



# EAGLE VALLEY CENTER RESERVATION FORM



## Contact Information

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Organization Information (if applicable)

Organization Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Tax Exempt # \_\_\_\_\_

For non-profit and government agencies only

## Reservation Information

**DAY \$250**

8 a.m. - 5 p.m.  
Max 50 people

**EVENING \$250**

3 p.m. - 10 p.m.  
Max 50 people

**OVERNIGHT \$375**

3 p.m. - 12 p.m.  
Max 14 people

Check in date \_\_\_\_\_ Check out date \_\_\_\_\_

Description of Event \_\_\_\_\_

Number of people expected \_\_\_\_\_

## Payment Information

Accepted: Visa  
MasterCard  
Discover

**\$250 deposit**, all rental fees, and taxes are due at the time of reservation.  
Deposit will be refunded after successful rental and check-out.

Credit Card is present

Cash

Check

Card is not present, use information below

Call to make payment

Name on Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Rules, Waivers,  
and Signature

**MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.**

**OFFICE  
USE  
ONLY**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt # \_\_\_\_\_ Permit # \_\_\_\_\_

Refund Deposit Amount refunded \_\_\_\_\_ Refund Receipt # \_\_\_\_\_

Do not refund deposit, per the following: \_\_\_\_\_

## GENERAL INFORMATION

1. You must be 21 years of age at the time of the event to rent the facility
2. Guests under the age of 21 must be chaperoned by a responsible adult.
3. You are responsible for cleaning the facility before checkout. If the caretaker spends over an hour to clean the facility after your rental (in addition to the normal time required for facility turn-over duties) your deposit will be forfeited.
4. Pets are prohibited in the lodge.
5. Smoking is prohibited in all CBJ facilities per CBJ 36.60.010.
6. Use of alcoholic beverages must be approved prior to the event.
7. Misuse of the facility or failure to conform to the rules of this permit may result in loss of deposit and being asked to leave the property. It will be sufficient reason for denying future facility rental. In extreme cases, the Juneau Police Department may be called to intervene.

**\*PLEASE INITIAL\*** Lodge must be locked at departure. Failure to lock all doors will result in \$50 forfeiture of deposit.

## CANCELLATIONS and REFUNDS

**\*PLEASE INITIAL\*** Credits and refunds for cancellations will only be given if notification is received at least two weeks prior to the reserved date. Requests for re-schedules must be made at least three business days prior to the reservation date. There is no service charge for a reschedule or a credit. There is a \$10 service charge for refunds.

## VENDOR PERMIT INFORMATION

**\*PLEASE INITIAL\*** **Alcohol Sales, Catering and/or use of bouncy houses require a permit.** The vendor/caterer must have a valid CBJ permit displayed on site at your event. Violation or failure by the vendor to follow any permit condition is a violation of CBJ 67.01.090(i) and is punishable by a fine of up to \$300 and is grounds for administrative penalties consisting of suspension of all permits issued under Chapter 11 and denial of the right to apply for a new permit for a period of 30 days. By initialing I certify that I agree to abide by this requirement if a permit is required for my event.

## WAIVER and RELEASE

**\*PLEASE INITIAL\*** I agree not to loan, transfer, give possession of, misuse, modify or alter the issued key. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the issued key. I understand and agree that violation of this agreement may render me responsible for the expense of a replacement key fob. The key fob must be picked up from Parks & Recreation at 155 S. Seward St Room 218 up to one business day before rental. P&R is open 8:00am-4:30pm Monday through Friday. Upon departure, the key fob is to be left on the kitchen counter.

**NOTICE:** Occasionally, Parks & Recreation photographs participants enrolled in recreation programs, events, or on Parks & Recreation property. These photographs are used for Parks & Recreation purposes only and may be included in future Parks & Recreation media. Your presence is your consent, without compensation from Parks & Recreation or the City and Borough of Juneau, to use your likeness.

**WAIVER AND RELEASE: I agree to hold the City and Borough of Juneau, including its employees, volunteers, and insurers, with respect to any action, claim, or lawsuit arising out of or related to injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.**

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

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