

Friends of Eagle River Nature Center

32750 Eagle River Rd. • Eagle River, AK 99577 • Phone: 907-694-2108 • Fax: 907-694-2119 • email: naturalist@ernc.org

BIRTHDAY PARTY CONTRACT

Only available March - October

Contact Information

Today's Date:			
Contact Name(s):			
Address:	City:	State:	Zip:
Phone:		E-mail:	
Birthday Child's Name:			Age:

Birthday Program Information:

Requested Birthday Program:	
Date of Program:	Time of Program:
Number of children*:	Number of Adults*:

*A maximum of 20 children and 20 adults is allowed. **There must be 1 adult for every 5 children.**

<input type="checkbox"/> ERNC Member Rate (up to 10 children)	\$75.00 = _____
<input type="checkbox"/> Non-member Rate (up to 10 children)	\$100.00 = _____
<input type="checkbox"/> More than 10 children	\$6.00 x _____ (# of additional children over = _____ 10, max 10 additional children)
TOTAL DUE = _____	

- PLEASE NOTE: The Classroom Yurt Reservation Request Form must also be filled out and the \$75.00 returnable deposit paid upon submittal. This means that you will be paying the above amount, plus \$75.00 for the Yurt rental returnable deposit!

- Full PAYMENT due with SUBMISSION of BIRTHDAY PARTY CONTRACT and CLASSROOM YURT RESERVATION REQUEST FORM for your Birthday Party to be CONFIRMED.

Please read over ERNC Birthday Policies on the REVERSE side, sign and date.

Staff only: Date Rec'd: _____ Amount Rec'd: _____ Initials: _____ Date balanced due paid: _____

Rev: 9/4/11

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I agree to the following ERNC policies for Birthday Parties:

- (1) CANCELLATIONS: I will let ERNC know if I need to cancel or reschedule the Birthday Party. I understand that any cancellations made with less than 72 hours notice are subject to forfeit of the \$75.00 Birthday Party Fee.
- (2) I understand I need to pay \$6.00 per child for every child over the number of 10. I understand the maximum number of children allowed is 20 and the maximum number of adults allowed is 20.
- (3) I understand I need to have 1 adult present for every 5 children.
- (4) I understand that I am responsible for all birthday party participants behavior (children and adults) and for dealing with any medical conditions, such as allergies.
- (5) SAFETY: On the trail, our group needs to stay together, walk behind the guide, and follow all instructions given by the guide.

Date: _____ Name of Contact (printed) _____ Signature: _____

Special Notes/Comments:

Please Mail, Fax or Email completed Birthday Party Contract and Classroom Yurt Reservation Request to:

Ute Olsson, Naturalist Eagle River Nature Center
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• Email: naturalist@ernc.org

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Classroom Yurt Reservation Request (Available when not in use by Nature Center)

Organization:			
Applicant Name:	First:	Last:	Title:
Please check group type:			
<input type="checkbox"/> Non-profit organization (please attach copy of 501c(3) status)		<input type="checkbox"/> Private Group	
Address:	City:	State:	Zip:
Day phone:	Evening phone:	Fax:	E-mail:

Purpose of Event: _____ Estimated # attendance: _____

Parking passes needed (included with rental): _____

*Date of use:	*Start time:	AM	PM	*End time:	AM	PM
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*Subject to availability.

Please check those items that apply to your rental:

Classroom Yurt (Maximum occupancy allowable is 47 people)

Note: The Classroom Yurt is a 30 foot diameter insulated tent structure with a gas stove. There is NO electricity, unless you rent the generator. Outdoor latrine located nearby. Yurt can be cold during the winter months.

- Non-profit rate \$25/hr x _____ hrs = _____
- Private group rate \$50.00/hr x _____ hrs = _____
- Birthday party rate (2 hour Classroom Yurt rental included; any time over 2 hours gets charged \$50.00/hour rate)

Equipment

- 30 chairs No charge
- 3' x 6' folding table (2) No charge
- Projection screen No charge
- Projector \$10/day x _____ days = _____
(Please check with manager to see if your computer is compatible with our projector)
- Gas lights No charge
- Gas stove No charge
- Generator (for electronics and lights) \$10/day x _____ days = _____
- Use of OWN barbecue grill No charge (special permission required)

Rental Notes: Refundable Cleaning Deposit = \$75.00

TOTAL DUE: = _____

Payment options: Cash, check or credit card (we accept VISA, Mastercard, American Express and Discover)

The permit holder shall indemnify, hold harmless and defend Friends of Eagle River Nature Center, its agents and employees from liability of any nature or kind, including cost and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error or omission or negligent act of the permittee relating to use of the building/park.

Please read and sign the rental agreement on the reverse.

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Classroom Yurt Policies and Rental Agreement

AS THE RESPONSIBLE PARTY REQUESTING THE USE OF THIS FACILITY,
I AGREE THAT THE MEMBERS OF MY GROUP WILL ABIDE BY THE FOLLOWING RULES:

Fees

- Full payment of all fees is due upon the submission of this Classroom Yurt Use Policies and Rental Agreement. The ERNC Manager must approve any alternate payment schedule.
- Renters will be required to pay a cleaning deposit **at the time of the rental agreement submission.** Deposit fee is \$75.00.
- Renters will be held financially responsible for any damages.
- All set-up and clean-up must be completed during the requested rental time.
- Renters must pay for all time reserved, even if not used (i.e. late start or early end of rental).

Cancellations

- All cancellations and changes must be submitted in writing and will be eligible for a refund or billing according to the following schedule:

7 days prior to date of rental	100% refund
3-6 days	50% refund
1-2 days	25% refund
Day of rental	0% refund

Conduct

- Yurt shall not be used for any illegal purposes, in any manner for which it was not designated, or in a negligent manner.
- Maximum occupancy is 47 people.
- Yurt will not be used by any other persons without permission of the manager.
- Renters will leave Yurt in same state it was obtained.
- Any repairs needed for damage caused by renter will be paid by the renter and/or may lead to forfeiture of the cleaning deposit.

Yurt Rules

- Smoking is prohibited inside any part of the yurt.
- No cooking of any kind is allowed inside of the yurt. Catered or food prepared before-hand is allowed.
- Any **ALCOHOL USE REQUIRES** submittal of the ERNC Alcohol Use Permit. Permit must be approved by the ERNC Director or Manager no later than 7 days prior to event.
- All State, Federal and municipal permit, licensing and laws related to the serving and consumption of alcoholic beverages must be strictly adhered to by the renter.
- All alcohol must be consumed INSIDE the Classroom Yurt. No alcohol may be consumed outside the Classroom Yurt.
- Use of own barbecue grill is allowed outside of yurt, special permission required from Manager. Grill must be carefully attended to.

Set-Up

- Renters will not be permitted in the Yurt to set-up or clean-up before or after requested rental period.
- The following areas are available for use to renter:
 - Classroom Yurt.
 - Small deck in front of Yurt.
- No electricity is available unless generator is rented.
- Outdoor latrine located nearby.
- Two parking areas available (weather permitting), the main ERNC parking lot and the overflow parking lot (see map).
- Walk to Yurt is about 0.25 miles along a dirt/gravel trail.
- Excessively loud music is not permitted in or outside of the building.
- The use of duct tape, staples, or glue is NOT permitted in yurt. Use of scotch tape, masking tape or other decorations may not be used without prior approval by the manager.

Clean-Up

- Renter is responsible for removing ALL TRASH! Failure to remove trash will result in forfeit of \$75.00 cleaning deposit. Bears will damage the Yurt if trash is left inside. Trash bags can be dropped in our dumpster, located behind the main Nature Center building.
- Renters will be charged hourly rate (\$25-\$50/hour, depending on rental rate) for any clean-up that lasts longer than requested reservation time.
- Any spills must be cleaned up immediately.
- Tables should be folded and stacked against wall, chairs placed around perimeter of Yurt.
- Turn off ALL gas lights. **Damaged filaments (lights) will be charged a \$10.00 replacement fee.**
- If Yurt is not returned to its original condition (as determined by the manager), renter will forfeit their \$75.00 cleaning deposit.
- Turn off Gas Stove using switch located on the back, top-right of stove. DO NOT TURN OFF THE PILOT LIGHT.
- Renter is responsible for closing and LOCKING both the front and back door of the Yurt upon leaving.
- Key can be returned to the front desk if Nature Center is open, or put in drop slot of the parking fee box next to the front door of the main Nature Center building.

Access to Yurt and Security

- Renter is required to contact manager and make arrangements for access to the yurt.

The person signing this agreement must be 18 years of age or older and will be the responsible person attending the event. The submission of this Classroom Yurt Rental Agreement does not guarantee that the requested time is available. The rental time or building is not approved until the Permit is issued and signed by the Director or Manager. _____

(Initials)

I have read and understand the conditions of the Eagle River Nature Center Main Building Rental Agreement. I understand that if I cancel my reservation that I must submit a written notice a minimum of 7 days prior to my scheduled event, otherwise I will be responsible for the room rental fee. My signature below verifies that I agree to abide by the terms listed in this agreement. Failure to comply with any financial obligations may result in Bill for Collection action.

The Eagle River Nature Center reserves the right to cancel this permit at any time for any reason. Fees are subject to change at any time without notice.

Name PRINTED

Name SIGNED

Date

Staff only: Approved by: _____ Date payment received: _____ Amt: _____ 501c3? Y N Alcohol Permit? Y N Rev:9/4/11

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Classroom Yurt Rental Check List

Before Date of Rental:

- Submitted completed Reservation Request Form and full payment to Eagle River Nature Center Manager.
- If electricity is needed, did you remember to check it on your rental agreement?
- Submitted proof of 501c(30) status to Eagle River Nature Center Manager (if applicable).
- Arranged for access to Classroom Yurt.
- Arranged for gate to be opened if you need to get closer access to unload/load things at the yurt.
- Obtained Parking passes for guests.
- Obtained Alcohol Use permission from Nature Center Director or Manager (if applicable).
- Obtained permission for decoration use from Eagle River Nature Center Manager (if applicable).
- Obtained permission for use of OWN barbecue grill from Eagle River Nature Center Manager (if applicable).

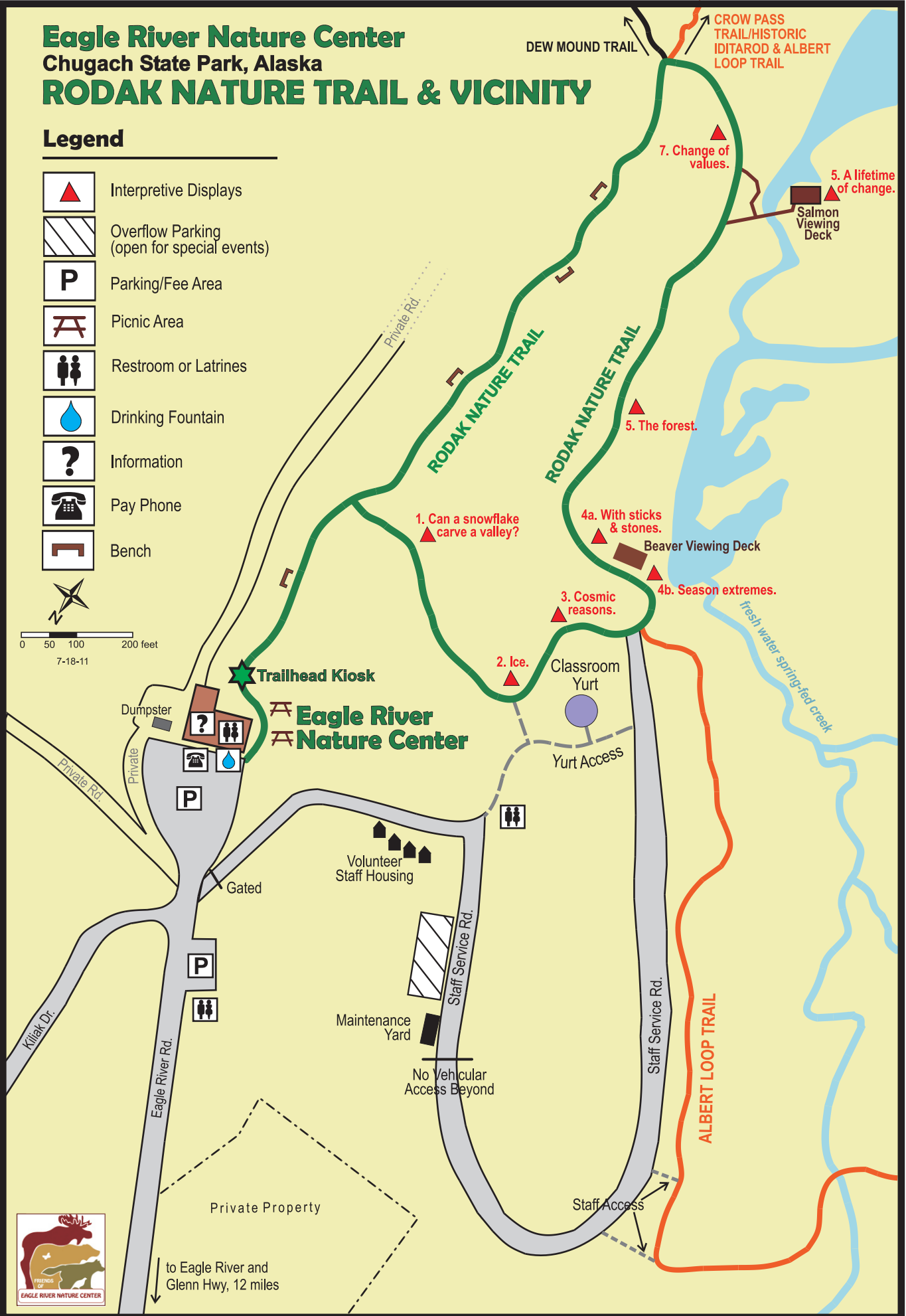
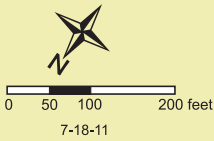
End of Rental:

- Clean-up any spills.
- Fold and stack tables against the wall.
- Return the chairs to the perimeter of the yurt.
- Sweep the floors.
- Remove any decorations (if applicable).
- REMOVE ALL OF TRASH FROM THE YURT AND DISPOSE OF IT IN THE NATURE CENTER DUMPSTER.**
- Turn off all gas lights.
- Turn off gas stove (switch is on the back, upper right side of the stove). **DO NOT TURN OFF THE PILOT LIGHT!**
- Remove all personal belongings.
- Close and lock all doors.
- Return Key to front desk (if Nature Center is open) or place key in parking fee box payment envelope slot.

Eagle River Nature Center Chugach State Park, Alaska RODAK NATURE TRAIL & VICINITY

Legend

-  Interpretive Displays
-  Overflow Parking (open for special events)
-  Parking/Fee Area
-  Picnic Area
-  Restroom or Latrines
-  Drinking Fountain
-  Information
-  Pay Phone
-  Bench



to Eagle River and Glenn Hwy, 12 miles