EAGLE VALLEY CENTER RESERVATION FORM

CITY AND BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
PARKS & RECREATION

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 RENTALS	OVERNIGHT RENTALS	
☐ **$400/day**	☐ **$490/night**	☐ **$550/night**
7 a.m. - 10 p.m. Monday - Thursday	3 p.m. - 12 p.m. Monday - Thursday	3 p.m. - 12 p.m. Friday - Sunday

Sales tax not included in rates listed.

CHECK-IN DATE_____ **CHECK-OUT DATE**_____

☐ Early Check-In _____ hours ☐ Late Check-Out _____ hours

Early/Late Check In/Out: $75/hour, maximum 3 hours, available on overnight rentals only.

Event Description_____

Number of People Expected_____

☐ Conference Tables/Chairs Set Up

☐ Access to ADA Chairlift/Bedroom

Payment Information

$400 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 Visa, Mastercard, or Discover ☐ Cash ☐ Check

Rules, Waivers, and Signature

MORE ON THE REVERSE. PLEASE TURN OVER TO COMPLETE.

OFFICE USE ONLY Received by:_____ Date Received:_____ Receipt #_____ Permit #_____

GENERAL INFORMATION

1. Renter must be 21 years old at the time of the event.
2. Guests under 21 must be chaperoned by a responsible adult.
3. Renter is responsible for cleaning the facility after use. If staff cleaning requires more than 1 hour beyond normal turnover duties, the deposit will be forfeited.
4. During day-use rentals, bedrooms are accessible for bathroom access only.
5. Pets are prohibited in the lodge.
6. Smoking is prohibited in all CBJ facilities per CBJ 36.60.010.
7. Use of alcoholic beverages must be approved prior to the event.
8. Misuse of the facility or failure to follow permit rules may result in loss of deposit and removal from the property. Violations may be grounds for denial of future rentals. In extreme cases, the Juneau Police Department may be contacted.

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

KEY FOB

The key fob must be picked up from Parks & Recreation at 1208 Glacier Ave. up to one business day before rental. Office hours are 8:00 a.m. - 4:30 p.m. Monday through Friday. Upon departure, the key fob is to be left on the kitchen counter.

_____***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.

CANCELLATIONS

_____***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

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:**_____