



# AGC Fairbanks Room Rental Agreement

## Contact Information

Full Name:

\_\_\_\_\_  
*Last First M.I.*

Company Name:

\_\_\_\_\_

Billing Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State Zip Code*

Phone:

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

Onsite Contact Name:

\_\_\_\_\_ Phone: \_\_\_\_\_

## Event Details

	1st Event	2nd Event	3rd Event	4th Event	5th Event	Important Notes
Rental Date(s):						Requests requiring staff presence to open or close the office before 8am, after 5pm, or weekends, require an additional charge of \$70 per hour, or \$35 per half hour, to cover staff overtime costs.
Set-Up Time(s):						
Event Start Time(s):						
Event End Time(s):						
Tear-Down Time(s):						
Room(s)*:						

*\*Please specify which room(s) you'd like to utilize: BR-Boardroom; TR-Training Room; or BR/TR for both.*

Event Name &  
Event Description:

\_\_\_\_\_

## Training Rooms & Style Descriptions

Styles	Boardroom		Training Room		Important Notes
	Eligibility	Occupancy	Eligibility	Occupancy	
Theater	✓	20	✓	120	Renters are responsible for setting-up and tearing-down room styles, clean-up, etc. AGC staff will confirm available occupancy/parking as it differs depending on existing bookings and seasonal influences.
U-Shaped	✗	NA	✓	40	
Classroom	✓	20	✓	100	For party & reception styles, please provide event description in the section above and speak with AGC of Alaska Staff.
Boardroom	✓	22	✗	NA	

## Payment

AGC Member  Non-Member

Credit Card (Visa/MC) CC#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ CVC: \_\_\_\_\_

Check Payable to Associated General Contractors of Alaska CK# \_\_\_\_\_

Invoice (Members Only)

**Check applicable boxes and complete payment information.**



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## Request & Rate Chart

**Check your requests and follow the additional instructions throughout the table.**

<i>Check here</i>	Offerings	Specifications	Member Rate	Non-Member Rate	Total Each
<input type="checkbox"/>	<b>Boardroom</b>  <i>Check One</i> <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom	Half Day ≤ 4 hours	\$75	\$175	
		Full Day ≤ 8 hours	\$125	\$250	
		Before 8am M-F	\$35 per half-hour X _____ <i>write total number here</i>		
		After 5pm M-F	\$35 per half-hour X _____ <i>write total number here</i>		
		Weekends	\$35 per half-hour X _____ <i>write total number here</i>		
<input type="checkbox"/>	<b>Training Room</b>  <i>Check One</i> <input type="checkbox"/> Theater <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shaped	Half Day ≤ 4 hours	\$125	\$300	
		Full Day ≤ 8 hours	\$225	\$500	
		Before 8am M-F	\$35 per half-hour X _____ <i>write total number here</i>		
		After 5pm M-F	\$35 per half-hour X _____ <i>write total number here</i>		
		Weekends	\$35 per half-hour X _____ <i>write total number here</i>		
<input type="checkbox"/>	<b>Teleconference</b> (available in all rooms)	Toll Free Line	\$20 per half-hour X _____ <i>write total number here</i>		
<input type="checkbox"/>	<b>Linens</b>	Lg Buffet Table Cloth(s)	\$20 each X _____ <i>write total number here</i>		
		Md Table Skirt(s)	\$15 each X _____ <i>write total number here</i>		
		Sm Table Topper(s)	\$10 each X _____ <i>write total number here</i>		
<input type="checkbox"/>	<b>White Board</b> (available in all rooms)	Lg Rolling Board	Free		Free
<input type="checkbox"/>	<b>HDMI Cords</b> (T.V.'s only input option)	Connect your Laptop to T.V.			
<input type="checkbox"/>	<b>Skype for Business</b> (Only in Conference Room)	Audio/Video Conference			
<input type="checkbox"/>	<b>Registration Table</b>	<i>write total number here _____</i>			
<input type="checkbox"/>	<b>Resource Table</b> (Not in Conference Room)	<i>write total number here _____</i>			
<input type="checkbox"/>	<b>Podium</b> (Not in Conference Room)	Only one available			
<input type="checkbox"/>	<b>Projector Screen</b> (Not in Conference Room )	AGC does NOT Provide Projector			
<input type="checkbox"/>	<b>Coffee</b>				
<input type="checkbox"/>	<b>Use of kitchen</b>				
<input type="checkbox"/>	<b>Advertising</b> <i>Check All that Apply</i> <input type="checkbox"/> AGC Newsletters <input type="checkbox"/> AGC Website <input type="checkbox"/> AGC Social Media	Renter must provide summary and any additional materials (company logos, forms, flyers, links etc.)			

**Total Payment:**

Additional Notes: \_\_\_\_\_

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.

\_\_\_\_\_  
*Client/Renter Signature*

\_\_\_\_\_  
AGC Staff

\_\_\_\_\_  
Date



## AGC of Alaska Room Rental Terms & Conditions and Agreement

*Please read these Terms & Conditions in its entirety then sign and return the Room Rental Agreement on the last page.*

### **Fairbanks Room Descriptions:**

Training Room: The AGC of Alaska Fairbanks Training Room is best utilized for groups larger than 20 and parties/receptions. At 2400 sqft. the Training room offers ample space to accommodate large groups in a variety of styles. The room is equipped with two (2) large 72-inch flat screen T. V.'s mounted on front wall that are HDMI compatible to project presentations, white-board and tele-conferencing equipment.

Boardroom: This room is best utilized for small conference meetings, presentations, lectures and screenings. The Boardroom is equipped with one (1) large 60-inch flat screen T.V. mounted on front wall, white-board, Polycom tele-conference phone, and Skype for Business video conference equipment. The room has an elegant boardroom table that can be converted into classroom style tables upon request.

### **Room Styles:**

Classroom: Rows of tables with 2-3 chairs at each table arranged to face the front of the room. Most desirable for long lectures and/or presentations.

Theater: Rows of chairs facing the front of the room, usually divided by center and or side aisles. Appropriate for short lectures or larger groups that do not require note taking.

U-Shaped Style: Conference tables placed in a U-shape outline with open space in the middle. Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the setup.

Boardroom Style: A rectangular or oval table set up with chairs around all sides and ends. This table layout is often used for Board of Directors meetings, committee meetings, or discussion groups.

Reception/Party-Room Style: Setup will vary by event specifications. Please speak with AGC staff to coordinate.

### **Maximum Occupancies:**

Maximum available occupancy/parking will vary according 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 \$70.00 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 time frame, there will be an additional charge of \$35 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 **fourteen (14) days** 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.

### **Amenities/Equipment:**

Tables, chairs, are available for use at no extra charge. 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. Television screens in rooms only have HDMI connections, no other connections are available.

### **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 Fairbanks. 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! You are responsible for cleaning your 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 \$50 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 Management, 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.