

THE GOVERNMENT PEAK CHALET POLICIES & PROCEDURES

Reservations, Check-in & Check-out Processes-

1. Reservations are not made until the Rental Agreement has been signed and the Booking Fee has been received.
2. Full Payment and proof of any required permits are required 30 days before the event. Not submitting these on time may result in event cancellation and forfeiture of the Booking Fee.
3. An Event Specialist will check you in at the start time of the event for a brief orientation and make arrangements for checkout in accordance with the Paid Invoice. A key may be issued at check in, and must be returned at check either in person or in the locking mailbox by the front door.
4. The contract is complete when all Services on the Invoice have been provided, and final Refunds or Invoices have been paid.

Fees, Cancellations & Refunds-

1. A booking fee of 50% is due at booking. The booking fee is non-refundable, but is transferable one time to another available date if rescheduled more than 30 days before event date.
2. A credit card must be on file for any cleaning, repairs or replacements required as a result of the event.
3. The Balance is due 30 days prior to event date. Failure to make payment is a breach of contract, and will be considered a client cancellation with all vendors. If client cancels within 30 days, no refunds will be offered.
4. A 1-time reschedule is available prior to 30 days before event date without any fees or penalties, and all payments will be applied to the new available date. Additional date change requests or requests made within 30 days of event will be considered cancellations.
5. Late checkout may be charged at \$200/hour for the venue and \$100/hour for each of our contractors held past contract due to delays or tardiness caused by you or your guests.
6. Bodily fluid cleanups will be charged at \$150/ occurrence. Carpet stains \$10ea. Sheetrock and/or paint repairs at \$150 for first, and \$10 each additional. Standard Cleaning is charged at \$50/hour and includes any outdoor debris from your event. Damages to property are charged at contractor prices. Alcohol, Tobacco or Firearms policy violations, calls to police or fire departments due to your guests illegal or disruptive behavior, or lost keys to the facility are all subject to a potential service charge of \$400. Please see our Inventory Replacement List for potential charges for loss or damage to Chalet Furniture or Decor.

All-Inclusive Events

1. Packaged service estimates are subject to change based on clients personal selections, and are not exact until final invoice. Final head counts are due 35 days before event, and updated on the final invoice due 30 days before event.
2. If market price of food selections increases more than 10% over estimated, your caterer will contact you to explore alternatives before final invoicing. The venue, planner, and/or caterer are not responsible for market prices or inflation, and cannot guarantee price and availability until 35 days before event.
3. In the event that a contracted vendor is unable to perform their contracted service, a comparable substitute will be provided at that vendor's expense. If an event is delayed due to a vendor's inability to meet their contract, that vendor will be responsible for the late checkout fees for all other vendors.

Parking & Public Use Areas

As a private, family-owned business The Chalet does not have authority over the Public Use Area, its trails or the Parking Lot. **Parking Passes must be displayed on the dash of each vehicle to avoid potential fines and awkward conversations with Borough Code Enforcement.** If you choose to validate parking for your guests, this will be a line item on your invoice at The Chalet, and 100% of each pass purchased will go directly to the Borough for the upkeep of the Mat-Su Parks and Trails. Please ask us about special use permits if you expect a high guest count to ensure parking availability. Thank you for supporting this beautiful area, and for understanding the limitations of our private contract with the Borough.

Law and Code Enforcement

1. All Federal, state and local laws apply at The Chalet. We reserve the right to inspect all events, and ensure compliance with all laws/codes, and Chalet Policies if need arises, but do not babysit you or your guests. An emergency call out involving the police or fire departments as a result of law or policy violations by you or your guests will result in additional service fees and possible legal action.
2. Parking is enforced by Borough Code, and we do not have any authority or ability to contact them, waive fees or schedule their arrival.
3. Fireworks are not allowed in the GPRA at any time.

Alcohol Tobacco & Firearms-

1. Alcohol: All Federal, State and Borough Laws/ Codes apply at the Chalet.
 - a. If Serving Alcohol (Open Bar) Client will NOT: charge guests for any alcohol, serve alcohol to guests under the age of 21 years old or guests who are intoxicated. Client WILL purchase and deliver any alcohol served, and provide proof of Event Insurance for the date, times and address of the Chalet, and submit the Borough's Alcohol Use Permit 30 days prior to the event.
 - b. If Charging for Alcohol (Cash Bar) Client will provide proof of a valid Alaska Liquor License, proof of Event Insurance for the date, times and address of the Chalet, and submit the Borough's Alcohol Use Permit 30 days prior to the event.
4. Tobacco: No smoking is permitted inside or within 50 feet of the building. Any evidence of smoking or chewing found within the facility may incur cleaning charges.
5. Firearms: Second amendment rights are respected at the Chalet. Please keep firearms holsters unless need arises. In such cases, judicious marksmanship is greatly appreciated.

Decorations & Capacity

1. All occupancy, displays, exhibits, banners, decorations, signs, or other such similar items must conform to the Mat-Su Fire Ordinances. The Chalet is certified for up to 324 occupants, and may not exceed that number inside. We recommend no more than 200 guests for banquets and do not have more than 155 chairs available. Additional arrangements for rental furniture can be accommodated outside your rental time with prior arrangement/appointment with Chalet Staff.
2. NO OPEN FLAMES, Sparklers or Fog Machines inside the facility (our sprinkler system is sensitive!)
3. Nails, staples, screws, tacks and tape are not permitted on the structure or furniture of The Chalet. Any damage caused to paint or sheetrock will be charged \$150 for the first occurrence and \$10 each additional. Any damages to The Chalet, parking lots, lawns, and surrounding areas determined to be caused by the Client or their guests may incur additional charges at contractor rates, and/or possible legal action. Please plan to remove all furniture & debris.

Covid-19 Considerations

It is our policy to respect your personal health choices and your privacy. The Chalet ensures that the venue is clean, and all high-touch points are sanitized right before your private event. We do offer capacity recommendations and seating / table layouts to optimize your distance preferences, but do not impose or enforce any conditions on our clients or their guests.

Liability

1. The Chalet is not responsible for lost, stolen, and/or damaged property belonging to our Clients and/or their guests.
2. The Client is responsible for the conduct of all persons in attendance, and for any loss or damage incurred upon The Chalet, their guests or their property.
3. Participants are responsible for their own health & safety, and proceed at their own risk.
4. The Client and/or their Guests must immediately report any injury or conditions adversely affecting the safety of participants.
5. The Client indemnifies and holds The Mat-Su Borough, its officers, agents, and employees harmless from and against any and all liabilities.
6. The Client indemnifies and holds Wildberry Meadows and any of its managers, staff and volunteers harmless from and against any and all claims, demands, losses, and liabilities.
7. The Chalet recommends each Client purchase private event insurance to protect themselves and their guests for the day of their event, and requires it if alcohol will be served.