



## 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 Visitors: \_\_\_\_\_ Number of Rooms Needed: \_\_\_\_\_  
 (For the best event pre-planning and production please provide, on page two, a detailed plan and schedule for specific times and aspects of your event)  
 Client(s)/Company: \_\_\_\_\_  
 Primary Contract: \_\_\_\_\_ 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

Total Due per the schedule below \$ \_\_\_\_\_

Deposit to hold the date(non-refundable)	Due Date: _____	Amount: _____
(50% deposit if under 6 months)	Due Date: _____	Amount: _____
Refundable Damage Deposit/cashiers 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: _____

Other billable fees or requested/required expenses or staff costs will be quoted and detailed on separate Invoices, as costs are determined or necessary. All expenses will e estimated and approved prior to being Incurred.

A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIME!

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged and Agreed by THE SUNSET VIEW RESORT: \_\_\_\_\_ Date: \_\_\_\_\_

**Please initial and date the following pages.**



Package: \_\_\_\_\_ Price: \_\_\_\_\_

	Included w/Package	Additional Request	Total
Chairs			
Table, Round			
Table, Rectangle			
Motor Home parking		X \$75 per MH	
Security		X \$50ppper hr	
Bags of Ice		X \$3.00 @ bag	
Staff*		X \$25pp per hr.	
		Total Ad'l Ammenities	
		<b>Package Price</b>	
		City Tax	
		Bed Tax	
		<b>TOTAL</b>	

\*If staff is selected above, please list duties to be performed, and time allotment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 that your contract and deposit are received.



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Please Check all boxes

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## General Guidelines

### Appearance of Resort

- The Sunset View Resort will make every effort to ensure that the flowers are in bloom and attractive for your event; however, given changing weather conditions and the seasonal nature of flower displays, the Resort's appearance will change daily.
- 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, no pets are permitted at the 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 be used inside but, can not be used outside
- Glitter
- If the staff has to clean up any of the above decorations, there may be a cleaning fee taken from deposit.

### Smoking

- Smoking is allowed only in outdoor areas away from all windows, doors and the decks. With proper disposal of cigarette ends

### Parking

- There is a parking lot at the Sunset View Resort that provides parking for your guests

### Contact Information

- The Sunset View Resort requests all contact information including e-mail, phone number, and mailing address to be updated if your information changes to better serve you.



## Booking

### Cancellation Policy

- Cancellation of an event must be made in writing to Alaska Sunset View Resort.
- In the unlikely event the CLIENT should cancel all deposits are nonrefundable. In the event of a cancellation, if the Alaska Sunset View Resort is able to rebook a comparable on the scheduled date all or a portion of the second deposit may be refunded.
- Cancellation of an event must be made prior to 180 days before the event. If cancellation is less than 180 days before the event the remaining balance will be charged. There is no refund of what has been paid, due to liquidated damages.
- Any add-ons after original signed contract has been signed a booking fee of \$100 will be charged.
- The Alaska Sunset View Resort shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also apply. The CLIENT shall not assign or sublease any terms, conditions or services contained in this contract or any interest therein without the written consent of The Alaska Sunset View Resort.

### Refunds Process

- 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, pending on availability.

## Weddings

### Ceremony/Reception Sites

- The rental fee for an outdoor ceremony site allows for setup, seating of guests, ceremony, photography sessions and departure. There is a \$100 fee for every additional hour after allotted scheduled time
- Photography sessions are limited to the rented space. Photos in other areas of the sunset View Resort are allowed but based upon availability 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.

### Transportation

- Limousines, Charter Buses, or vans are permitted in the parking lot only. They may not load or unload in front of handicapped parking space.



**Music**

- Amplified Music (Dj, Karaoke, Live band, etc) must quiet down after 11:00pm.

## **Facility Rentals**

**Food and Beverage**

- If your event is catered by another catering company, they are responsible for the set-up, break-down, and clean-up of the catered site.
- All event trash must be disposed of at The Alaska Sunset View dumpster.
- When renting The Alaska Sunset View Resort property, it is the full responsibility of the renters if they provide guest alcohol.
- **Alcoholic Beverages** Alcoholic beverages are allowed under the following circumstances and renters must fill out an 'Alcohol Request Packet'. At all times the Client and its guests, vendors, agents, employees shall abide by all laws which govern the use, sale and consumption of alcoholic beverages in the Matanuska Susitna Borough.

- **Private Parties** Private parties may serve alcohol, at no charge to their guests (if charging guests for their liquor, then the Client's caterer or Client's business must possess a valid liquor license, per the Alcohol Beverage Control rules and regulations), if the following items have been addressed and handled to the satisfaction of The Alaska Sunset View Resort.  
Client's Initials \_\_\_\_\_

- Liquor is purchased by and delivered by the Client

No service to guests under the age of 21 years – NO EXCEPTIONS!

No service to guests who are intoxicated – NO EXCEPTIONS!

A valid copy of a "Liquor Liability" policy must be on file with The Alaska Sunset View Resort. No less than 20 days prior to the start of the event. "Liquor Liability".

Liquor Liability policy must hold harmless The Matsu Borough 350 E Dahlia, Palmer, AK 99645, their officers, staff, and agents free of liability. The coverage will need to be for \$1,000,000.00 and will need to cover the venue for the day of your event.

The Client specifically affirms that alcoholic beverages will not be sold to the guests.



### **Charging for Alcohol**

If guests will be charged for alcohol, then the Client's Caterer or Client's business must possess a valid liquor license, per the Alcohol Beverage Control rules and regulations.

The Client must show proof of insurance coverage which contains Liquor Liability coverage. This coverage can be from the Client's catering company or an individual policy whichever appropriately covers the use and distribution of the alcoholic beverage.

Proof of insurance must be in the form of a current certificate of insurance which holds the Matanuska Susitna Borough and their officers, directors, staff and agents harmless. The certificate must be on file with The Alaska Sunset View Resort prior to the start of the rental period.

If additional insurance is deemed required for the event, it shall be the sole responsibility of the Patron to secure the insurance in a timely manner, and to hold the Matanuska Susitna Borough, and their officers, directors, staff, and agents harmless.

## **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.



## Care of Premises

- Sunset View Resort agrees to keep the basic building structure 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 \$250 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 the the fee.
- There is a 100% Non-Smoking and No Pet policy of the facilities. There will be a \$500 fine/Charge. 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

\_\_\_\_\_  
Secondary 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

You can mail to P.O Box 521402 Big Lake, AK 99652