



## 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
<b>Monday-Thursday</b> (5:00pm-11:00pm)	Subject to Approval	\$800.00	\$200.00 / Each Additional Hour	N/A
<b>Friday</b> (3:00pm-midnight)	\$800.00	\$1,100.00	\$200.00 / Each Additional Hour	N/A
<b>Saturday</b> (8:00am-midnight)	\$800.00	\$1,200.00	\$200.00 / Each Additional Hour	\$1,800.00
<b>Sunday</b> (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  
\$250.00 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
<b>Name:</b>
<b>Event type:</b>
<b>Phone number:</b>
<b>Email:</b>
<b>Mailing address:</b>

Office Use Only
<b>Date of Event:</b>
<b>Time of Event:</b>
<b>Deposit Paid:</b>
<b>Event Fee Paid:</b>
<b>Staff Name:</b>

## Proposal for Building Rental

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:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Deposit:** \$ 250.00 due upon reservation <sup>1</sup>

**Rental total:** \$ \_\_\_\_\_ **Due 30 days prior to the scheduled event<sup>2</sup>**

\$ + \_\_\_\_\_ **Additional items selected**  
 \_\_\_\_\_ **Special offer or discounts**  
 - % \_\_\_\_\_ *Specify* \_\_\_\_\_

**Total rental Fee Due:** \$ \_\_\_\_\_

**Special requests or arrangements:** \_\_\_\_\_

<sup>1</sup>The deposit will secure the date. The full event fee must be paid 30 days prior to the event to keep the reservation. Unless alternate payment plans have been arranged, the card on file will be charged for the remaining rental total 30 days prior to the event.

<sup>2</sup>The entire event fee is refundable if the event is cancelled 30 days prior to event date. No refunds will be permitted if the event is cancelled less than 30 days before the event date.

Payments Received:

Office use only

Date	Amount	Payment type	Remaining balance	Staff initials

**Initials:** \_\_\_\_\_



**Additional items available**

Please select which items you would like to add to your rental

- Additional Hour(s)\*\* ..... \$200.00/hr. Hours:
- Executive Suite (2+ Week notice required)..... \$250.00
- Table Set-Up & Take-Down..... \$100.00
- Coffee & Coffee Pot..... \$20.00
- Staff Presence\* ..... \$200.00
- Clean-up\*\*\*\* ..... \$250.00
- Printer ..... \$20.00
- Table Linen (Black).....\$25.00/each Qty:
- Yard games ..... \$25.00
- 10X10 Pop-up tents (2 available) \*\*\* .....\$100/ each Qty:

Total amount for add on items: \_\_\_\_\_

**Office use only:**

**Post Event Fees**

- Cleaning Fee ..... Staff Discretion
- Incidences of Vomiting ..... \$100.00 per occurrence
- Call to the Police..... \$200.00 per occurrence
- Damages ..... Actual repair cost
- Late Fee: 30 minutes-1 hour outside designated time frame\*\* ..... \$200.00

Items left outside of building will be subject to a penalty up to \$500.00. This can create hazards to aircraft on the lake

Total Fees: \_\_\_\_\_

*\*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 \$200.00 will be added at the beginning of each exceeded hour thereafter.*

*\*\*\*10X10 pop-up tents are subject to availability, cost includes set up and take down for*

*\*\*\*\*Cleaning option does not include or reduce fees incurred for incidents of vomiting or other bodily fluids*

**Initials:** \_\_\_\_\_

**Alaska Airmen's Association Rental Policy and 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. You may choose a caterer or provide your own food and beverages. 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. Items left outside of the building after a rental can cause hazards to aircraft and will result in a penalty up to \$500.00.

**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 understand that items left outside the building after our event can become a hazard to aircraft and will result in a penalty up to \$500.00. I/we agree to take responsibility for my/our guests and to abide by The Alaska Airmen's Building Rental Policy and 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. # (if applicable) \_\_\_\_\_

**Payer Guarantors, if different:**

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

Printed name(s): \_\_\_\_\_ Member/I.D. # (if applicable) \_\_\_\_\_

Initials: \_\_\_\_\_



## Credit Card Authorization Form

The credit card below will be used to charge for:

- \$250.00 Deposit
- Full Event Payment, charged 30 days prior to the event date
- Credit Card on file to be used for incidentals

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 booking: \_\_\_\_\_ Charge amount: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Examples of incidentals:**  
Actual Cost for Damage to property  
\$100.00 each incidence 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

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Signed, Rental Party

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Date

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Printed, Rental Party

Initials: \_\_\_\_\_