

# Harbor View Hall Booking Contract

## Harbor View Hall Coffman Cove, Alaska

### Function Space Contract for Meetings or Events

|   |                                      |
|---|--------------------------------------|
| Date Agreement Prepared   | Month   Date   Year                  |
|   |                                      |
| Group Contact Name  | Your name here if authorized to sign |
| Title   |                                      |
| Organization  | Your group name here                 |
| Address   |                                      |
| City   State   Zip  |                                      |
| Telephone   Fax   Email   |                                      |
|   |                                      |
| Venue Contact Name: Heather Phillips  |                                      |
| Title: Tourism Coordinator  |                                      |
| Phone: 907-329-2233   Fax: 907-329-2212 Email:<br><a href="mailto:heather@ccalaska.com">heather@ccalaska.com</a><br>Website: www.ccalaska.com | Web Site Address                     |

**[Group] and [Venue] agree as follows:**

**First Option**

Your private function has been booked on a first option tentative basis.

| Date and Day of the Week | Time | Function | Number Guests | Set-Up | Room Rental |
|--------------------------|------|----------|---------------|--------|-------------|
|                          |      |          |               |        |             |
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## Contract Clauses

**Please note there is NO SMOKING, PETS or COOKING inside building**

### Cancellation Policy

This policy states that the contract signee has the right to cancel with written notice to The City of Coffman Cove prior to 30 days in advance of your scheduled event with a 50% refund. If you cancel less than 30 days prior to your scheduled event, you will not be entitled to any refund.

### Food, beverage & lodging

The Harbor View Hall will refer you to catering & lodging options. The Harbor View Hall will in no way be responsible for food, beverage or lodging, with the exception of pre-arranged coffee or water.

### Cleaning

The signee will pay a \$100.00 Clean Deposit, this deposit will be fully refundable based on the following:  
Contract signee must leave the Harbor View Hall in the condition it was found, i.e. bathrooms, floor, etc. Excessive garbage may be subject to additional service fees to be assigned at our discretion.

### Contingency

Harbor View Hall will not be required to provide the services outlined in the contract due to unforeseen conditions such as a labor dispute, accidents and other things that would make it impossible for them to perform.

### Method of Payment

50% of rental rate and cleaning deposit must be made at the time of booking. Remaining 50% must be made 30 days prior to event.

### Liability

Contract signee must pay for any damage done to functions rooms or any part of the building by guests, employees, contractors or other agents (speakers or entertainers, etc.) under the customer's control, Harbor View Hall (managed by the City of Coffman Cove) will not be responsible for any merchandise left behind or stolen. Harbor View Hall will not be liable for any personal injury. Event insurance may be purchased at an additional \$150.00 per day.

### Permits and Licenses

Contract signee is responsible for securing whatever licenses or permits are required by any federal, state or local governing body in order for the event to take place.

### Signature Lines

Signatures by both parties must be secured before the contract will be binding.

**Harbor View Hall Authorized Representative:**

**Group's Authorized Representative:**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_