

# *Fox Hollow Chalet Rental Agreement*



**FOX HOLLOW  
CHALET**

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# Agreement

This agreement is entered into between Fox Hollow Golf Course, LLC (Fox Hollow) and the Client as detailed below;

Name of the Renting Party, "Client": \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Date of Event Rental: \_\_\_\_\_

Time Frame for Event/Rental: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

The Rental Fee is calculated on the following page based upon the services and products selected by the client.

Basic Rental Fee \$ \_\_\_\_\_ (as calculated on page 8)

Upgrades \$ \_\_\_\_\_ (as calculated on page 8)

Down Payment Due: \$ \_\_\_\_\_ (The down payment must be received to hold the date)

Damage Refundable Security Deposit Due (**This is not the down payment. It is in addition to**): \$ 500.00 Due Date: \_\_\_\_\_ (go days prior to the event date)

Final Payment of \$ \_\_\_\_\_ Due Date \_\_\_\_\_ (go days prior to the event date)

\*\*All payments are non-refundable

This agreement is for the rental of the Fox Hollow Chalet, which is operated by Fox Hollow.

**Please return signed and initialed contract within 48 hours of booking. \***

**You may hold onto page 9**



## Main Banquet Room, Outdoor Deck, and Grass Area

The Fox Hollow Chalet is conveniently situated in South Anchorage at the Fox Hollow Golf Course. The Chalet features dramatic views of the Chugach Mountain Range from its expansive deck. The main banquet room has 3,100 square feet of seating with 25-foot-high cathedral ceiling. The room has seating capacity for 150 guests in addition to a full-length bar that can accommodate guests as well. The 2,000 square foot outside deck can accommodate another 80 guests and makes a perfect outdoor/indoor transition for those events which choose to take advantage of this option.

**Grass area to the east of the bridge is not included in rental** and is a part of the golf course (available for 3 hours on the day of your event for an additional fee of \$250), if you would like that area for the full day the fee is \$750. The grass area to the south of the chalet just below deck is included in base rate.

## Rental Times

All rental times are from 9:00 a.m. (day of rental listed...you may pick up the key any time after 9 at the dome next door) to 12:00 a.m. (midnight), unless other arrangements are made and approved. All cleaning and private party attendees must be completed and out of the building by 12:00 a.m (midnight). The keys to the chalet may be picked up after 9:00am the day of your event. They must be returned into the drop box outside the chalet at the conclusion of your even and no later than 12:00 a.m. (midnight). Not returning the keys by midnight the night of your event will forfeit your security deposit in its entirety.

## Down Payment

Due to the nature of the banquet business and the lead time needed to secure reservations a \$500.00 non-refundable down payment is required to hold a date. This down payment is non-refundable even in the event of the Client's cancellation. No dates will be held until this agreement is executed and the down payment has been made.

## Security / Damage Deposit

**Within 90 days of the reserved date of your event a security deposit of \$500.00, is due.** The security deposit is for the general security of the rental agreement and applies to all damages which could be incurred by Fox Hollow as a result of the rental which include but are not limited to damage to the facility, cleaning costs, fines, unpaid rental charges or other items. The Security Deposit is not part of the rental fee and is refundable.

## Balance of Rental

The balance of room rental fees shall be paid in full 90 days prior to the scheduled event. Failure to do so will result in forfeiture of paid to date deposits, and forfeiture of the rights to the room rental. All rental payments are non-refundable.

\_\_\_\_\_ Initial

## Cleaning and Pick Up

The facility will be presented to the Client in a clean and orderly fashion. All surfaces will be wiped or mopped, all trash containers will be empty, the carpets will be vacuumed, and tables and chairs will be orderly stacked in the supply room. **All trash must be in the dumpster.**

The Client is responsible for returning the facility in the same clean and orderly fashion. Upon vacating the facility, the Client is responsible for all costs and damages necessary to return the facility to its original condition. **The Client is responsible for bringing their own cleaning supplies including a vacuum and mop.**

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Fox Hollow Chalet is a non-smoking facility. Smoking in the facility will result in cleaning fees to remove any residual smoke smells or fumes.

Fox Hollow does offer take down for \$275, and cleaning services for \$275. If those services are desired, they can be added to the rental contract on the "Fox Hollow Chalet Rental Rate Sheet". No later than 30 days prior to your event so we may staff accordingly. The cleaning fee does not include trash remo

Upon vacating the premises an inspection will be performed to ensure the facility is left in the identical condition as when it was received. The inspection will include the bathrooms, the bar area, the storage room, the banquet room and the parking area. The inspection will ascertain that the bathrooms have been cleaned, the floors have been mopped, **no tape on walls or pillars**, the carpet has been vacuumed, all cake removed from carpet, the windows and walls are clean, the trashed has been emptied, bagged and placed in the facility dumpster, and there is no damage to the premises. **ANY removal of paint due to tape will result in forfeiting your damage deposit.**

Any damage including additional cleaning, repair or work as a result of the inspection will be performed by Fox Hollow and deducted from the Security Deposit. Damages are not limited to the balance of the security deposit. If these damages exceed the security deposit the Client will be responsible for all such additional costs and will be invoiced.

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Initial

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Initial

The inspection and an accounting of the security deposit and any refund will be mailed to the Client by the 15<sup>th</sup> of the month following the rental.

**All trash to be placed in dumpster at conclusion of event.**

## Form of Payment

Payments can be made by credit card, cash or check. However, if payment is made by check the agreement does not take effect until the check clears the bank. **All payments are made at the Follow Hollow Pro shop. You are welcome to phone in credit card payments to 345-4600.**

## Early or Late Access

Early and/or late access to the rental space shall be at the discretion of the management of Fox Hollow Chalet. There will be charges for early or late access.

All events will be concluded, decorations and debris removed, and the premises cleaned by 12:00 a.m. (midnight) unless expressly stated otherwise in this rental contract.

It is the sole responsibility of the Client to conduct his/her function in an orderly manner with respect for the facility. No illegal activities are allowed within the building, parking lot, golf course, and/or surround properties. This includes, but is not limited to underage drinking, illegal and/or prescription drugs, etc. If such behavior is noted, the event shall be closed immediately and the Client forfeits their entire deposit, plus additional damages.

## Upgraded Furnishing and other Upgrades

Fox Hollow offers a number of other items for rent which are listed on the Fox Hollow Chalet Rental Rate Sheet.

## Storage Room



The Fox Hollow Chalet Storage Room contains furnishings and other items which are for the Client's use only as expressly stated in this agreement. All items not expressly authorized shall not be used. If Client uses items not expressly authorized the Client shall be responsible for the stated rental rate plus \$75 penalty for such unauthorized use. Please return the storage room how you found it.

## No Pets on Premises

No pets of any kind. No dogs, cats, birds, reptiles, farm or other wild or domesticated animals are permitted in the building at any time before, during or after the function.

## Indemnity

To the fullest extent provided by the law the Client shall indemnify and hold harmless Fox Hollow Golf Course, LLC and its, owners, staff, agents, guests, officers and directors from all claims arising from or in connection with (i) the conduct or management of the premises or any condition created in or about the premises;(ii) any act, omission or negligence of the Client or any Client's staff, guests, invitees, contractors, or volunteers; (iii) any accident, injury or damage whatsoever occurring in or at the premises.

## Modifications to the Facility

Any modification to the exterior of the property (i.e., tents, awnings, signs, etc.,) shall be demonstrated in writing to the management staff of Fox Hollow Chalet for approval prior to the erection of said structures.

No pins, staples, nails, screws or tape may be used on any of the indoor wooden columns or walls for any reason.

No ironing of table clothes or other items or heat implement applications shall be conducted on the floor of the Chalet. Such activities leave melted carpet marks. All existing melt marks have been shown to the client and a charge for carpet repair shall be assessed for any new damage.

At any weddings or parties, the Client is responsible for the entire cleanup cost from any cake battles or cake thrown on the walls. No edible 'candy confetti' allowed on the floor, this will incur automatic full cleaning charge. Paper or plastic confetti is OK to use

No open flames or candles of any kind allowed inside of the facility or on the deck. (This does not include LED candles which do not present a fire hazard.) No sprinklers on premises.

You may be able to do a mock set up prior to your special day if time permits. The fee is \$250 and it is for a max of 2.5 hours.

## Event Planner

While it is not required by Fox Hollow it is suggested that a party/ wedding planner is hired to help your event go smoothly. The Fox Hollow Chalet is not staffed with help during your event. It is the renter's responsibility to know how to operate the items you are using prior to your event date. An event planner can help with everything from start to finish. The planner would be available to let the caterers, photographers, DJ's, etc. in for you as well. Please let us know if you would like recommendation.

## Catering

Selection of a caterer is the responsibility of the Client. Fox Hollow does have preferred Caterers and can provide names upon request. A separate contract must be negotiated with the caterer if one is used. The client may supply their own food.

## Food and Beverages



- 1) All Federal, State, and Municipal laws are strictly adhered to with regard to the Fox Hollow Golf Course, LLC.
- 2) Room rental charges for Fox Hollow Golf Course do not include vendors' fees for food, beverages, entertainment, floral, photography, transportation, etc. Only items listed within the written contract apply.
- 3) Fox Hollow Golf Course will provide Clients with a selection of approved vendors to select from for alcohol catering.

## Alcoholic Beverages

Fox Hollow understands that many of the events at the Chalet plan to have Alcoholic beverages served during the rental period. Alcoholic beverages are allowed under the following circumstances. At all times the Client and its guests, vendors, agents, employees shall abide by all laws which govern the use, sale and consumption of alcoholic beverages in the Municipality of Anchorage.

## Private Parties

Private parties may serve alcohol, at no charge to their guests (if charging guests for their liquor, then the Client's caterer or Client's business must possess a valid liquor license, per the Alcohol Beverage Control rules and regulations), if the following items have been addressed and handled to the satisfaction of the Fox Hollow Golf Course, LLC.

- Liquor is purchased by and delivered by the Client
- TAMS or TIPS certified bartenders only are permitted to serve the liquor
- No service to guests under the age of 21 years – NO EXCEPTIONS!
- No service to guests who are intoxicated – NO EXCEPTIONS!
- **The Client will need to have Liquor Liability insurance coverage for the event. Evidence of such coverage must be on file with Fox Hollow Golf Course, LLC. no less than 7 days prior to the start of the event. Liquor Liability coverage may be obtained through a special rider on the Client's homeowner's or by a separate policy issued for such occasions.**
- **Liquor Liability policy must have a per occurrence limit of \$1,000,000 and hold harmless Fox Hollow Golf Course, LLC. their officers, staff, and agents. Coverage shall be effective for the entire rental period including any clean up time.**
- **If you choose to go online for the insurance coverage, we suggest Market Insurance. Their online process will lead you very easily through the process.**
- The Client specifically affirms that alcoholic beverages will not be sold to the guests.

\_\_\_\_\_ Initial

## Charging for Alcohol

If guests will be charged for Alcohol, then the Client's Caterer or Client's business must possess a valid liquor license, per the Alcohol Beverage Control rules and regulations.

- The Client must show proof of insurance coverage which contains Liquor Liability coverage limits of not less than a \$1,000,000 per occurrence. This coverage can be from the Client's catering company or an individual policy whichever appropriately covers the use and distribution of the alcoholic beverage.
- Proof of insurance must be in the form of a current certificate of insurance which holds the Fox Hollow Golf Course, LLC. and their officers, directors, staff and agents harmless. The certificate must be on file with Fox Hollow prior to the start of the rental period.
- If Fox Hollow deems addition insurance is required for the event, it shall be the sole responsibility of the Client to secure the insurance in a timely manner, and to hold Fox Hollow Chalet and/or Fox Hollow Golf Course, LLC, and their officers, directors, staff, and agents harmless.



# Smoking

Fox Hollow Chalet is a smoke free facility. No smoking is permitted within the Chalet, meeting rooms, offices, bathrooms. Smoking is permitted outside, at the front entrance area ONLY. Sand filled metal container next to the front entrance of the Chalet is available for smokers to extinguish their smoking materials. The Client will be charged a penalty fee of \$500.00 if there is any smoking inside the building in addition to any cleaning costs needed to remove smoke smells or residue. Disposal of cigarette butts anywhere inside the building, including the bathrooms, will be considered smoking in the building.

# Liability of Premises and Services

- 1) Loss or damage of a Clients' displays decorations or other property brought into Fox Hollow Chalet premises will be the sole responsibility of the Clients and its organization. Fox Hollow Chalet, The Fox Hollow Golf Course, LLC, their officers, staff, and agents will assume no liability for lost, stolen, and/or damaged property belonging to the Client and/or their guests. This includes areas of the Chalet, meeting rooms, offices, bathrooms, and surrounding parking lots and land areas.
- 2) The Client is responsible for the conduct of all persons in attendance and for any loss or damage incurred upon the premises or its guests by individuals associated with or representing the Client's organization.
- 3) Any decorations must adhere to the Fox Hollow Chalet decoration policy which does not allow nails, staples, screws, tacks or tape on the wooden columns. All decorations of these columns must be hung with ribbon or fish line from the beams above.
- 4) Fox Hollow Chalet and its agents reserve the right to inspect and control all private or group functions to ensure compliance with all Federal, State, Municipal, Alcohol Beverage Control laws, as well as Chalet rules and regulations.
- 5) All displays, exhibits, banners, decorations, signs, or other such similar items must conform to Municipality of Anchorage Fire Ordinances. Any damage to Fox Hollow Chalet, meeting rooms, offices, bathrooms, parking lots, lawns, and surrounding areas will incur additional charges to the Client, and/or possible legal action.
- 6) Participants should make themselves aware of safety procedures and participate at their own risk. Client and/or their agent must report to Fox Hollow Chalet and/or its agents, any injury or conditions adversely affecting the safety of participants.

Please return signed and initialed contract within 48 hours of booking.

This agreement and all the terms herein are entered into by Fox Hollow and the Client on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_.

Signature: \_\_\_\_\_

Client is an ( ) Individual or a ( ) Business  
Check one as applicable

Print Name: \_\_\_\_\_

Print Name and Title if Business: \_\_\_\_\_

By Fox Hollow: \_\_\_\_\_



Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

## Fox Hollow Chalet Rental Rate Sheet

* You may hold onto this page until 30 days prior to event.	Monday-Wednesday	Thursday - Sunday			<i>Total</i>
January through April	\$1,500	\$1,800			
May through September	\$2,200	\$2,800			
October through November	\$1,500	\$1,800			
December	\$2,000	\$2,500			
Holiday Pricing	Please call for holiday pricing				

Furnishings Included in base rental (Client responsible for set up and take down)	Price per item	Desired Quantity	
<b>100</b> -- Padded Banquet Chairs	Included	<input type="text"/>	No Charge
<b>8</b> -- 5' round Wooden Tables	Included	<input type="text"/>	No Charge
<b>5</b> -- 6' rectangle Poly Tables	Included	<input type="text"/>	No Charge

Upgrades Available ( not included in base rent)	Rate per unit	Quantity	
<b>Chair Options</b>			
Padded Banquet Chairs - Additional 70 Max	\$ 3.00	<input type="text"/>	<input type="text"/>
Bar Stools with Back (Max 10)	\$ 6.00	<input type="text"/>	<input type="text"/>
Standard White Wedding Folding Chairs - 150 Max	\$ 3.00	<input type="text"/>	<input type="text"/>
<b>Linens</b>			
120" White Round	\$ 22.00	<input type="text"/>	<input type="text"/>
Black Rectangle for Food Tables - 4 Max	\$ 15.00	<input type="text"/>	<input type="text"/>
<b>Outdoor Wedding Area</b>			
Outdoor Grass Area to Left of Bridge (3 Hours Limit)	\$ 250.00	<input type="text"/>	<input type="text"/>
Outdoor Grass Area to Left of Bridge (full day)	\$700.00	<input type="text"/>	<input type="text"/>
Wooden Wedding Arch	\$ 100.00	<input type="text"/>	<input type="text"/>
<b>Table Options</b>			
Tables 8' Sections - 10 max	\$ 15.00	<input type="text"/>	<input type="text"/>
Tables 6' Sections - 6 max	\$ 10.00	<input type="text"/>	<input type="text"/>
Round Tables - 10 max	\$ 12.00	<input type="text"/>	<input type="text"/>
6'x1.5' Tables - 4 Max	\$ 15.00	<input type="text"/>	<input type="text"/>
High Stand Bar Tables (max 8)	\$ 15.00	<input type="text"/>	<input type="text"/>
<b>Stage and Dance Floor Options</b>			
Dance Floor 12x12 (Self Assemble)	\$ 175.00	<input type="text"/>	<input type="text"/>
<b>Deck and Patio Options</b>			
Plastic Deck Chairs - 40 max	\$ 3.00	<input type="text"/>	<input type="text"/>
Deck Tables - 6 max	\$ 7.00	<input type="text"/>	<input type="text"/>
Patio Heaters (Includes 1 bottle of Propane)	\$ 75.00	<input type="text"/>	<input type="text"/>
Bar B Que Grill with propane	\$ 75.00	<input type="text"/>	<input type="text"/>
<b>Audio Visual Equipment</b>			
Sound System - for music (Does not include microphone)	\$ 150.00	<input type="text"/>	<input type="text"/>
65" TV	\$ 200.00	<input type="text"/>	<input type="text"/>
<b>Cleaning Services</b>			
Prearranged Cleaning Fee *	\$ 275.00	<input type="text"/>	<input type="text"/>
Preapproved Takedown Fee *	\$ 275.00	<input type="text"/>	<input type="text"/>

\* Client required to place all trash in dumpster and put all tables/chairs away with or without cleaning fee paid for.

\* Cleaning, set up, and take down fee ALL required to have preapproval for staffing purposes

\*\* \_\_\_\_\_ Initials

\*\* \_\_\_\_\_ Initials

**Total Rental Fee**

Client's Initials \_\_\_\_\_ Page 8 of 8