be charged for damages or excessive clean-up determined at the Alaska Airmen’s staff’s discretion. This includes, but is not limited to, the removal of signs/ decor in the area leading to the event. There are three locked offices, which are not to be used or entered, apart from the Executive Suite rental, which requires pre-arranged accommodations. Pets are not allowed in the building. Video surveillance is used on the premises. Anything outside of this policy must be submitted in writing and pre-approved at the time this agreement is submitted. Guests are responsible for general cleanup, trash removal (there is a dumpster located at the end of the parking lot), cleaning the kitchen area, if used during the event, and removal of decorations and any additional equipment or items that were brought to the event/building. A limited supply of trash bags and cleaning supplies may be supplied. There will be an exit checklist provided to the renter prior to the scheduled event start time. If the checklist is not completed and returned to the Alaska Airmen’s staff, the renter will forfeit their \$250.00 deposit to The Alaska Airmen’s Association.

Acceptance:

I/we, _____, accept the terms and conditions as outlined above for rental of the Alaska Airmen’s building for the date of _____, and accept financial responsibility for any damages or stolen Alaska Airmen’s property that may result from the event. I/we agree to take responsibility for my/our guests and to abide by The Alaska Airmen’s Building Rental Policy Terms and Conditions, which is in effect during use of the building. I/we acknowledge that there is no smoking, of any kind, inside the building, at any time, and there are suggested designated smoking areas outside. I/we understand that all discard from smoking must be cleaned up and/ or thrown away. I/we understand that the facility is located near an active take-off and landing zone for airplanes and that I/we accept the products of such and will adhere to all policies that pertain. I/we understand that touching of any airplanes located near the facility is strictly prohibited. If any damages to third party aircraft, vehicles, and/or other property occurs, I/we agree to accept all financial, legal, and additional responsibility pertaining to such, including incidents caused by guests. I understand that the use of drones by me/us and by guests and vendors must be cleared by the proper authorities prior to use. I understand that I/we are responsible for setup and take down of the event. I/we understand that there will be an additional fee for pre-setup or post-takedown and/or to have an Alaska Airmen’s staff member present at the event (if available), and/or additional time outside the agreed upon hourly rental window. I/we agree to comply with all current COVID-19 mandates in place at the time of our event. I/we understand that the Alaska Airmen’s Association is not liable for any fines or penalties issued by the State of Alaska for non-compliance with the current COVID-19 mandates. I/we agree to all charges or penalties received if I/ we do not comply with the current COVID-19 mandates set for the State of Alaska. I/we understand that if the event is cancelled less than 30 days prior to event date, then the full rental fee is forfeit. I/We are responsible for the completion of a post event checklist to receive a full refunded deposit.

Renter Guarantors:

Date: _____ Signature(s): _____

Printed name(s): _____

Member/I.D. # _____

Payer Guarantors, if different:

Date: _____ Signature(s): _____

Printed name(s): _____

Member/I.D. # _____

Initials: _____

Individual Member
Corporate Member
Lifetime Member
Military
Special Offer

Individual Member
Corporate Member
Lifetime Member
Military
Special Offer



Credit Card Authorization Form

The credit card below will be used to charge for:

- \$250.00 Deposit
- Full Event Payment
- Credit Card on file to be used for additional fees outside of the deposit and full-event payment

This is the credit card to charge for the above purpose for the reserved rental date of _____

Booked by (renters name(s)) _____ at the Alaska Airmen's Association building.

Date of filing: _____ Charge amount: _____

Name on card: _____

Signature: _____

Credit Card Number: _____ Exp: _____ CC: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Email Address: _____

Examples of Extra Fees:
Actual Cost for Damage to property
\$50.00 each incidences of vomiting
\$200.00 call to police

Initials: _____

CLEANING CHECKLIST FOR RENTAL

****THIS LIST MUST BE COMPLETE AFTER EVENT TO RECEIVE DEPOSIT BACK****

- REMOVE ALL TRASH IN BUILDING (PLACE IN DUMPSTER OUTSIDE)
- SWEEP ALL FLOORS
- MOP ANY SPILLS
- WIPE TABLES AND CHAIRS OF ANY SPILLS AND STICKINESS
- WIPE DOWN ALL COUNTERS AND MOP FLOOR IN THE 'BAR' AREA
- WIPE DOWN COUNTERS, SINK AND MICROWAVE IN THE KITCHEN, IF USED
- WIPE DOWN STOVE AND OVEN, IF USED
- REMOVE ALL FOOD YOU BROUGHT FROM THE FRIDGE/FREEZER
- CLEAN, DRY AND PUT AWAY ANY DISHES/UTENSILS USED
- PUT AWAY ALL CHAIRS/TABLES
- (IN THE WINTER MAKE SURE HEAT IS LEFT ON 68 UPON EXIT)
- REMOVE ALL PERSONAL DECORATIONS AND SIGNS
- REMOVE ALL TRASH AND SIGNS OUTSIDE OF BUILDING

Signed, Rental Party

Date

Printed, Rental Party

Initials: _____