



AGC Anchorage Room Rental Agreement

Contact Information:

Name: _____

Company: _____

Billing Address: _____

Phone: _____ Email: _____

Onsite Contact Information: _____

Event Details

| | 1st Event | 2nd Event | 3rd Event | 4th Event | 5th Event | Please Note: Requests requiring staff presence to open or close the office before 8am, after 5pm, or weekends, require an additional charge of \$85 per hour to cover staff overtime costs. |
|--------------------|-----------|-----------|-----------|-----------|-----------|--|
| Rental Date(s) | | | | | | |
| Set Up Time | | | | | | |
| Event Start Time | | | | | | |
| Event End Time (s) | | | | | | |
| Tear-Down Time (s) | | | | | | |
| Est. Attendance | | | | | | |

Event Name: _____

Event Description: _____

Additional Notes/Requests: _____

Payment Options

Indicate your preferred method of payment and your member status in the boxes below. Payment is expected at the end of an event.

AGC Member

Credit Card

Non-Member

Check – Payable to Associated General Contractors of Alaska

Invoice (Members Only)

Please email room rental request forms to frontdesk@agcak.org



AGC Anchorage Room Rental Requests & Rate Chart

Indicate your room rental requests in the corresponding tables below

| | Rental Hours | Member Rate | Non-member Rate | Total |
|--|-----------------|---------------|-----------------|-------|
| Boardroom Occupancy: Max 12 | Half Day ≤ 4 | \$ 120.00 | \$ 210.00 | |
| | Full Day ≤ 8 | \$ 180.00 | \$ 300.00 | |
| | Before 8 am M-F | \$85 per hour | | |
| | After 5 pm M-F | \$85 per hour | | |

| | Rental Hours | Member Rate | Non-member Rate | Total |
|--|-----------------|---------------|-----------------|-------|
| Training Room 1 Occupancy: Max 45 | Half Day ≤ 4 | \$ 180.00 | \$ 360.00 | |
| | Full Day ≤ 8 | \$ 300.00 | \$ 600.00 | |
| | Before 8 am M-F | \$85 per hour | | |
| | After 5 pm M-F | \$85 per hour | | |

| | Rental Hours | Member Rate | Non-member Rate | Total |
|--|-----------------|---------------|-----------------|-------|
| Training Room 2 Occupancy: Max 50 | Half Day ≤ 4 | \$ 180.00 | \$ 360.00 | |
| | Full Day ≤ 8 | \$ 300.00 | \$ 600.00 | |
| | Before 8 am M-F | \$85 per hour | | |
| | After 5 pm M-F | \$85 per hour | | |

Please indicate in the boxes to the right which amenities you'd like during your rental:

| | | | |
|-----------------------------|---------------------------|------|--|
| Additional Amenities | Large Rolling White Board | Free | |
| | Audio/Video Capability | | |
| | Coffee | | |

I have read and understand the Terms & Conditions of the Room Rental Agreement and my instructions comply with the terms therein. I have reviewed this form in its entirety, and hereby certify that all information as it appears is correct and may be relied upon by AGC staff.

Renter Signature

Date

AGC Staff

Date

Additional Notes/Requests: _____

Please email room rental request forms to frontdesk@agcak.org



AGC of Alaska Room Rental Terms & Conditions and Agreement

Please read these Terms & Conditions in their entirety then sign and return the Room Rental Agreement.

Anchorage Room Descriptions:

Training Room I – Occupancy ranges 30-45 depending on set-up style. One (1) large 60-inch flat screen T.V. mounted on front wall. One (1) front wall drop in projector screen. Long built-in countertops on back wall.

Training Room II – Occupancy ranges from 30-50 depending on set-up style. Front wall has large built-in whiteboards end to end. Two (2) large 70-inch flat screen T.V.s mounted on the front wall corners. One (1) front wall drop in projector screen. Small built-in countertops in back corner.

Boardroom – Occupancy is 12. One (1) large 75-inch flat screen T.V. mounted on front wall. Large conference table. Large conference chairs with armrests.

(Pictures of training rooms attached)

Default Room Styles:

Classroom – Lab style rectangular tables

Maximum Occupancies:

Maximum available occupancy/parking will vary according to room set-up, existing bookings, and seasonal influences and will ultimately be determined by the AGC of Alaska staff.

Rental Periods:

Rooms are rented in half day or full day increments between the hours of 8:00 a.m.– 5:00 p.m. daily. After hours and weekends may be pre-arranged and will be between the hours of 6:00 a.m. and 11:00 p.m. at an additional cost of \$85.00 an hour. The room must be vacated of all persons and belongings by the time specified on the Room Rental Agreement. Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc. Refunds are not issued for unused hours. Should the event run over the agreed upon timeframe, there will be an additional charge of \$50 per half-hour.

Payment/Cancellations:

No terms are implied or granted and no work will be allowed to commence until the Room Rental Agreement and Terms & Conditions have been returned signed by Client/Renter and accepted by AGC staff. Intent to cancel room rentals must be received by AGC of Alaska **one (1) day** in advance of the rental date indicated in the Room Rental Agreement to receive a refund. In the event of a cancellation within fourteen (14) days of the scheduled rental period, AGC of Alaska will refund ½ of the agreed rental amount. AGC of Alaska members have the following payment options: Invoice Net 30 days from date of invoice, check (Payable to Associated General Contractors of Alaska), or credit card (Visa/MC only). Non-AGC members will need to pay by check (Payable to Associated General Contractors of Alaska) or credit card (Visa/MC only). A \$20.00 fee will be charged for all returned checks. In all refund cases, if AGC receives a refund processing fee, the fee will be passed on to the Client/Renter.

Amenities/Equipment:

Chairs, linens, tables, registration table, White board, resource table, podium and half kitchen are available for usage upon request by client. Each room has TV's and a projector. Training room 1 has one TV and one



projector. Training room two has Two TV's and a projector. TV's only have HDMI connection but are connected to a built-in computer system for those who do not have a laptop. If both rooms are rented an image, video etc. can be duplicated on all three TV screens. There is also audio/video conference availability in all rooms.

It is the responsibility of the Client/Renter to setup and arrange their designated rented area. All equipment and furnishings must be returned to their original places and each area must be reconfigured to its original state after all events. The value of any AGC of Alaska equipment that is damaged or removed from the property will be charged to the Client/Renter.

Private Parties:

AGC understands that some events held plan to have alcoholic beverages served during the rental period. At all times the Client/Renter and its guests, vendors, agents, employees shall abide by all laws which govern the use and consumption of alcoholic beverages in the Municipality of Anchorage. Private parties may serve alcohol, at no charge to their guests if the following items have been addressed and handled to the satisfaction of AGC:

- Liquor is purchased by and delivered by the Client/Renter
- TAMS or TIPS certified bartenders only are permitted to serve the liquor
- No service to guests under the age of 21 years – NO EXCEPTIONS!
- AGC staff with TAMS/TIPS certification may be provided upon request, for an extra fee
- No service to guests who are intoxicated – NO EXCEPTIONS!
- The Client/Renter specifically affirms that alcoholic beverages will not be sold to the guests

Requests for alcohol services must be covered on the Room Rental Agreement's "Additional Notes" section.

Cleaning:

Please help keep our Training center clean and orderly! Client/Renter(s) are responsible for cleaning their area(s) following the use of the facility. Cleaning is expected to be completed during the rental time. Facilities should be cleaned and returned to the state in which they are found.

Building Access:

Client/Renters are not permitted to provide access to any persons other than those of their group, for any purpose than that detailed in their request, and are responsible for the security of the center during their rental time. Client/Renter and guests will use the Training Room entrance located on the side of the building in the parking lot and are restricted to training room, bathroom facilities, and kitchen areas indicated in this Room Rental Agreement. A \$100 charge will be assessed for rooms left unclean.

Site Decorations:

The AGC of Alaska wants to make every event here a special and welcomed experience. Therefore, every effort will be made to allow Client/Renters to prepare decorations reflecting their creativity or any cultural requirements. No nails, screws, staples or penetrating items are to be used on our walls, floors or ceilings; only low tack tape is allowed on our floors, walls and ceilings. Any damages that occur will be charged to the Client/Renter(s) after their event(s).



Catering/Kitchen Standards:

Food service and preparation will be the responsibility of the Client/Renter. AGC of Alaska allows food and beverage service provided there is an onsite responsible party that has a current and valid food handler license for the state of Alaska. All onsite caterers working at the AGC of Alaska Training Center are required to have a valid Certificate of Insurance. The AGC of Alaska kitchen is for production and is to be used for final food presentation, plating and bussing only. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following the event. It will be the responsibility of the Client/Renter to supply all plates, cutlery, etc.

Liability of Damage, Theft or Loss:

The AGC OF ALASKA will not assume any responsibility for the damage or loss of any merchandise or articles left on the premises prior to or following the event. In addition, ALL damages caused by Client/Renter to property will be charged to the Client/Renter.

Function Room Assignments:

The AGC of Alaska reserve the right to assign another room should we, for unforeseen reasons, be unable to offer the requested room due to AGC of Alaska classes or meetings assigned to that room.

Conduct - Absolutely NO illegal drug use of any kind on the premises. Smoking is only permissible in designated smoking areas outside of the building. Threatening remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client/Renters and guests shall use the premises in a considerate manner at all times.

- During underage events, it is mandatory to have adult supervision and/or chaperones and we prefer that underage individuals do not have in and out privileges.
- Conduct deemed disorderly, at the sole discretion of AGC staff, shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such case, no refund of the event cost shall be made.
- Pets **are not** permitted inside the AGC of Alaska Training Center.
- Service animals are permitted inside the AGC of Alaska with pre-approval.

Written Contractual Conditions:

Any and all contractual conditions not covered in this agreement must be agreed upon by both parties in written form. Verbal agreements will not be considered binding.

Indemnity/Hold Harmless:

In consideration of its use of the AGC OF ALASKA facilities, Client/Renter agrees:

To promptly reimburse AGC OF ALASKA for all cost incurred by reason of Client/Renter's use of the facilities, including staff overtime for facilities use on weekends, repair or replacement of any furniture, fixtures or other property damaged or lost.

The indemnification obligations herein shall extend to all claims for injury or damage, wherever they occur, resulting from liability sought to be imposed as a result of Client/Renter furnishing intoxicating beverages, sometimes known as "dram shop" liability. User shall further indemnify and hold AGC OF ALASKA, its officers, directors, employees, agents and members harmless from any claim, suit or action which may be made



against any of them for dram shop, and also against all expenses, including attorney's fees, which AGC OF ALASKA may incur in defending or settling any such claim or action.

Should it be necessary for AGC OF ALASKA to retain an attorney to enforce any of its rights hereunder, Client/Renter agrees that it will pay all of AGC OF ALASKA's costs and expenses incurred in such enforcement, including attorney's fees.

These Terms & Conditions shall be considered accepted once Client/Renter has signed the AGC Room Rental Agreement.

Training Rooms and Boardroom Pictures:

Boardroom:



Training Room 1:



Training Room 2:

