



BIRCH HILL SKI AND SNOWBOARD LODGE RENTAL CONTRACT



NAME OF EVENT:	Contract #
Event Day & Date :	

Rental Start Time:	Event Start 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 CARDHOLDER(s) (Soldiers, Families, Retirees, DoD Civilians)			
Rental Fees:	Rental Fees	Number of Hours	Total
Base Rental Rate (Minimum 3 hr Rental Time) hours) DoD ID Cardholder's Lodge	\$400* (3hrs) <small>(*includes Setup & Clean up Time)</small>	1 = 3 hr	\$400.00
Extra Hour Rental Rate per Hour DoD ID Cardholder's Lodge Use	\$125* <small>(*includes Setup & Clean up Time)</small>		
Bartender Service Fee	50 per hour or ≥ \$400 perpaid Tab		
Tubing Hill Session upto 60 riders for 2 Hr	\$1200 = 2 hr session		
Food & Beverage	See attached Caterin Menu		
<i>Multi-day use will be charged 1 - \$400 Base rental for each additional day</i>			

Estimated Total

LODGE RENTAL RESERVATION/FEES DUE POLICY:

____(Initial) 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 30 days of Rental Reservation the Lodge Reservation will be canceled

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.



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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 30 days of rental reservation and have a counter-signed the Lodge Rental Contract.
3. Function Organizers are responsible for cleaning the Lodge at the conclusion of the event. **Make sure to plan setup and cleanup time in Rrservation time.** The Lodge will be restored to pre-event condition. All trash will be removed, floors vacuumed, and tables **wipes and restrooms** cleaned.
4. Operation of Lift nor use of outdoors 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: _____