



2022 Alaska Airmen’s Association Building Rental Information

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 comfortably accommodate up to 64 guests for a banquet style set-up. Or, if you're comfortable with a little less elbow room, we've had guests 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, but we do allow it to be served.

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.

Reservation Rates

	4 Hours	6 Hours	Additional Time	Day Rate 8am - Midnight
Monday-Thursday (5:00pm-midnight)	\$800.00	\$1,000.00	\$200.00 / Each Additional Hour	N/A
Friday (5:00pm-midnight)	\$800.00	\$1,000.00	\$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	\$1,200.00	\$200.00 / Each Additional Hour	\$1,800.00

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
Name:
Event type:
Phone number:
Email:
Mailing address:

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

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: _____

EVENT TIME: _____

Office Use Only

Deposit: \$ 250.00 due upon reservation ¹

Rental total: \$ _____ Due 30 days prior to the scheduled event²

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

Total rental Fee Due: \$ _____

Special requests or arrangements (please specify requests - note: these are not guaranteed): _____

¹The 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.

²The entire event fee is refundable if the event is canceled 30 days prior to event date. **No refunds** will be permitted if the event is canceled less than 30 days before the event date.

Office use only

Date	Amount	Payment type	Remaining balance	Staff initials

Renter 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) \$275.00
- Table Set-Up & Take-Down..... \$150.00
- Coffee grounds & Coffee Pot.....\$20.00
- Staff Presence* \$200.00
- Clean-up****\$275.00
- Printer use..... \$20.00
- Table Linen (Black, round/ rectangle & cocktail sizes available.....\$25.00/each Qty:
- Yard games(giant jenga, corn hole, ladder toss) \$25.00
- 10X10 Pop-up tents (2 available w/ walls - set up/ take down included) ***\$150/ each Qty:

Total amount for add on items: _____

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

**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 Total repair cost(s)
- Late Fee: 30 minutes-1 hour outside designated time frame** \$200.00/ hour
- Items left outside of buildingStaff discretion, up to \$500.00

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*

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

Renter 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, replacement of items that were removed from facility walls, offices, etc. There are three locked offices, and a closet 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 interior and exterior of the building. 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, removal of decorations and any additional equipment or items that were brought to the event/building, as well as completing the signed cleaning checklist at the conclusion of the event. A limited supply of trash bags and cleaning supplies are provided. 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 at the staffs discretion. 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, _____ (the renter), have read and 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 in the proper discard bin or a fee will be incurred. 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/we understand that the use of drones by me/us and by guests and vendors must be cleared by the proper authorities prior to use, and proper proof must be provided to the Alaska Airmen's Association. I/we understand that I/we are responsible for setup and take down of the event, unless other arrangements have been made in writing. I/we understand that there will be an additional fee for pre set-up or post-take down 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 understand that any items removed from the facility or its walls must be returned in the same fashion as found or a fee will be incurred. I/we understand that if the event is canceled less than 30 days prior to event date, then the full rental fee is forfeited. I/We are responsible for the completion of a post event cleaning checklist to be considered for a full refunded deposit.

Renter Guarantors:

Date: _____ Signature(s): _____

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

Payer Guarantors, if different:

Date: _____ Signate(s): _____

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

Renter Initials: _____



Credit Card Authorization Form

*A CREDIT CARD MUST BE ON FILE FOR INCIDENTALS

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
Up to \$500.00 for items left outside of the building

Renter Initials: _____

RENTAL CLEANING CHECKLIST 2022

THIS LIST MUST BE COMPLETED IN FULL TO BE CONSIDERED FOR A REFUND OF YOUR SECURITY DEPOSIT

If you have paid for the “clean up” option – please make sure ALL garbage has made it into an interior trash bin and boxes are broken down – and disregard the remaining items on this list

CLEANING TASK	COMPLETED?	
	YES	NO
REMOVE ALL TRASH IN BUILDING & PLACE IN OUTSIDE DUMPSTER (CODE IS 951)		
REPLACE INTERIOR TRASH BIN LINERS (EXTRAS IN BOTTOM OF BINS)		
WIPE ALL COUNTER TOPS, TABLES & CHAIRS USED & ASSURE THEY ARE CLEAR OF CRUMBS, DEBRIS, STICKINESS, GUM, ETC.		
REMOVE ITEMS FROM FRIDGE/ FREEZER, & WIPE OUT AS NEEDED		
WIPE OUT INSIDE MICROWAVE, STOVE TOP, & OVEN INSIDE/ OUTSIDE, IF USED		
CLEAN, DRY & PUT AWAY ANY DISHES/ UTENSILS USED, WIPE OUT SINK		
SWEEP ALL FLOORING USED & ASSURE IT IS CLEARED OF CRUMBS & DEBRIS (KITCHEN, RESTROOM, HALLWAY, GALLERY, EXECUTIVE SUITE)		
REMOVE ALL PERSONAL DECORATIONS, SIGNS, HANGING SOURCES FROM INTERIOR & EXTERIOR OF BUILD, TABLES, AND CHAIRS, THIS INCLUDES TAPE ON TABLES		
REPLACE ALL ITEMS TEMPORARILY REMOVED FROM FACILITY WALLS, COUNTERS, OFFICES, ETC.		
CLOSE ALL WINDOWS		
SHUT OFF ALL LIGHTS & FAN		
LOCK BACK DOOR		
RETURN HEAT TO 68 DEGRESS IN WINTER MONTNS (DECEMBER-FEBRUARY)		

I _____ (RENTER PRINTED NAME), THE RENTER, UNDERSTAND THAT IF ALL ITEMS ON THIS CHECKLIST ARE NOT COMPLETED AT THE CONCLUSION OF MY RENTAL, THAT I COULD BE CHARGED AT STAFF DISCRETION, AND MY SECURITY DEPOSIT MAY NOT BE RETURNED IN FULL.

RENTER PRINTED NAME

DATE

RENTER SIGNATURE