



OUTDOOR RECREATION BIRCH HILL SKI AND SNOWBOARD LODGE RENTAL CONTRACT



NAME OF EVENT:	Contract #
Event Day & Date :	

Event Start Time:	Event End Time:	Number of Guests
Organization or Sponsors' Name:		
Name of Event Coordinator:	Email:	
Work Phone:	Home Number:	Cell Number:
Address:		
City	State	Zip:

Thank you for selecting Birch Hill Ski Lodge for your upcoming event. We appreciate your business.

DOD ID Card Holders (Soldiers, Families, Retirees, DOD Civilians)			
Rental:	Rental Fees:	Quantity:	Subtotal Due:
Lodge Base Rental Rate	\$400 3hr min(*time needs to include Setup & Clean up time		
Extra Hour Rental Rate	\$125 per/hr additional hr		
Bartender Service	\$50 per hour or ≥\$400 Prepaid Tab		
Food & Beverage (Potluck or In-House Catering)	See attached F&B Catering Menu		
Mission use (require ETP signed by Garrison Cmdr)	Lodge Rental waived (admin fee \$60 per day)		

Estimated Total

LODGE RENTAL RESERVATION/FEE DUE POLICY:

_____(Initial) 100% Rental Fees for Event will be provided with a signed copy of this agreement within 5 days of making Rental Reservation. If Rental Fees and Signed Contract are not received within 5 days of Rental Reservation the Lodge Reservation will be cancelled.

LODGE RENTAL CANCELLATION POLICY:

_____(Initial) If canceled at least 21 business days or more prior to the event, 100% refund of lodge rental fees. If canceled at least 14 calendar days or more prior to the event, 50% refund of lodge rental fees. No refund will be given if event is canceled less than 14 calendar days prior to scheduled event.

MISSION USE ETP REQUEST

Exceptions to Policy (ETP) requests to waive the facility rental fees and only be invoiced for actual Nonappropriated Funds (NAF) costs incurred in direct support of reservation requirements, require Battalion Commander or above to sign the bottom of this form and submit written or emailed details of the event and a request to have rental fees waived. Such official and unofficial mission related events to include deployments & redeployment, BDE/BN Level Changes of Command and Changes of Responsibility, and Training and Garrison Installation Wide Events are types of events that will meet this requirement.



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It is understood by parties concerned that, Birch Hill Ski Lodge is operated and maintained as a Family and Morale, Welfare and Recreation (MWR) facility for the primary use of Soldiers, Families, Retirees, and DoD Civilians to Fort Wainwright, Alaska or directly supported by it.

1. Event requests on Federal Holidays will include an additional fee.
2. All fees must be paid in full within 5 days of making rental reservation and signing the Lodge Rental Contract.
3. Function Organizers are responsible for cleaning the Lodge at the conclusion of the event. Setup and cleanup time is included in the fee. The Lodge will be restored to pre-event condition. All trash will be removed, floors vacuumed, and tables cleaned.
4. Operation of Lift nor use of outdoor areas is not included in this agreement.

No Food, Beverages, or Alcohol can be brought into Birch Hill Lodge or Birch Hill Property from Outside Sources; all must be purchased from MWR or Private Catering. In no instance may food or beverages be brought onto Birch Ski Hill Property nor into the Birch Hill Lodge from outside sources without prior approval of the Program Manager. Alcohol must be purchased through MWR and distributed by MWR (AR 215-1, para 10-8c). No Exceptions to the alcohol policy.

_____ (initial), I understand all ALCOHOL and FOOD must be purchased from MWR (Exceptions to this Policy will only be granted by the Program Manager).

Your signature constitutes acknowledgment receipt of contract and also agreement to all terms of this contract.

Customer Signature (date)

MWR Representative (date)

MWR BIRCH HILL SKI LODGE - For Internal Use only
Lodge Rental Fee Payment:

Event Name _____

Receipt Number: _____ Rental Amount Paid \$ _____ Date Received: _____