

# The Chalet at Government Peak

## Rental Agreement



Cheyenne Peterson  
Special Events Coordinator

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Palmer, Alaska 99645

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## The Chalet at Government Peak Rental Questionnaire

This agreement is entered into between The Matanuska-Susitna Borough, Recreation & Library Services (The Chalet at Government Peak) and the Client as detailed below;

Renter: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event Details: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Attendance: \_\_\_\_\_ \*maximum occupancy is 151 persons

During the rental period, will alcohol be served on the Chalet premises?  YES  NO

During the rental period will alcohol be sold on the Chalet premises?  YES  NO

Date	Day of Week	Start Hour	End Hour	Requested Hours	Number of Guests

The Rental Fee is calculated on the following page based upon the services and products selected by the client.		Booking Deposit Due at booking	Remaining Due 45 days prior. (_____) Date Due
Total Facility Rental Amount (calculated on page 2)	\$	\$100 (non-refundable)	\$
Total Deposit (calculated on page 2)	\$	\$0	\$
Payment by: Check #'s <input type="checkbox"/> _____ Payment by: Credit Card <input type="checkbox"/> Invoice Date _____ Paid Date _____			

Approved  Not Approved Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Rental Refund \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refund \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## THE CHALET AT GOVERNEMENT PEAK RENTAL RATE SHEET

The Chalet has a number of rental options. Please inquire with The Chalet for anything outside the hours/dates listed below. The Chalet will make every reasonable effort to help accommodate the needs of your event.

Rental Hours 8am-10pm	Friday	Saturday	Sunday	Mon-Thurs
Wedding Season (May -August)	\$80 per hour (10-hour min)	\$80 per hour (10-hour min)	\$80 per hour (8-hour min)	\$80 per hour (4-hour min)
Holiday Season (December)	\$80 per hour (10-hour min)	\$80 per hour (10-hour min)	\$80 per hour (8-hour min)	\$80 per hour (4-hour min)
Off-Season (Sept-April)	\$80 per hour (4-hour min)	\$80 per hour (4-hour min)	\$80 per hour (4-hour min)	\$80 per hour (4-hour min)

Rental Hours 8am-10pm	Friday	Saturday	Sunday	Mon-Thurs	Total
May-August	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	
December	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	
September-April	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	\$80 x ____hrs	

Furnishings Included in base rental (client responsible for set up and take down)	Price Per Item	Total
Banquet room (46' x 51') ~2,300 sqft.	Included	No Charge
150- tan padded folding chairs	Included	No Charge
30- 3' x 8' white folding table	Included	No Charge
Full Kitchen (microwave, oven/stove, refrigerator/ freezer)	Included	No Charge

Upgrades Available (Not Included in base rate)	Rental Price	Deposit	Deposit Total	Total
Alcohol Permit <b>(Required if having alcohol)</b>	\$100	N/A		
Prearranged Cleaning Fee	\$150	N/A		
Projector with screen remote	\$50	\$500		
20x30 white tent with sides <b>(renter sets up)</b>	\$500	\$1,500		

Standard Rental Deposit	\$1000
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<b>Total Rental and Deposit Fees</b>		
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# Rental Application Process and Checklist

To secure your requested date, our office needs a signed rental agreement. The date will be secured once a non-refundable booking deposit has been received.

## Checklist

- Pages 1, 2, & 9 of rental application
- \$100 non-refundable booking deposit  
(Check only, made out to MSTPF)

### If serving alcohol

- Alcohol Packet
  - Alcohol Permit
  - Alcohol Plan
  - Proof of Limited Liability
  - Copy of driver's license or passport

### Payments can be:

1. Delivered to our office

Government Peak Recreational Area  
10690 North Mountain Trails Drive  
Palmer, AK 99645

or

2. Mailed to:

MSTPF  
Attn: Cheyenne Peterson  
PO Box 652  
Palmer, AK 99645

## RULES AND INSTRUCTIONS

### Main Banquet Room

The Chalet at Government Peak is located within the Government Peak Recreational Area near Hatcher pass. The Chalet features dramatic views of the Chugach Range, Pioneer Peak and Knik Glacier, within the 2,300 sq. ft. Banquet room. The banquet has 25-foot-high cathedral ceiling with two large windows with a 180-degree view. The room has seating capacity for 151 guests with tables and chairs included. The facility has variety of rental options The Chalet can customize to the needs of the user.

### Rental Periods

All rentals periods are 8:00am (day of rental listed) to 10:00pm, unless other arrangements are made and approved.

### Booking Fee Payment

The Chalet requires a \$100.00 non-refundable booking fee to hold a date. No dates will be guaranteed until this agreement is executed and the fee has been paid. The booking fee will be added towards your rental amount.

### Security Deposit

The security deposit is required 45 days' prior to the reserved date of your event. The security deposit is for the general security of the rental agreement and applies to all damages which could be incurred by The Chalet at Government Peak as a result of the rental which include but are not limited to damage to the facility, cleaning costs, fines, unpaid rental charges or other items. The Security Deposit is not part of the rental fee and is refundable.

Potential Fees (To be deducted security deposit)	Estimate
Damage to property	Actual Cost
Rug cleaning if necessary due to spillage or other	Actual Cost
Event cancellation fee	Event Cancel Fee
Incidence of vomiting or other	\$50 each
Smoking inside	\$1,000
Lost key	\$1,000
Call to police or fire department	\$500 each

### Balance of Rental

The balance of room rental fees shall be paid in full no later than forty-five (45) days prior to the scheduled event.

### Cancellation

The Chalet requires a minimum 30-day cancellation. In the event of a cancellation The Chalet will refund 80% of the rental amount.

### Cleaning and Pick Up

The facility will be presented to the Client in a clean and orderly fashion. All surfaces will be wiped or mopped, all trash containers will be empty, the carpets will be vacuumed, and tables and chairs will be orderly stacked. The Client is responsible for returning the facility in the same clean and orderly fashion. Upon vacating the facility, the Client is responsible for all costs and damages necessary to return the facility to its original condition. The Chalet offers cleaning services on an hourly fee basis. If those services are desired they can be added to the rental contract on the "The Chalet Rental Rate Sheet" The premises will be inspected either immediately after or the next morning to ensure the facility is left in the identical condition as when it was received. The inspection will include the bathrooms, kitchen, front entry, the banquet room and the parking area. The inspection will ascertain that the bathrooms have been cleaned, the floors have been mopped, the carpet has been vacuumed, the windows and walls are clean, the trashed has been emptied, bagged and placed in the facility dumpster, and there is no damage to the premises. Any damages including additional

cleaning, repair or work as a result of the inspection will be performed by The Chalet and deducted from the Security Deposit. Damages are not limited to the balance of the security deposit. If these damages exceed the security deposit the Client will be responsible for all additional costs and will be invoiced. The inspection and an accounting of the security deposit and any refund will be mailed to the Client within 7 days.

### **Form of Payment**

Payments can be made by check or credit card. **Checks need to be written to MSTPF and we will need one check for deposits and another for rental amount.**

**Checks can be mailed to**

MSTPF

Attn: Cheyenne Peterson

PO Box 652

Palmer, AK 99645 **or dropped off at The Chalet**

Payment by credit card may be charged a service fee of 3.75% per transaction.

### **Modifications to the Facility and Decorations.**

**No fog/smoke machines are allowed inside the Chalet.** 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.

### **Orderly Conduct and Compliance with Law**

All parties will be concluded, decorations and debris removed and the premises cleaned by 10:00pm It is the sole responsibility of the Patron to conduct his/her function in an orderly manner with respect for the facility. No illegal activities are allowed within the building, parking lot, and/or surrounding properties. This includes, but is not limited to underage drinking, illegal and/or prescription drugs, etc. If such behavior is noted, the event shall be closed immediately and the Client forfeits their entire deposit, plus additional damages.

### **Furnishing**

The Chalet offers some basic furnishings at no cost with the facility rental. These include:

- 30 each- 8' tables,
- 150 tan padded stacking chairs.
- Garbage cans with liners
- Cleaning supplies
- Mop and vacuum

### **Upgraded Furnishing and other Upgrades**

The Chalet offers a number of other items for rent which are listed on The Chalet Rental Rate Sheet.

### **Indemnity**

To the fullest extent provided by the law the Client shall indemnify and hold harmless

The Matsu Borough and Matsu Trails and Parks Foundation, and its, owners, staff, agents, guests, officers and directors from all claims arising from or in connection with (i) the conduct or management of the premises or any condition created in or about the premises;(ii) any act, omission or negligence of the Client or any Client's staff, guests, invitees, contractors, or volunteers; (iii) any accident, injury or damage whatsoever occurring in or at the premises. The Renter hereby expressly indemnifies The Matanuska Susitna Borough and Matsu Trails and Parks Foundation, its agents, servants, and employees, unless such act constitutes gross negligence or intentional misconduct.

### **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 Chalet at ( 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 Chalet at Government Peak. 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 Chalet 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.

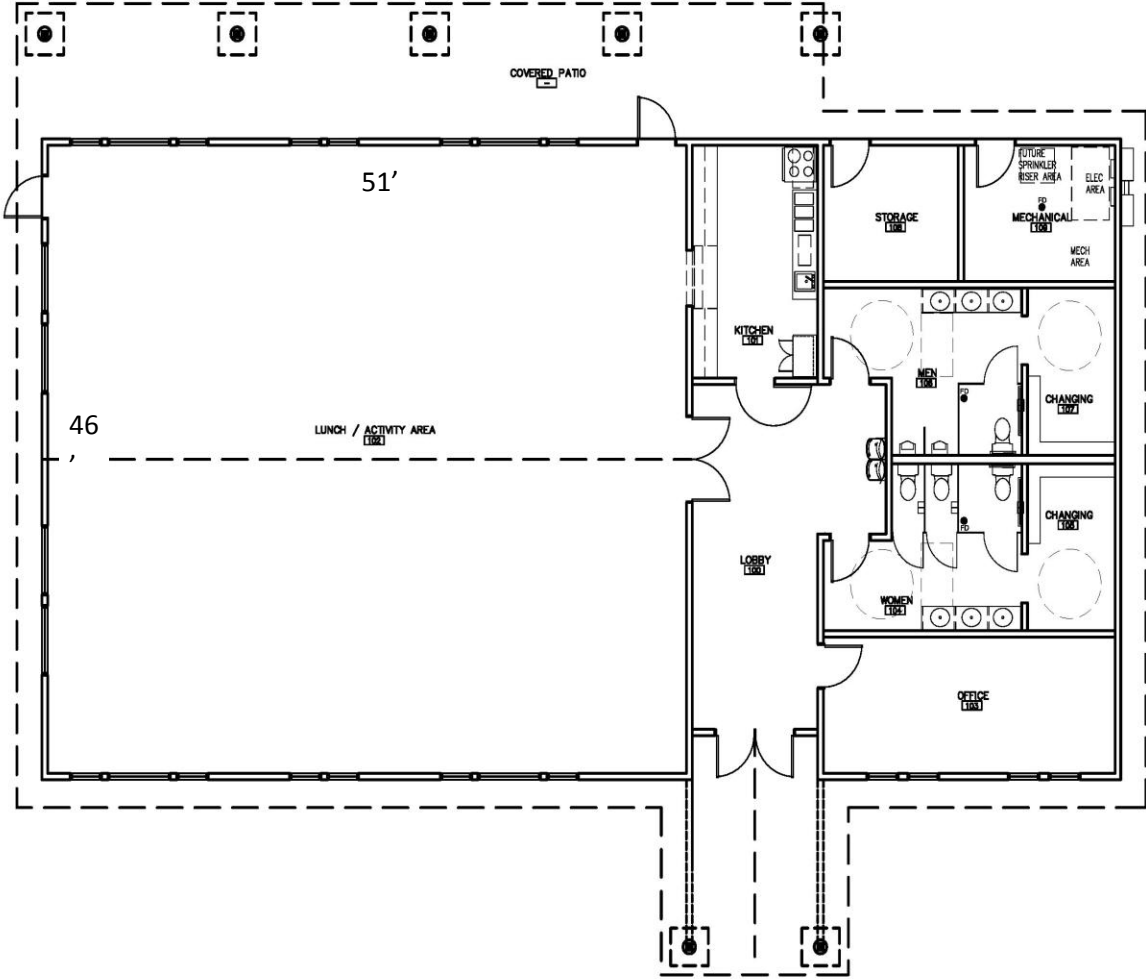
### **Smoking**

The Chalet is a smoke free facility. No smoking is permitted within the Chalet, meeting rooms, kitchen bathrooms, and/or front lobby. Smoking is permitted outside 50' away from the building. Sand filled container is available near the ski shed. Please refrain from littering the area with discarded smoking materials (i.e.; cigarette butts, cigar butts, matchbooks, etc.) The Patron will be charged a penalty fee of \$1,00.00 if there is any smoking inside the building. Disposal of cigarette butts anywhere inside the bathrooms will be considered smoking in the building.

### **Liability of Premises and Services**

1) Loss or damage of a Clients' displays decorations or other property brought into The Chalet premises will be the sole responsibility of the Clients and its organization. The Chalet, The Chalet at Government Peak, their officers, staff, and agents will assume no liability for lost, stolen, and/or damaged property belonging to the Client and/or their guests. This includes areas of the Chalet, meeting rooms, offices, bathrooms, and surrounding parking lots and land areas. 2) The Client is responsible for the conduct of all persons in attendance and for any loss or damage incurred upon the premises or its guests by individuals associated with or representing the Client's organization. 3) Any decorations must adhere to The Chalet decoration policy which does not allow nails, staples, screws, tacks or tape on the wooden columns, walls or surrounding areas. 4) The Chalet and its agents reserve the right to inspect and control all private or group functions to ensure compliance with all Federal, State, Borough, Alcohol Beverage Control laws, as well as Chalet rules and regulations. 5) All displays, exhibits, banners, decorations, signs, or other such similar items must conform to the Matanuska Susitna Fire Ordinances. Any damage to The Chalet, meeting rooms, offices, bathrooms, parking lots, lawns, and surrounding areas will incur additional charges to the Client, and/or possible legal action. 6) Participants should make themselves aware of safety procedures and participate at their own risk. Client and/or their agent must report to The Chalet and/or its agents, any injury or conditions adversely affecting the safety of participants.

# Chalet Floor Plan







## The Chalet at Government Peak \*\*\*Example Cleaning Checklist\*\*\*

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 place remote in kitchen area, and place the key in the lockbox located outside the main doors.

Kitchen		Restrooms (in main hallway)	
<input type="checkbox"/>	Close roll-up window	<input type="checkbox"/>	Remove garbage to dumpster code
<input type="checkbox"/>	Remove garbage to dumpster	<input type="checkbox"/>	Wipe down sinks & faucets
<input type="checkbox"/>	Clean countertops	<input type="checkbox"/>	Wipe down mirrors & countertops
<input type="checkbox"/>	Clean refrigerator/freezer inside & out	<input type="checkbox"/>	Sweep & wet mop floor
<input type="checkbox"/>	Remove all food/nonfood items	<input type="checkbox"/>	Remove garbage to dumpster
<input type="checkbox"/>	Clean walls		
<input type="checkbox"/>	Clean microwave	<b>Entryway</b>	
<input type="checkbox"/>	Sweep & mop floor	<input type="checkbox"/>	Vacuum carpet
		<input type="checkbox"/>	Vacuum mats
<b>Main Room</b>		<input type="checkbox"/>	Remove garbage to dumpster
<input type="checkbox"/>	Lock windows		
<input type="checkbox"/>	Stack tables (10 per stack)	<b>Other</b>	
<input type="checkbox"/>	Vacuum carpet and mats	<input type="checkbox"/>	Lock back door
<input type="checkbox"/>	Place chairs on chair racks	<input type="checkbox"/>	Lock all windows
<input type="checkbox"/>	Remove garbage to dumpster	<input type="checkbox"/>	Place form in black drop box
		<input type="checkbox"/>	Place building key in lock box

If you notice a major spill or a mess beyond your ability, please make note below.

Our 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.

\*\*\*If the chalet is not cleaned the renters are subject to a cleaning fee of up to \$200.

The Chalet has all necessary cleaning supplies, vacuum, mop, rags, dish soap, sponges, and toilet paper.

**Notes:**

# The Chalet at Government Peak Rental Agreement

Please initial, sign and date indicating you agree to The Chalet at Government Peak rental terms.

\_\_\_\_\_ **I/we acknowledge receipt** of The Chalet at Government Peak Rental Packet consisting of The Chalet at Government Peak Rental Questionnaire; Rental Rate Sheet; Rental Agreement; Rental process and checklist; Rules & Instructions; application checklist; building map and the cleaning checklist.

\_\_\_\_\_ **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 understand that to the fullest extent permitted by law**, the Lessee shall defend, indemnify, and hold harmless Mat Su Trails and Parks Foundation (MSTPF) and any of MSTPF's applicable subsidiaries or associates, including its Board of Directors, Staff, Volunteers and others, from any and all claims, demands, losses, and liabilities, including, but not limited to costs, attorney's fees, expenses and claims for any damages, contributions, or indemnification arising from, resulting from, or connected with the rental of Government Peak Chalet or supplies provided by, or services performed, under this contract between the Lessee, its agents, sub-contractors, suppliers, and employees, and MSTPF. The indemnification obligation under this contract shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any party. Entitlement to recovery of costs, attorney fees and expenses under the indemnification obligation shall include all fees, costs, and expenses incurred in good faith by the Mat Su Trails and Parks Foundation.

\_\_\_\_\_ **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*.

- YES, I/we would like** prearranged cleaning at an additional charge of \$75 per hour with a minimum of 2 hours. The Chalet will schedule the janitorial service.
- NO, I/we do not want** prearranged cleaning and understand that if the chalet is not left in the condition I received it, it may result in an additional charge of \$100 per-hour, with a minimum of 2-hours (See attached cleaning checklist)

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Organization / Position\*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date