



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
 Phone (907) 861-8578 • Fax (907) 861-8635
 E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Government Peak Chalet Rental Application General Information

10690 N. Mountain Trails Drive, Palmer AK 99645

- The Government Peak Chalet is available for rental on a first come, first served basis.
- Call **907-746-8757** to check the availability of the Chalet and to ask any additional questions.
- In order to reserve a requested date(s) at the Chalet, the following items must be completed and turned in at the **Mat-Su Trails and Parks Foundation office, which is located at the Government Peak Chalet.**
 - Chalet Rental Application (Page 2)
 - Chalet Alcohol Questionnaire & Special Regulations (Page 3)
 - Rental Agreement (Page 4)
 - Alcoholic Beverage Permit (Form 1)
 - Clear copy of your valid driver's license or state issued identification card
 - **Deposit and rental fees (must be submitted with paperwork)**
- Access to the building is allowed only on the rental date(s) / times stated on the application.
- If alcohol is being served or consumed at your event, the GPRA rental application and all forms and proof of insurance are due **no less than 14 calendar days** prior to your event,.
- If alcohol is **NOT** being served or consumed at your event, the GPRA rental application and all forms are due **no less than 7 calendar days** before your event. Failure to turn in all documentation on time may result in the rejection of your request.
- Equipment provided is for use inside the Chalet ONLY. DO NOT remove any Borough owned equipment from the premises.
- Forfeiture of deposit may prohibit the future use of the Chalet for one year.
- Contact **Jim Jenson, 354-3472**, for after business hour emergencies

Rental -- 8:00 am to Midnight	Rental Rate	Security Deposit - refundable
Rental includes the Great Room and kitchen area only. The restrooms, parking lot, office area, and all other areas are not included in the rental. Setup and take down /cleaning time shall be included in your rental	\$250 for 1/2 day (4 hours)	\$250
	\$500 for full day (8 hours)	\$250
If alcohol is present at your event	\$100.00 non-refundable permit fee + rental rate	\$1000
Remote Control for Big Screen	\$10 per day	\$65

*If paying by check, the rental check shall be on one check and the security deposit shall be on a separate check. Should all conditions be met and the chalet left in a clean state, the deposit check will be returned. Make the deposit and rental checks out to the Mat-Su Trails and Parks Foundation.

CANCELLATION POLICY	
If 30 or more days notice:	Full refund rental rate and security deposit
If less than 30 days notice:	Borough keeps full rental rate and full security deposit



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
 Phone (907) 861-8578 • Fax (907) 861-8635
 E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Government Peak Chalet Rental Application

Renter: _____ Phone: _____

E-mail Address: _____

Contact Person: _____ Phone: _____

Email Address: _____

State Type of Function in Detail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Attendance: _____ *maximum occupancy is 151 persons

**Business Licenses are required for all vendors operating within Borough boundaries
 Call 861-8442 for more information**

Date	Day of Week	Start Hour	End Hour	Number of Guests

List event on Calendar as : Reserved for Private Use

For Office Use Only							
Facility Rental Fee	\$	Remote Rental Fee	\$	Alcoholic Beverage Permit Fee	\$	Total Rental Fees Paid	
Security Deposit	\$	Remote Deposit	\$	Alcohol Damage Deposit	\$	Total Deposit Fees Paid	
						Total Paid	\$
Receipt Number	Payment by: Check #'s _____ Cash: _____						

Approved Not Approved Authorized Signature _____ Date: _____

Rental Refund _____ Approved by: _____ Date: _____

Deposit Refund _____ Approved by: _____ Date: _____



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
 Phone (907) 861-8578 • Fax (907) 861-8635
 E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Government Peak Chalet Alcohol Questionnaire & Special Regulations

Renter/Organization _____

Rental date(s): _____

During the rental period, will alcohol be on the Chalet premises?	Yes*		No**	
During the rental period, will alcohol be <i>sold</i> on the Chalet premises?	Yes*		No**	

Please fill in all the information requested at the bottom of this page.

If alcohol is to be **sold** on the premises, the renter/organization shall comply with all laws of the State of Alaska, to include without limitation AS 04.11.230. The renter/organization shall hire a person holding a valid caterer's permit for the event. Not less than 14 calendar days before the rental date, the caterer's insurance agent must deliver to the Recreation Services office a certificate of Insurance verifying the caterer's Liquor Liability insurance in the minimum amount of \$1,000,000, and General Liability insurance in the minimum amount of \$1,000,000. The Borough shall be listed as an additional insured for both parties.

If alcohol is to be **provided** (not for sale) on the premises, the renter/organization shall comply with all laws of the State of Alaska, to include without limitations AS 04.11.230. Not less than 14 calendar days before the rental date, the renter's/organization's insurance agent must deliver to the Recreation Services office a Certificate of Insurance in the name of the renter, or if an organization in the name of the organization, verifying Liquor Liability insurance in the minimum amount of \$1,000,000. The Borough shall be listed as an additional insured for both policies.

If alcohol is to be on the premises, whether sold or not, the renter/organization shall assume all responsibility for and hold harmless, indemnify and defend the Borough from and against any and all liability, claims or causes of action for any and all bodily injury or property damage arising out of or related in any way to the use of alcohol on the premises. The Borough is not responsible for or liable for monitoring alcohol consumption or sales. In addition, to the extent allowed by law, the renter/organization assumes all responsibility and liability for guests and their actions that may result in harm to themselves, others, or property of the Borough or of others.

If renter is an organization or group, then the signer, individually, is liable with the organization or group for the renter's obligation to the Borough.

* If checking yes, Form #1 Government Peak Recreation Area Chalet Alcoholic Beverage Permit must be turned into the Government Peak Chalet no less than 14 calendar days prior to the event.

**If checking no in the above boxes, then no alcoholic beverages may be consumed or served in any fashion during the rental. GPRA Chalet Rental Application, this Questionnaire, and Rental Agreement must be turned into the Government Peak Chalet no less than seven (7) calendar days prior to your event. It is the responsibility of the renter/organization to enforce this rule to all attendees.

Signature

Printed Name

Date

Mailing address: _____

Phone: _____

Driver's license or state ID card #: _____



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-8578 • Fax (907) 861-8635
E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Rental Agreement

***Please sign and date indicating you agree to the
Government Peak Chalet rental terms.***

I/we understand that by signing this application that I/we hereby agree to the policy and conditions for the use of public facilities as set forth in the policy pertaining to community use of public facility. I/we hereby agree to indemnify and hold the Borough, its officers, agents and employees harmless from and against any and all liabilities as well other claims, demands, etc., as stated in the policy.

I/we acknowledge receipt of this seven page Government Peak Chalet Rental Packet consisting of General Information & Rental Fees; Rental Application; Alcohol Questionnaire & Special Regulations; Rental Agreement; Government Peak Chalet Rules & Instructions; Contents Available for Use form; and the Cleaning Checklist.

I/we understand it is my/our responsibility to contact the Matanuska-Susitna Borough regarding the need, if any, to obtain a Borough business license.

I/we understand that no alcoholic beverages are allowed without an approved Alcohol Use Permit

Renter Signature

Organization / Position*

Printed Name

Date

*If an organization, the Renter must be authorized to legally bind the organization



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-8578 • Fax (907) 861-8635
E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Government Peak Chalet Rules & Instructions

The renter is responsible for ensuring the facility is clean and undamaged at the end of the rental period.

The Borough or its delegates will inspect the premises before and after the rental date. Upon inspection, if the Borough determines additional clean-up work or repair is necessary, charges will be deducted from the deposit at a rate of \$75.00 per hour. If the deposit is not adequate to cover damages, the renter will be billed for times and materials.

Please note the following:

- Tape is not allowed in or outside the building. Tape of any kind is not allowed on any surfaces (floors, walls, doors, ceiling, trim, or windows).
- Animals, birdseed, sparklers, and bubbles are not allowed in the building.
- Smoking is not permitted in the building.
- **EQUIPMENT PROVIDED AT THE CHALET IS INTENDED FOR USE INSIDE THE CHALET ONLY** and is not to be removed from the premises. This includes, but is not limited to, the following: tables, chairs, podium, or garbage cans.
- If alcohol will be present at your event, the GPRR Rental Application, Chalet Alcohol Questionnaire and Special Regulations, GPRR Rental Agreement, Alcoholic Beverage Permit, and proof of insurance are due to the Government Peak Chalet no less than 14 calendar days before your event. Failure to turn in all documentation on time may result in the rejection of your request.
- If alcohol **WILL NOT** be present at your event, then the GPRR Rental Application, Chalet Alcohol Questionnaire and Special Regulations, and GPRR Rental Agreement are due to the Government Peak Chalet no less than seven (7) calendar days before your event. Failure to turn in all documentation on time may result in the rejection of your request.
- If the Government Peak Chalet keys are not returned to the Mat-Su Trails and Parks Foundation office, located at the Government Peak Chalet, a Lost Key Fee of \$100 will be deducted from the deposit.
- There is a two-hour minimum overtime fee for any Borough employee called out after hours for any problems.
- Lost items will be held at the Mat-Su Trails and Parks Foundation office, located at the Government Peak Chalet, for 30 days, and then donated if not claimed.
- The renter will adhere to all State of Alaska Liquor Laws and insure that no one under the age of 21 is served alcoholic beverages. Further, the renter shall actively supervise, and shall restrict access to alcoholic beverages by persons under the age of 21.
- For those events serving food, the renter shall adhere to the laws of the State of Alaska regarding food service, and shall secure a permit from the DEC.
- The renter shall be responsible for clearing the lot of all persons and vehicles associated with their event, by the end of their rental.

Decorations

- Do not fasten push pins, nails, or tape to trim, walls, or ceiling.
- If you would like to decorate, please use potted plants or you may tie ribbons. No staples, tacks, tape, glue, nails, or screws. Please do not adhere items to the Chalet structure.
- Freestanding decorations are allowed.

General Instructions

- Refer to cleaning checklist on page 7 for tasks to be completed by the renter.
- Clean and stack tables 10 to each rack. Stack chairs five (5) high.
- Turn out the lights and **lock all windows & exterior doors**.
- Table racks must remain in the main room. Do not move to any other room.



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-8578 • Fax (907) 861-8635

E-mail: recreational.services@matsugov.us

<http://www.matsugov.us>

Government Peak Chalet Contents Available for Use

151 Person Capacity

THE FOLLOWING ITEMS ARE INTENDED FOR USE INSIDE THE CHALET ONLY AND ARE NOT TO BE REMOVED FROM THE PREMISES.

Main Room

- 30 tables
- 150 chairs

Kitchen Area

- Refrigerator
- Microwave



MATANUSKA-SUSITNA BOROUGH

Recreation & Library Services

350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-8578 • Fax (907) 861-8635
E-mail: recreational.services@matsugov.us
<http://www.matsugov.us>

Government Peak Chalet Cleaning Checklist - RENTER

Name of Renter: _____

Date(s) of Event: _____

Please Note: The janitorial staff uses a similar checklist for inspection after each rental. Please **turn in form with the key (& remote)** to the Mat-Su Trails and Parks Foundation office, located at the Government Peak Chalet. If after office hours, leave form, key, and remote in kitchen area, and verify that building is locked and secure.

Kitchen

- Close roll-up window
- Remove garbage to dumpster
- Clean countertops
- Clean refrigerator/freezer inside & out
- Remove all food/nonfood items
- Clean walls
- Clean microwave
- Sweep & mop floor

Main Room

- Lock windows
- Stack tables (10 per stack)
- Stack chairs against wall no more than 10 deep
- Vacuum carpet and mats
- Remove garbage to dumpster

Restrooms (in main hallway)

- Remove garbage to dumpster
- Wipe down sinks & faucets
- Wipe down mirrors & countertops
- Sweep & wet mop floor
- Remove garbage to dumpster

Entryway

- Vacuum carpet
- Vacuum mats
- Remove garbage to dumpster

Other

- Lock front door
- Lock back door
- Lock all windows

The Chalet is a valuable community meeting place. It is important we keep the building and all equipment in good condition. If you notice anything broken or damaged in any way, please let us know. If a table or chair is damaged, please place it in front of the serving window and note below.

Notes: