



## EVENT ROOM AGREEMENT

Please check the selected time & additional amenities you are requesting for your rental

### EVENT ROOM & KITCHEN PRICING IS AS FOLLOWS

	<b>2 HOURS EVENT ROOM</b>	\$70
	<b>4 HOURS EVENT ROOM</b>	\$140
	<b>8+ HOURS EVENT ROOM</b>	\$280

	<b>KITCHEN</b>	\$50
	<b>BBQ GRILL</b>	\$30
	<b>ADDITIONAL FEES (OFFICE USE ONLY)</b>	\$

*“GRACE PERIOD”: There will be a half-hour for set-up and a half-hour for clean-up that the renter will not be charged for*

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Adult Responsible: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Credit/Debit Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVC: \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

*Please review and sign our **Event Room Rules** on the following page*



## EVENT ROOM RULES

- Please pick up the key the business day before your event
- Payment is due at the time you pick up the keys
- A credit or debit card must be on file in the case additional fees incur
- Additional Fees Include the following:
  - Any destruction of property
  - Stolen hotel property
  - Keys are not returned
  - Housekeepers have to clean up after your event
    - Staff will not be held responsible for moving furniture or decorations, cleaning up after event, ect.
- If furniture is moved, please return to original position upon clean-up
- Please NO tacks are allowed to be used
- No disturbing our hotel and/or cabin guests
  - Please do not venture or allow children to venture throughout our hotel
- Quiet hours are from 10:00 p.m. to 7:00 a.m. All events must be completely cleaned up no later than 10:00 p.m. to observe this noise ordinance
- When locking up, please leave keys in drop box outside reception area in front hallway

If there should be any problems before, during, or after your event, please call the  
Hotel Manager at (907) 401-0410

I agree to abide by the rules and regulations outlined in the Sunnahae Hotel Event Room Rules. I understand that failure to comply with these rules will result in additional fees and suspension from the use of our facility.

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Renter Signature

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Date