



SETTLERS BAY LODGE

POLICIES & RENTALS

Joshua Broda
Owner/Operator

Nathan Michaud
Executive Chef

Pamela Nuslein
Event Coordinator

5801 S Knik Goose Bay Road
Wasilla, Alaska
www.settlersbaylodge.com



SETTLERS BAY LODGE

Thank you for inquiring about Settlers Bay Lodge for your upcoming event. We are building a reputation of providing first class service for all our events. We boast one of the most professional banquet staff in the area and take great pride in every function held at Settlers Bay Lodge. Our attention to detail cannot be matched. We strive to make your event memorable.

Three banquet rooms are available to facilitate groups up to 250, all with spectacular views and are accessible by either stairs or elevator. We also have a full service restaurant and lounge with breathtaking views of the Chugach Mountains and Cook Inlet. You will be treated to a true fine dining experience.

For additional information please contact:

Pamela Nuslein
Event Coordinator

(907) 351 2323
events@settlersbaylodge.com

Venue Tours/ Event Overview
By appointment only
Monday-Thursday 3-5pm



[@settlersbaylodge.alaska](https://www.instagram.com/settlersbaylodge.alaska)



[@SettlersBayLodgeAlaska](https://www.facebook.com/SettlersBayLodgeAlaska)

FUNCTION POLICIES

No outside catering or food is allowed. By Alaska State law, no outside alcohol may be brought on premises. This includes both indoor & outdoor functions. **Any outside alcohol brought on premises will be subject to a disposal fee of 1,000 dollars and potential for offender to be removed from the event.**

_____ **Signature**

DEPOSIT & PAYMENT

All functions require payment of the room fee in order to reserve that room for the specified date and time. Room fee is **non-refundable**. The function costs are based on the final guaranteed guest count. All room fees & rentals are due (7) days before the event. Payment for food & beverage, plus 20% gratuity, will be handled the day of the event. Payment shall be in the form of cashiers check, cash or credit card. A credit card number must be kept on file in order to process any final payments that may be outstanding by the end of the event.

_____ **Initial**

GUEST COUNT GUARANTEE

A final guaranteed guest count is due seven (7) days before the event. The final guest count will be considered a guarantee and cannot be reduced thereafter. The Guest agrees to pay the per person menu charge agreed upon for the number of people in the final guaranteed guest count. If the Guest fails to provide a final guaranteed guest count by the due date, Settlers Bay Lodge will provide food & beverage for the initial guaranteed count. Should more guests arrive than the guaranteed count, additional per person charge will be added to the final invoice. Any changes made after the (7) day deadline are subject to a 20% convenience fee per total cost of changes.

_____ **Initial**

Client has read and agrees to all of the above function polices/statements.

Signature:

Date:

FUNCTION POLICIES

CANCELLATION OF EVENT

If the Guest cancels the agreement **before** the (7) day window leading up to the event, Guest will pay the non-refundable room fee and a cancellation fee equivalent to 50% of the room fee. All cancellations must be in writing, either hand delivered or by email.

If the Guest cancels the agreement **within** the (7) day window leading up to the event, Guest will pay the non-refundable room fee, a cancellation fee equivalent to 50% of the room fee, as well as 50% of the estimated function costs. All cancellations must be in writing, either hand delivered or by email.

_____ **Initial**

RESCHEDULE OF EVENT

If the Guest would like to reschedule **before** the (7) day window leading up to the event, Guest will be subject to a re-booking fee equivalent to 25% of the room fee.

If the Guest would like to reschedule **within** the (7) day window leading up to the event, Guest will be subject to a re-booking fee equivalent to 50% of the room fee.

_____ **Initial**

WEATHER CONCERNS

If planning for an outdoor event and rain is predicted, Guest will have the option to remove outdoor related rentals up to 24 hours in advance. If not removed, Guest is expected to pay full price of rentals, regardless if used or not.

_____ **Initial**

Client has read and agrees to all of the above function polices/statements.

Signature:

Date:

FUNCTION POLICIES

LIABILITY

Settlers Bay Lodge and/or any of its employees are not responsible for supervising attending guests or for attending guests behavior. Guest shall be liable to Settlers Bay Lodge for attending guests negligent acts or willful misconduct. Guest agrees to pay for any property damage created. Settlers Bay Lodge does not assume any responsibility for damage or loss of any merchandise or articles left on our property prior to or following of a function.

_____ **Initial**

BREACH OF AGREEMENT

In the event of a breach by Guest of this agreement, Guest shall pay all costs and expenses incurred by Settlers Bay Lodge to enforce this agreement, including attorneys fees.

_____ **Initial**

FEES & PRICES

All fees and prices are subject to change. Fees and prices are only guaranteed once Settlers Bay Lodge receives payment.

20% service charge will be added for all food & beverage.

_____ **Signature**

Client has read and agrees to all of the above function polices/statements.

Signature:

Date:

SET UP & DECOR POLICIES

SET UP

If the event requires a room set up different from our normal set up, a diagram must be submitted and approved by Settlers Bay Lodge no later than (7) days leading up to the event. Any changes requested within the (7) day window leading up to the event will be subject to a re-set up fee, as well as 100 dollars per hour of labor needed for the changes. This includes resetting indoors for a scheduled outdoor function.

The large wooden table in the Pioneer Peak room is not to be moved.

_____ **Initial**

DECORATION

Guest will have access to decorate their reserved room (4) hours before their attending guests begin to arrive. If more time is needed, any additional hour will be a 100 dollar charge, arriving no earlier than 9:00 am.

Guest is responsible for all decorating in their reserved room, as well as the necessary supplies. Decorating plans must be discussed and approved in advance.

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Smoke or fog machines are not allowed / no open flame candles or sparklers (indoor & outdoor).

All helium balloons must be secured. Helium balloons are to be taken out of the building following the event as they may cause fire alarms to go off. Helium balloons that are not removed from the building will be subject to additional cleaning fees.

_____ **Initial**

Client has read and agrees to all of the above setup & decoration policies/ statements.

Signature:

Date:

SET UP & DECOR POLICIES

DECORATION

Items not allowed in conjunction with decorating any of our rooms: duct tape of any kind, staples, tacks, nails, glitter, confetti or glue. Acceptable methods are Command Strips or a wall/paint safe tape and hanging items from the ceiling with string and suspension clips. Hanging items must not be near any light fixtures or sprinklers.

A 250 dollar cleaning fee will be added for vacuuming confetti, glitter or other similar products.

_____ **Initial**

Any damage to walls, ceilings, floors or equipment caused by the use of unacceptable methods will be charged for any repairs needed. The staff reserves the right to inspect any decorations to any property or personal effects brought by you or any attending guests. Movement of tables, chairs or any other items belonging to the facility may only be done so by our staff.

Fire exits must remain clear of any and all obstructions at all times.

Please remove all personal items and decorations at the conclusion of the event.

Settlers Bay Lodge is NOT liable for any personal belongings or decorations left behind.

_____ **Initial**

Client has read and agrees to all of the above setup & decoration policies/ statements.

Signature:

Date:

ROOM FEES & RENTALS

Legends Ballroom max 250 people <i>Full day 8 hour rental - 2,500</i>	1,500
Atrium Room max 65 people <i>Full day 8 hour rental - 1,200</i>	450
Pioneer Peak max 35 people <i>Full day 8 hour rental - 900</i> <i>Bridal Suite - 300</i>	300
Use of Arbor	200
Use of Deck Includes Atrium room	10,000
Entire Building Guest list must be provided	20,000

The room rental fee is based on five hours of use. Rental time begins when your guests arrive. Time can be extended for 300 dollars per additional hour, no later than 11:00 pm. Room rental fee includes set up, tables, chairs, table linens, glassware, tableware & staff.

Cake Cutting Fee per person	2
Outdoor Chair Rental	4
Podium	25
Flip Chart / Easel	25
High Top Cocktail Table per table- 3 available	35
Wooden Photo Back Drop Legends Ballroom only - guest decorates	50
Sound System add wireless microphone - 50	100
Mobile VGA/ HDMI Projector & Screen	100