

Event Date: _____ Room _____

Cafe, Conference Room or Workroom Use Request Form

Anchorage re:MADE
13500 Old Seward Highway
Anchorage, AK 99515
907-887-9760

GENERAL INFORMATION

Person/Group _____ Event _____ Est. # Att. _____

Contact Person _____ Phone _____ Email _____

Address _____ City/State _____ ZIP _____

Food Served? ___ Yes ___ No ___ Meal ___ Other ___ Would like a quote to have food provided:

Catered by _____ Menu for Quote _____

EVENT INFO

Day & Date of Event _____ Time of Event _____ Start _____ End _____

Set-Up Time _____ Clean-Up Time _____

Room(s) Requested Board Room [] Work Room [] Cafe []

All family/groups/organizations must reserve use of the facilities. The reservation process may take up to thirty (30) days. The outside group/organization will hold harmless, indemnify and pay for the defense of Anchorage re:MADE from and against all liability, claims, demands, fees, causes of action of any kind, expenses (including but not limited to attorney's fees of indemnities' council) arising out of or in any way connected with the user's use of occupancy or space in or from Anchorage re:MADE. Anchorage re:MADE may require a certificate of insurance in the amount of at least \$1,000,000 general liability coverage including blanket contractual liability coverage, with Anchorage re:MADE named as an additional insured.

The family/group/organization shall be responsible for all damage to or loss of property during the time that they use the facility. They shall also see that the Rules and Conditions on the back of this form are met.

Anchorage re:MADE is not responsible for any lost, stolen, or damaged items. Anchorage re:MADE reserves the right to deny rental or use of its facilities to any group.

I, representing the family/group/organization listed above, agree to the terms listed above and agree to pay the fees and abide by the rules shown on the back of this form.

Print Name _____ Date _____

Signature _____

(To secure your date, please return completed form with 50% non-refundable deposit of total fee)

General Guidelines:

NONPROFIT USE: We love nonprofits and would love to bless you with a discounted rate.

TIMES: Outside our 11 am - 5 pm times there may be an additional \$10/per hour fee for someone to unlock and lock building and remain on premise.

FURNISHINGS: - No Anchorage re:MADE furnishings or equipment may be removed from the building. No tents or other outside structures are allowed unless prior approved.

DECORATIONS: Time for decorating must be included in the reservation request. Banners, tables, decorations, floral arrangements, etc. Putty or hanging devices which are not permanent or do not cause damage may be used if prior arrangements are made with the custodian. Tacks, nails or tape may not be used. All decorations and hanging devices must be removed immediately after the event.

TABLEWARE: You must provide your own items or rent items. Check in the Anchorage re:MADE rental room for what is available if we might have item that you would like to rent..

ROOM CHANGES: You may change a room set-up for your needs. However, the room must be returned to the original set-up. Special room set-ups must be arranged with the custodian at least one week in advance of the event. If the set-up for your event requires tables & chairs be significantly changed, \$25 will be added to the overall cost of rental.

SCHEDULING: Anchorage re:MADE is a 501c3 nonprofit, as such, events must not conflict with our usage.

FOOD: All food must be removed immediately following the event, including items in the refrigerator or freezer.

CLEAN-UP: Each group is responsible for cleaning up trash, cups and other materials and leaving the room as you found it.

SIGNS: Certain events may warrant the need for an outside sign. **If this event needs a sign, prior approval is required.**

ADDITIONAL RULES:

- No alcoholic beverages are allowed
- No smoking within 25 feet of the building.
- No red punch.
- No raffles.
- No glitter

PLEASE INDICATE ANY SPECIAL NEEDS BELOW

FEES: - A deposit of one-half of all fees must be paid at the time of application. The remaining balance will be due three days in advance of the event. . If canceled by an applicant two months or more before the event, then 50% of the deposit will be refunded. If canceled by applicant less than two months before the event, no refund is made.

All rooms are rented in 4 hour increments.

Please indicate below the rooms you wish to reserve:
(rates are shown for 4 hours, please add if additional time is needed)

Conference Room [\$15 per hour]	\$60	\$ _____
Nonprofit Conference Room Rate [\$5 per hour]	\$20	\$ _____
Café (seats 50) [\$60 per hour]	\$240	\$ _____
Nonprofit Cafe Rate [\$25 per hour]	\$100	\$ _____
Workroom [\$25 per hour]	\$100	\$ _____
Nonprofit Workroom Rate [\$10 per hour]	\$40	\$ _____
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Kitchen available if renting cafe for an additional	\$200	\$ _____
Nonprofit Kitchen Rate with cafe rental [\$25 per hour]	\$100	\$ _____
Additional Equipment and/or Services	\$ _____	\$ _____

Total Fee \$ _____

Deposit (one-half fee) \$ _____

Balance Due \$ _____

Revised 9/16

Office Use Only

Date Deposit Paid \$ _____ Amount Paid \$ _____ Cash/check/credit

Date Balance Paid \$ _____ Amount Paid \$ _____ Cash/check/credit

Authorized by _____ Date added to Calendar _____