



## EVENT ROOM AGREEMENT

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Adult Responsible: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Credit/Debit Card #: \_\_\_\_\_

- The cost to rent our event room is \$100.00 for the day, that payment is due at the time you pick up the keys
- Key pick up will be on the business day before you hold your event
  - Stop by our Corporate Office anytime from 8-4, Monday – Friday
- Credit/Debit card must be on file to hold your spot at the lodge
- An automatic charge of \$50.00 will be added to the cost if any of the following occur:
  - Any destruction of property or anything stolen
  - Keys are not returned
  - Housekeepers have to clean up after your event
- Staff will not be held responsible for moving furniture or decorations, cleaning, etc. That is up to the party renting the area
  - Furniture must be returned into original position if moved
- No disturbing our hotel/cabin guests
- Please NO tacks are allowed to be used
- Drop off your keys in the key drop box in the lodge



If there should be any problems before, during, or after your event please get in touch with our Corporate office at 907-826-3251.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_