



Eaglecrest Ski Area

RENTAL AGREEMENT

Date of Event: _____ Type of Event: _____

Lodge Space Request: _____

Name: _____ (Person responsible for event)

Address: _____

Cell: _____ Email: _____

Bride Name: _____ Cell: _____ Email: _____

Groom Name: _____ Cell: _____ Email: _____

Please select one: ____ Full Day ____ Hour Number of Guests: _____ (150 Max)

Event Set-up at: _____ (No earlier than 6pm the prior day if space available)

Event Starting at: _____ (No earlier than 8am on morning of event)

Event Ending at: _____ (Event must end by 12am midnight)

Clean-up ending at: _____ (No later than 2am) all personal items must be cleared out of the building by 2am or sooner and cleaned by contract standards.

Alcohol consumption and sales at CBJ Facilities

Beer & Wine available?: ____ Yes ____ No

- If no Beer & Wine is available, please complete the CBJ Tenant-User Event Insurance Application 45-60 days prior to your event.
- If Beer & Wine is provided by a caterer, please complete the following:
 - Business Name: _____ Phone _____
Eaglecrest will need a copy of their Catering License, TAPS card; and proof of Liability Insurance
- If beer & wine is provided without a caterer, please complete the Supplemental Usage Agreement for Alcohol to obtain a one-day insurance permit approximately 45-60 from the date of your event. NOTE: To obtain this permit, a TAPS Card holder is required.
 - *Training for Alcohol Professionals (TAP): THE CLASS-Training for Alcohol Professionals (TAP)® is a state-approved alcohol server and seller certification in Alaska. It is a live, instructor-led class that must be taken during the scheduled times listed on the Alaska CHARR website under the Events section. The course runs approximately 4 hours and covers state alcohol laws, ID verification, and safe service practices. Pre-registration is required at least 24 hours in advance for all sessions. A valid, government-issued photo ID is required to attend. <https://www.alaskacharr.com/events/alcohol-server-training>*

(Please initial): _____ Date: _____

Rental Terms of Agreement

General

This rental agreement grants your group access to the Lodge space rented and use of designated restrooms **ONLY**. Depending on the season, the Eaglecrest Lodge(s) may not be open to the public, so please make sure the building stays secure if that is the case. Eaglecrest restrooms may not be exclusive to your event and may be used by other Eaglecrest vendors as well based on availability. The rental does **NOT** include overnight stays.

Renting the Eaglecrest Ski Area spaces assumes that the reserved space will be left in the same order as it was found. If the space is left in a state staff determine is outside the bounds of reason, you may incur fees for returning it back to order. If any damage is incurred due to the actions of the rental user or by any guests of the rental user, including damage from spills, the rental user will be held financially and legally responsible for said damage. At the discretion of Eaglecrest, the rental user's credit card that is held on file with Eaglecrest may be charged for necessary repairs/cleaning. Rental users will be notified if damage is found following the event.

Use of the kitchen is **NOT** included in **ANY** rental. All indoor Eaglecrest Lodge spaces are Tobacco, Marijuana, & Vape-Free.

Your rental fee includes removal of garbage and cleaning of bathrooms. Please leave garbage in the garbage cans.

Fish Creek Great Room

The Great Room is equipped with a projector and screen. Access for event set-up may begin the day before your event at 6pm if space is available. If earlier access is requested, an additional cost will be applied. Early access is for set-up and not event attendance. Your personal items, clean up, teardown and removal of event must be completed by 2am that evening. Fish Creek tables and chairs may be arranged to the needs of our event inside the Great Room. Unless selected for an additional fee, you are responsible to return the tables and chairs to their original location. Great Room furniture may not be moved outside or utilized on the deck. The capacity of the Great Room is 120.

Mezzanine:

The upstairs section of the Eaglecrest Cafeteria is our Mezzanine. There is seating available for 20 people. The maximum capacity is 40. The Mezzanine is available for winter rentals.

Boardroom:

The Boardroom is located on the second floor of the Porcupine Lodge. This space is equipped with a sink, microwave, whiteboard, screen & projector. The tables and chair placement in this space can be modified for a classroom setting, Boardroom meeting, or other set up. The Boardroom is NOT available during the winter operating season; and does not allow for early set up. Please plan your rental hours to include set up and event tear down. The capacity of this room is 35.

Other:

No glitter will be used in any of the lodge spaces; no animals are permitted in the Lodge(s). No animals are permitted to be left outside unattended, use of camp stoves or other sources of open flame are **NOT** permitted inside the lodge(s). Grill and camp stoves may be used outside the Lodge(s) if it is attended at all times and does not interfere with any other patrons.

Door code:

The rental user may be issued a door code to the Lodge. The door code will be emailed to you before your event date. This code will only be shared with the person responsible for the rental.

"I acknowledge I am responsible for any damage incurred by the Lodge(s) due to my actions or that of my guests."

(Please initial): _____ Date: _____

Rental Selections

Services	Fee	Amount
Outdoor event <i>*no lodge access</i>	No fee	-----
Fish Creek Daily Lodge Rental	\$1,550	
Fish Creek Hourly Lodge Rental	\$200	
Mezzanine Hourly Rental	\$100	
Mezzanine Daily Rental	\$200	
Porcupine Boardroom Daily	\$500	
Porcupine Boardroom Hourly	\$100	
Optional Services	Fee	Amount
Great Room resetting <i>*required with Fish Creek Daily Rental</i>	\$450	
Removal of Decorations	\$250	
Additional Early Access Fee <i>(as early as 8am)</i>	\$300	
Next Day Tear Down 7am-12pm <i>(done by 12pm)</i>	\$400	
Sub-Total of Rental & Service Fees		
5% Sales Tax		
Tax Exempt Number:		
Total Amount Due for Rental		

Payment: All private events must be paid for to confirm your reservation. Please fill out the Credit Card Authorization Form on the last page (**a 3% convenience fee is added to card charges**). To pay by check/cash, please coordinate payment with Ticket office. Date/time requests cannot be held without payment.

*In some circumstances, a tax-exempt organization will be allowed to pay by check. Please contact the Eaglecrest Representative for information regarding this payment method

Required CBJ Insurance Policy(s) will need to be completed 45-60 days prior to event and will include policy payment at the time of processing.

Cancellation: No refund after 30 days prior to the event date

(Please initial): _____ Date: _____

Revised June 2, 2026

Rental Agreement

"I AGREE TO THE RENTAL TERMS AS OUTLINED IN THE AGREEMENT"

Rental User Signature

Date

Eaglecrest Authorized Signature

Date

Your reservation will not be held until this agreement is signed by all parties.

If you have any questions, please contact:

Eaglecrest Ski Area

Phone: 907-790-2000 ext. 4285

Email: dianna.pierson@skieaglecrest.com



CREDIT CARD AUTHORIZATION FORM

Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Type (Circe One): Visa or MasterCard or Discover

Credit Card Number: _____

Expiration Date: ____/____ (MM/YYYY)

CVV Number: _____ (3-digit number found on back of card)

I authorize Eaglecrest Ski Area to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____ Date: _____