



TREADWELL ARENA 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

Sales tax is not included

Available:
6 a.m. - midnight

Activity: Hockey Skating Other_____

Type of event: Public Private **Number of people expected:**_____

Ice Rental \$275

School/homeschool Group \$120 Contact staff for availability

Business Sponsored Special Event: Winter \$400 Summer \$225

Locker Room \$25 Summer Facility \$140

Date(s)/Time(s):_____

Reservations must be submitted at least 7 days prior to requested date. Payment and completed form are due at the time of reservation.

Payment Information

Accepted: Visa
MasterCard
Discover

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_____

GENERAL RESERVATION INFORMATION

- Users must abide by all Treadwell Arena rules and policies posted at the facility.
- All rentals must start and end as scheduled on the approved permit. Facility doors open 30 minutes before first ice time and close 30 minutes after last ice time each day. Groups that arrive late will not have time added to compensate.
- The sound system may be used to play music over the speakers. Music must be approved by the Treadwell Arena staff (lyrics must not contain profanity or contain illegal messages – drugs, gangs, etc.).
- Rental time and location are outlined in the permit and does not include exclusive use of the remainder of the facility; unrented areas are open to the public.

OFFICE USE ONLY

Received by:_____ Date Received:_____ Receipt #_____ Permit #_____

GENERAL RESERVATION INFORMATION (cont'd)

- The facility and equipment must be left in the same condition as it was found. The renter will be held responsible for any repair, replacement, or extra cleaning costs incurred.
- Misuse of the facility or failure to conform to the rules and policies of this permit will be sufficient reason for denying future facility rentals.
- Alcohol and substance impairment are prohibited on the premises. In accordance with CBJ Ordinance 20.25.080(d), alcohol is not allowed.
- Verbal or physical abuse will not be tolerated. Offenders will be immediately removed and may be banned.
- No application of materials to the ice, walls, floors, dasher boards, or rink glass without Arena Manager approval.

HOCKEY RENTALS

- Private hockey rentals require proper gear; all skaters are required to have HECC-approved helmet, gloves, shin & elbow pads, and hockey skates.
- Skaters under 18 must also have a full cage, mouth guard, shoulder pads, and breezers.

LOCKER ROOMS

- Up to two locker rooms per reservation; additional requests must be made 5 days in advance and are subject to availability.
- Rooms are available 30 minutes before and after ice time, require key sign-out, and must be locked after use.

CANCELLATIONS

PLEASE INITIAL Credit for cancellations will only be given if notification is received at least two weeks prior to the reserved date. If notification is received less than 14 days prior, a \$25.00 service charge per returned hour will be applied. Refunds are not available.

VENDING PERMITS

Alcohol Sales, Catering and/or use of commercial 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.

PLEASE INITIAL I agree to abide by this requirement if a permit is required for any activities.

GENERAL LIABILITY INSURANCE

Commercial General Liability Insurance shall cover all operations by, or on behalf of, the Applicant providing insurance for bodily injury and property damage liability including coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. Coverage shall be written on an occurrence based form. The minimum limits of liability shall be:

- \$1,000,000 each occurrence
- \$2,000,000 General Aggregate

The City and Borough of Juneau shall be named as an Additional Insured for this policy.

PLEASE INITIAL Proof of insurance will be submitted with this reservation form.

WAIVER and RELEASE

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:** _____