Palmer Elks Lodge #1842

2600 N. Barry's Resort Drive. Wasilla, Alaska 99654 Phone (907) 745-3950 Fax (907) 745-3960
Email: palmerelks@yahoo.com Website: www.palmerelks.org

Facility Rental Agreement

Rooms/Areas

Dining Room - (approx. 1,936 sq. ft.) is a flexible meeting space and can accommodate banquets for approximately 125 people and meetings/events of up to 250 people; depending on set up. Dining Room rentals include use of (10) round tables and chairs. Lessee is responsible for set-up and take down. One hour set-up/clean-up is allowed for rentals. Lessee is to provide their own ice, food, paper goods, plastic wear, cups, coffee, seasonings, etc. Security deposit may not be refunded should supplies or equipment be used that are not rented.

Lodge Room - (approx. 1,408 sq. ft.) is a flexible meeting space and can accommodate banquets for approximately 90 people and meetings/events of up to 200 people; depending on set up. Lodge Room rentals include use of multiple tables and chairs. Lessee is responsible for set-up and take down. One hour set-up/clean-up is allowed for rentals. Lessee is to provide their own ice, food, paper goods, plastic wear, cups, coffee, seasonings, etc. Security deposit may not be refunded should supplies or equipment be used that are not rented.

Basement Room – The Basement is a flexible meeting space and can accommodate approximately 30 people. There are multiple tables and chairs available.

Pavillion (Outdoor) – Outdoor area located next to the boat ramp.

Additional Equipment

Kitchen Equipment:

Warming/Serving Table
Buffet Warming/Serving Table
Cold/Serving Table

Other Equipment:

Speaker w/Microphone
TV Set Up
Projector
Podium
Tablecloths

Additional Services

Bartender Services

Eligibility

Residents, businesses, non-profits and civic groups are eligible to rent the facility subject to Palmer Elks Lodge #1842 policies. Applicants must be 21 or older.

Reservations & Hours of Use

Availability - Reservations are first-come, first-served and subject to availability. The Lodge reserves the right to limit usage.

Application - Paper applications (email, mail or in person) are accepted. Please contact us by phone or email for a paper application.

Hours - Facility access is from 8:00am to 9:00pm on approved rental dates. Events, including cleanup, must end by 9:00pm.

For after business hours issues/emergencies, contact Palmer Police Department at 907-745-4811.

Fees

- Rental fees and deposits are due with the application.
- Accepted payment: **cash, check or credit card (Visa or MasterCard)**.
- Nonprofits must provide a 501(c)(3) or ID number.
- Rental fee includes restrooms, water service, electricity, and common areas.
- 50% of Facility Rental Fees (non-refundable) + Security Deposit + Cleaning Deposit Due to Book

Facility Rentals*

Dining Room 4 Hour Rental.....$350.00
+$50 each additional hour
Non-Member Dining Room 4 Hour Rental.....$500.00
+$50 each additional hour
Lodge Room (Meeting) 4 Hour Rental.....$300.00
Non-Member $400.00
Basement (Downstairs) 4 Hour Rental.....$100.00
Non-Member $200.00
Pavilion (Outdoor).....$100.00
Non-Member $200.00

Memorial for members or immediate family member, Rental…..$0.00
(fee waived for rental of one room. However, Insurance and Deposits are still required.)

Facility Rental Fees*

Insurance*.....$195.00
Cleaning Deposit (50% refundable).....$150.00
Security Deposit (refundable).....$150.00

Kitchen Equipment:
Warming/Serving Table.....$50.00
Buffet Warming/Serving Table.....$50.00
Cold/Serving Table.....$50.00
Other Equipment:
Speaker w/ Microphone.....$25.00
TV Set Up.....$25.00
Projector.....$25.00
Podium.....$10.00
Tablecloths.....$100.00

Bartender Fees*

Event Bartender 4 hours.....$125.00
+$25 each additional hour

Cancellations/Refunds (effective 04/01/2026)

- 45+ days notice: Full refund of rental and deposits
- Less than 45 days: Lodge retains deposits and one day rental
- Rentals of 3+ consecutive days:
  - 60+ days notice: Full refund
  - Less than 60 days: Lodge retains deposits and one day rental

Security Deposit & Facility Care

- The security deposit is due at booking.
- Renters must leave the rented areas clean, undamaged and in original condition.
- Garbage must be placed in the dumpster provided. All personal items, decorations and equipment must be removed.

Additional Fees/Forfeiture of Deposit

- Room/area not returned to its original position to include placement of table and chairs.
- Stains on walls/carpets (beyond standard cleaning)
- Broken, missing or damaged furniture/equipment
- Defacement of interior or exterior of the building
- Damage due to misuse or noncompliance with facility rules
- Unauthorized use of rooms or rental overtime
- Repair/replacement costs for damages (may exceed deposit)
- Additional fees may also include:
  - Additional cleaning - $75/hour
  - Two-hour minimum overtime fee for staff callouts after hours

UNPAID DAMAGES MAY BE SUBJECT TO LEGAL ACTION

Lost & Found

The Lodge is not responsible for property left at the Lodge. Lost items will be held at the Lodge for 15 days, then donated.

Facility Rules

1. **Equipment (tables, chairs, podium, warming table and pans, flags, garbage cans, etc.) is intended for use inside the Lodge only** and not to be removed from the premises.
2. Nothing is to be nailed, screwed, stapled to the walls, floors, doors, ceiling, trim or windows that may damage these items. Renters are responsible for any damage.
3. Candles must be enclosed in a stable, protective holder.
4. Birdseed, confetti, sparklers and bubbles are prohibited inside the facility.
5. Animals are prohibited inside the facility except for ADA-defined service animals. Service animals shall be wearing the proper identification harness and vest.
6. Insurance is not optional. You may provide your own certificate of insurance or purchase ours for $195.00. Insurance must include "use of alcohol" provision if hiring a bartender for your event. A separate endorsement reflecting the Lodge status as an additional insured. COI needs to name Palmer Elks #1842 as additional Payee. A Certification of Insurance must be supplied 15 days prior to the event if electing to supply own coverage.
7. Cleaning and Security deposit fees are not optional. The cleaning deposit is refundable at 50% for facility rentals. Security deposit will be returned if no kitchen items were used and/or if no damage of property during rental.
8. Elks will refund the lessee by check and will send to the address listed on this form. Please allow 3 weeks.

9. 50% NON REFUNDABLE facility rental deposit, security deposit and cleaning deposit along with signed contract is required to secure your date and time. The REMAINING balance is due on or before the date of your event.
10. No fireworks
11. No inflatable or bouncy houses
12. No mechanical rides
13. No motorized vehicle events
14. No guns or knife shows except for secured guns for raffles
15. No organized athletic events
16. No outside beer, liquor or wine will be brought to the premises.
17. No marijuana or other recreational drugs are permitted on the property.
18. No outside gaming is permitted. The Palmer Elks reserve ALL rights to gaming.
19. No weapons are permitted in Palmer Elks Lodge. Locked firearms for raffles may be allowed in the Lodge with prior approval.
20. All children must be supervised.
21. The Lodge reserves the right to deem any activity inappropriate for the Lodge.
22. Lodge staff have the authority to enforce all Lodge rules. Police may be contacted for noncompliance.
23. Renters and guests are accountable for property damage, hostile behavior, profanity or fighting and may be removed.

Alcohol

The Lodge Alcohol Questionnaire & Special Regulations form must be completed and approved before alcohol can be served or sold.

Smoking

Smoking, chewing tobacco and vaping are prohibited in the Lodge.

Signage

Event signs are allowed only on the day(s) of the event. Permitted:

- One freestanding sign by the parking lot

Grounds for Denial or Termination

Rental applications may be denied or events terminated for:

- Activities deemed contrary to the Lodge's best interests
- Misrepresentation of rental information
- Advocacy to overthrow government
- History of hostile or violent behavior
- Failure to disclose serving and/or selling of alcohol, sales, admission fees or nature of activity
- Exceeding capacity or guest limits
- Gaining undisclosed monetary benefit

Violations may result in forfeiture of deposit, additional charges or immediate event shutdown.

Final Notes

The contents of this document may be revised without notice; check with the Lodge for the latest version. The renter and all parties involved will be held accountable for any changes to this document. The Lodge has priority use of its facilities and reserves the right to cancel and/or relocate events and meetings as needed.

All activities in the Lodge will be conducted according to applicable laws, rules, regulations and the City of Palmer and City of Wasilla ordinances.

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THE FOLLOWING ITEMS ARE INTENDED FOR USE INSIDE THE LODGE ONLY AND NOT TO BE REMOVED FROM THE PREMISES.

Dining Room (Size 44' x 44')

- 10 tables (5' round) & chairs
- 2 large 30-gallon garbage cans

Lodge Room (Size 44' x 32')

- Multiple tables (rectangle) & chairs
- American and State of Alaska flags with flag poles

Basement Room

- Multiple tables & chairs

Kitchen Equipment

- Warming/Serving Table, plug in to operate (add water)
- Buffet Warming/Serving Table
- Cold/Serving Table, plug in to operate

Laundry Room

- Cleaning solutions
- Garbage bags
- Paper supplies
- Vacuum
- Broom
- Mop & mop buckets

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Lodge Cleaning Checklist--RENTER

Name of Renter _____ **Date(s) of Event / Time** _____

1. Access to the Palmer Elks Lodge #1842 (Lodge) is allowed only from 8:00 a.m. to 9:00 p.m. on the rental date(s) stated on your application. Clean-up must be completed on your rental day.
2. **Please note:** The janitor/Lodge will use a Cleaning Checklist to inspect the Lodge after your event. Copies of this checklist are located in the Dining Room storage area.
3. Please ***turn this form*** in the drop-box on the Lodge Secretary Door.

Kitchen

- ☐ Lock Door
- ☐ Remove garbage to dumpster
- ☐ Clean sinks & countertops
- ☐ Wash all dishes that were used
- ☐ Remove all food/nonfood items
- ☐ Clean & Shut Down Dishwasher
- ☐ Sweep & wet mop floor
- ☐ Clean warming / cold tables (if used)
- ☐ Place dirty linens in linen basket
- ☐ Turn off all appliances
- ☐ Turn off lights

Other

- ☐ Return all table deco to the cabinets (if used)

Basement Room

- ☐ Exterior Rear Door (if used)
- ☐ Remove garbage to dumpster
- ☐ Sweep & wet mop floor
- ☐ Place tables & chairs as originally set out
- ☐ Wipe down all tables
- ☐ Turn off lights

Dining Room

- ☐ Shut and lock windows
- ☐ Remove garbage to dumpster
- ☐ Place tables & Chairs as originally set out
- ☐ Wipe down all tables
- ☐ Vacuum floor
- ☐ Place dirty linens in linen basket in storage room
- ☐ Stack extra tables & chair in storage room as originally found
- ☐ Make sure storage room is back to original condition
- ☐ Turn off lights

Lodge Room

- ☐ Remove garbage to dumpster
- ☐ Place tables & chairs as originally set out
- ☐ Wipe down all tables
- ☐ Stack extra tables & chairs in storage room as originally found
- ☐ Sweep & wet mop floor
- ☐ Stack extra tables & chair in storage room as originally found
- ☐ Turn off lights

The Lodge is a valuable community meeting place. It's important we keep the building and all equipment in good condition. If you notice anything broken or damaged in any way, let us know. Please write any comments on the back of this sheet.

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Event Date:_____Event Time:_____

(There is a 1hr prior for setup and 1hr after allowed for clean up at no additional cost)

Lodge Facility Rental Application

Applicant: _____ Phone: _____

E-mail Address: _____

Palmer Elks Lodge Member #: _____

Contact Person: _____ Phone: _____

E-mail Address: _____

501(c)3 Certificate or I.D. #: _____

State Type of Function In Detail: _____

_____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Facility Rental Fees	Rate	Total
Dining Room 4hr Rental	$350.00	
+$50.00 each additional Hr	$50.00	
Non-Member Dining Room 4hr Rental	$500.00	
+$50.00 each additional Hr	$50.00	
Lodge Room 4hr Rental	$300.00	
+$50.00 each additional Hr	$50.00	
Non-Member Lodge Room 4hr Rental	$400.00	
+$50.00 each additional Hr	$50.00	
Basement Room 4h Rental	$100.00	
+$50.00 each additional Hr	$50.00	
Non-Member Basement Room 4hr Rental	$200.00	

+$50.00 each additional Hr	$50.00	
Pavilion (Outdoor) 4hr Rental	$100.00	
+$50.00 each additional Hr	$50.00	
Non-Member Pavilion (Outdoor) 4hr Rental	$200.00	
+$50.00 each additional Hr	$50.00	
Member Memorial Service	$0.00	
Facility Fees	**Rate**	**Total**
Insurance*	$195.00	
Cleaning Deposit	$150.00	
Security Deposit	$150.00	
Kitchen Equipment Fees	**Rate**	**Total**
Warming/Serving Table	$50.00	
Buffet Warming/Serving Table	$50.00	
Cold/Serving Table	$50.00	
Other Equipment Fees	**Rate**	**Total**
Speak w/Microphone	$25.00	
TV Set Up	$25.00	
Projector	$25.00	
Podium	$10.00	
Tablecloths	$100.00	
Bartender Fees	**Rate**	**Total**
Bartender 4hrs	$125.00	
+$25.00 each additional Hr	$25.00	
EVENT RENTAL TOTAL		
50% of Facility Rental Fees (non-refundable) + Security Deposit + Cleaning Deposit Due to Book		

Event Request Bar Stock:

IF PAYING BY CREDIT CARD. PLEASE FILL OUT BELOW
All Credit Cards will be charged a 3% fee

Card Number:_____

Expiration Date: _____ **CVV**: _____

Card Holder: _____

Signature: _____

List Event on Calendar as: ☐ Reserved for Private Use

☐ _____

For Office Use Only					
Lodge Rental Fee	$	**Lodge Rental Deposit**	$	**Total Paid**	$
Lodge Cleaning Fee	$	**Payment by:** Check # ☐ Cash ☐ CC ☐			
Receipt Number		**All CC will be charged a 3% Fee**			

☐ Approved ☐ Not Approved Authorized Signature _____Date:_____

Rental Refund _____Acct. #_____ Approved _____Date:_____

Deposit Refund _____Acct. #_____ Approved _____Date:_____

Lodge Alcohol Questionnaire & Special Regulations

Applicant: _____ Rental date(s): _____

During the rental period, will alcohol be on the Lodge premises? √	Yes	☐	No	☐
During the rental period, will alcohol be ***sold* **on the Lodge premises? √	Yes	☐	No	☐

If alcohol is to be sold on the premises at the event, the renter shall comply with all laws of the State of Alaska, to include without limitation AS 04.11.230. The renter shall hire a Lodge Staff/Member holding a valid Alaska TAPS card for the event.

If alcohol is to be on the premises at the event, whether sold or not, the renter shall assume all responsibility for and hold harmless, indemnify and defend the Lodge from and against any and all liability, claims or causes of action for any and all bodily injury or property damage arising out of or related to in any way the consumption of alcohol on the premises. The Lodge is not responsible for or liable for monitoring alcohol consumption or sales. In addition, to the extent allowed by law, the renter assumes all responsibility and liability for guests and their actions that may result in harm to themselves, others, or property of the Lodge or of others.

If renter is an organization or group, then the signer, individually, is jointly and severally liable with the organization or group for the renter's obligation to the Lodge.

Applicant Signature: _____ Date: _____

Printed Name: _____ Driver's Lic./State ID #: _____

Rental Agreement

Please sign and date indicating you agree to the rental terms.

I/we understand that by signing this application that I/we hereby agree to the policy and conditions for the use of public facilities as set forth in the policy pertaining to community use of public facilities. I/we hereby agree to indemnify and hold the Lodge, its officers, agents and employees harmless from and against any and all liabilities as well other claims, demands, etc., as stated in the policy.

I acknowledge receipt of this Rental Packet consisting of: General Information & Rental Fees; Rental Application; Alcohol Questionnaire & Special Regulations and Rental Agreement; Rules & Instructions; Contents Available for Use form; and the Cleaning Checklist.

I understand it is my responsibility to contact City Hall regarding the need, if any, to obtain a city business license.

Applicant Signature: _____ Date: _____

WAIVER OF LIABILITY

The Lessee does hereby agree to indemnify and hold harmless Palmer Elles Lodge #1842 (Lodge) from any and all claims, costs of defense, or expenses arising out of the above-described event, except for the sole negligence of the Lodge. The Lessee further agrees to name the Lodge an additional insured under their liability policy, which will be obtained by an insurance company the Lodge finds satisfactory and provide the Lodge with:

1. A separate endorsement reflecting the Lodge status as an additional insured.
2. A provision in the policy for thirty (30) days notice of cancellation or material change.
3. Evidence of the following insurance coverage. General liability $1,000,000 or the purchased "Special events policy" from AEON.
4. If employees are to be used at the event, a worker compensation insurance policy meeting the state of Alaska amounts will be required.
5. Insurance must include a "use of alcohol" provision.

I hereby agree to all of the above terms and conditions as shown on pages one through five of the agreement.

Applicant Signature:_____ Date: _____

Printed Name: _____ Driver's Lic./State ID #: _____

APPROVAL:

Palmer Elks Lodge Rep: _____ Date: _____

Approved of H/C or BOD: _____ Date: _____