



ALASKA RAILROAD CORPORATION

Depot Facility Use Application

Phone: Permit Technician 265-2466

Real Estate Fax: 265-2450

Event Name: _____

1. User / Company Name: _____ Date: _____
(Complete Name of Applicant to appear on Legal Document)

2. Mailing Address: _____ Phone: _____
_____ Fax: _____
E-Mail: _____

3. Physical Address (if different from mailing) _____

4. Event Coordinator/ Contact _____ Phone: _____
_____ Cell Phone: _____
_____ Email: _____

5. List any Caterers, Decorators, and/or Contractors:

6. Description / Use (provide detailed explanation of activity or use of facility):

7. Type of Event: _____

8. Will Alcohol be served? Yes No

9. Dates Required: From: _____ To: _____

10. Event Time From: _____ To: _____ Hours: _____

Printed Name: _____ Printed Title: _____

Applicant Signature: _____

Information regarding rates, policies, and commonly asked questions can be found at AlaskaRailroad.com , Depot Rentals.

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| <ul style="list-style-type: none">• 50% of the estimated Rental Fee is required to hold event dates. |
| <ul style="list-style-type: none">• Final Payment, insurance, and security deposit are due no later than 30 days prior to the event date. |
| <ul style="list-style-type: none">• This application is not a Facility Use Agreement. A signed Facility Use Agreement is required to confirm use of the facility. |