



Phone: 907-245-1251

**4200 Floatplane Drive
Anchorage, AK 99502**

Responsible Party	For Management Use Only
Name:	Event Type:
Phone Number:	Date of Event:
Email:	Time of Event:
Address:	Staff Name:
	Booking Fee Paid:

Non-Profit Quarterly: Rent-a-Cabin

Thank you for your interest in renting the Airmen facility! This application is a proposal for use of the building for a non-profit organization to use for an event and is binding when accepted by renter. The application deadline for this quarter is March 1st and is applicable for hosting an event **between April 1st to June 30th**. Chosen non-profits will be notified after one week of the application deadline. Selected non-profits must pay a \$50, one-time fee to secure the event date within 30 days of notice. Any add-ons will be an additional charge. *Further paperwork may be required; no extensions will be given beyond determined quarter; applications may be submitted quarterly but a non-profit may only be chosen once per calendar year.*

Day of Event:

Day of Week:

Event Time Frame:

Name of Non-Profit Organization:

Organization Website:

NPO ID Number:

Name of Function:

Number of People Attending:

This Event Occurs: Monthly ☐ Quarterly ☐ Bi-Annually ☐ Annually ☐ Other ☐

Purpose of Event:

Rental Policy:

The rental fee outlined above includes use of the main area, bathrooms and outside area of the Airmen building. It includes use of chairs and tables, fireplace, inside/ outside stereo system, 90" screen with projector, kitchen facility & appliances. You may choose your own caterer or provide food and beverages/alcohol yourself (we can also suggest quality caterers). Event insurance is recommended, but not required.

Maximum capacity is 125 people inside depending on set-up. The rental time includes indicated include both set-up and breakdown time. A fee will be charged for damages or excessive clean-up beyond the ordinary determined at the Airmen staff's discretion, including removal of signs in the area leading to the event. There are three locked offices, which are not to be used or entered. Pets are not allowed in the building. Video surveillance is used on the premises.

Guests are responsible for general cleanup, trash removal (dumpster located at the end of the pavement), 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 available.



Available Rental Times:

Mon-Thur: 5pm – 11pm (9am – 5pm incur a surcharge due to normal office hours)
Friday: 3pm – Midnight
Saturday: 8am – Midnight
Sunday: 8am – 11pm

*Rentals that fall on a holiday will have special rates and will be granted on a case by case basis

Add-Ons

- ☐ Additional Hours \$200/hr
- ☐ Executive Suite (2+ Weeks Notice required)..... \$250
- ☐ Set-Up & Take-Down..... \$100
- ☐ Coffee & Coffee Pot \$20
- ☐ Staff Assistance / Presence \$200
- ☐ Printer \$20
- ☐ Table Clothes (Black)..... x \$25/each

Total Add-Ons: _____

Post-Event Additional Fees

- ☐ Cleaning Fee \$100-200
- ☐ Incidences of Vomiting \$50/each
- ☐ Call to the Police..... \$200
- ☐ Damages Actual Cost
- ☐ Exceeds 15+ minutes outside designated time frame \$150

Total Fees Incurred: _____